

ADMINISTRATIVE COMPLETENESS CHECKLIST

FOR PLAT APPLICATIONS

- Application via [My Government Online](#)
- Engineer's Summary Letter.
- Proposed Plat and supplemental information to determine conformance with Subdivision Design Standards ([Article 30.03](#)). For special requirements by plat type, click below:
 - [Preliminary Plat](#)
 - [Final Plat](#)
 - [Development Plat](#)
 - [Replat](#)
 - [Amended Plat](#)
- Preceding Plats, if replat or final plat.
- If proposing to vacate land from an existing plat, petition to vacate by all other land owners in original plat.
- [Fees](#)
- *Original Property Tax Certificate issued by Travis Central Appraisal District and showing no taxes due*
- *Proof of Ownership. If there are any lienholders on the property, notarized consent to application from each lienholder on the property.*
- *Authorization to Apply on Behalf of Owner (if applicant different than owner)*
- *Utilities –Service Availability Letter*
 - *Water/Wastewater*
 - *Electric*
 - *Gas (if available at location of project)*
- *LTISD Capacity verification*
- *Emergency Services Capacity verification*
- *Approval of proposed street names from 911 Addressing*
- *Covenants, Deed Restrictions (newly applicable and previously recorded)*
- *Traffic Impact Analysis (or evidence one is not required pursuant to [30.03.001\(e\)](#))*
- *Engineer's Opinion of Probable costs for Infrastructure*
- *Permits from Other Agencies*
 - *TxDOT*
 - *TCEQ*
- *Transmittal Letters of Draft Plat to Other Agencies*
 - *Emergency Service District 6*
 - *WTC-PUA or WCID 17*
 - *Austin Energy*
 - *911 Addressing*
 - *Travis County (if in ETJ)*

NOTE: After plat approval, the signing engineer will be required to provide the plat contents in GIS format (shapefile, NAD_1983_StatePlane_Texas_Central_FIPS_4203_Feet Coordinate System).



STANDARD PLAT NOTES

Items in **blue** and *italics* are project specific. Additional non-standard notes may apply.

LOCATION	
Jurisdiction (City Limits or ETJ)	This subdivision is located within the City limits/Extraterritorial Jurisdiction of Bee Cave and is subject to applicable city of Bee Cave Ordinances.
ETJ (limits on regulating use. Include if located in ETJ)	<i>The State Legislature has limited the Authority of County Governments to regulate land use in the unincorporated areas. At the time this plat was approved, Section 232.101(b) of the Local Government Code prohibits Texas Counties, unless otherwise authorized by State law, from regulating the use of any building or property for business, industrial, residential, or other purposes; the bulk, height, or number of buildings constructed on a particular tract of land; the size of the building that can be constructed on a particular tract of land, including without limitation and restriction on the ratio of building floor space to the land square footage; and the number of residential units that can be built per acre of land, unless contained in restrictive covenants applicable to this subdivision, Travis County may not, at the time this plat was approved, restrict or prohibit adverse land uses on or in the vicinity of lots in this subdivision.</i>
Development Permit (if in ETJ)	<i>Travis County Development Permit Required prior to any site development.</i>
Prior Platted Land	<i>This plat covers a portion of the vacated plat name evidenced in Doc. No. #, O.P.R.T.C</i>
ENVIRONMENT	
Watershed	This subdivision is located within the Name of Watershed.
Contributing Zone	<i>This subdivision is located within the Edwards Aquifer Contributing Zone.</i>
UTILITIES	
Electric Provider	Electric Service will be provided by Austin Energy. <i>This subdivision is encumbered by a blanket electric distribution utility easement to Austin Energy recorded as Doc. No. # O.P.R.T.C.</i>
Electric (pruning)	Austin Energy has the right to prune and/or remove trees, shrubbery, and other obstructions to the extent necessary to keep the easements clear. Austin Energy will perform all tree work in compliance with the Land Development Code and the City of Bee Cave Oak Wilt Regulations.
Electric (access)	The Owners of this subdivision shall provide Austin Energy with an easement and/or access required in addition to those indicated, exclusively for the installment and ongoing maintenance of facilities for improvements to this subdivision and for no other purpose. These easements and/or access are required to provide electrical service to the building and will not be located so as to cause the site to be out of compliance with the Land Development Code.
Electric (erosion)	The owner shall be responsible for installation of temporary erosion control, revegetation and tree protection. In addition, the owner shall be responsible for any initial tree pruning and tree removal that is within ten feet of the center line of the proposed overhead electrical facilities designed to provide electric service to this project. The owner shall include Austin Energy's work within the limits of construction for this project.
Electric (clearances)	The owner of the property or his/her assigns is responsible for maintaining clearances required by the National Electric Safety Code, the Occupational Safety and Health Administration (O.S.H.A) regulations, Austin Energy Rules and regulations and state laws pertaining to clearances when working in close proximity to overhead power



	lines and equipment. Austin Energy will not render electric services unless required clearances are maintained. All costs incurred because of failure to comply with the required clearances will be charged to the owner.
Water/Wastewater Provider	Water and Wastewater will be provided by West Travis County Public Utility Agency (WTC PUA)/Water Control Improvement District (WCID 17) .
Water/Wastewater (connectivity)	No structure in this subdivision shall be occupied until connected to an approved public water and wastewater system.
Public Utility Easement	A fifteen foot (15') wide public utility easement (P.U.E.) is dedicated for use for public utilities adjacent to all street side property lines of all lots shown on this plat. <i>In addition, all streets are dedicated as P.U.E.s. All such P.U.E.s may be used by identify utility(s) or its assigns for the provision of natural gas service or a community wide propane provider who has entered into a contract with _____ (e.g. developer or HOA) for the provision of such propane gas.</i>
Emergency Services and Fire Flow	The Water System for this subdivision shall be designed to supply the fire flows as required by Ordinance 2010-1 enacted by Travis County Emergency Services District No. 6. Plans shall be reviewed and approved by Travis County Emergency Services District No. 6 for construction of the subdivision improvements and site development of all lots, except single family.
TRANSPORTATION & ACCESS	
Road (construction and maintenance responsibilities)	In approving this plat, the City of Bee Cave, Texas and the Commissioners Court of Travis County Texas assumes no obligation to build streets or roads shown on this plat or build any bridges, culverts or drainage structures in connection therewith, or provide any traffic control devices or signs in connection therewith. The building of all streets or roads shown on this plat, and all bridges, culverts, drainage structures constructed or in place in such streets or roads or in connection therewith is the responsibility of the owner and/or developer of the tract of land covered by this plat in accordance with the plans and specifications prescribed by the City of Bee Cave, Texas.
Access	The property has access to and from a dedicated public roadway. OR The subdivision has direct access to name of public street by a Joint Access Easement Maintenance of Joint Access Easement shall be in accordance with the declaration of restrictions and easements, recorded in Doc. No. #, of the O.P.R.T.C.
STORMWATER	
Drainage Easements (restrictions and maintenance responsibilities)	Drainage and Water Quality Easements are for the protection of the environment by improving the quality of storm water runoff from developed lands. The native land or management practices within these easements are to help maintain clean water in creeks, rivers, and lakes. No structure or improvements, other than native plant enhancements, or water quality control improvements in accordance with the non-point source pollution control permit for the subdivision, or maintenance to the areas in accordance with the Non-point Source Pollution Control Permit for the subdivision may be placed or performed with in these easements without prior authorization and approval in writing from the City of Bee Cave. These easements shall be maintained by the owner or its approved assigns in accordance with the maintenance plan of the Non-Point Source Pollution Control Permit applicable to the lot. These easements may not be amended or altered except by express written agreement of the City.
Drainage Easement (access)	Property owner and/or his/her assigns shall provide for access to drainage easements/storm sewer easements as may be necessary and shall not prohibit access



	by Travis County—if in ETJ and the City of Bee Cave for inspection or maintenance of said easements.
Non-Point Source Pollution	Development of this property shall not commence until a non-point source pollution control permit as required by the City of Bee Cave, Texas has been issued by the City of Bee Cave, Texas.
Non-Point Source Pollution	All property herein is subject to the City of Bee Cave non-point source pollution control permit for this subdivision. Should the use of this property change, alter, or amend the use as permitted in the non-point source pollution control permit, then an amended non-source pollution control permit shall be required.
Water Quality Facility Maintenance	The detention and water quality facilities located in Lot #, Block # shall be maintained in accordance with the declaration of restrictions and easements recorded in Doc. No. #, of the of the O.P.R.T.C
CONVEYANCE	
Property Conveyance (metes and bounds)	Selling a portion of this land by metes and bounds is a violation of the City of Bee Cave Ordinances and State Law, and is subject to fines and the withholding of utilities and building permits.
Property Conveyance	No conveyance or sales of any portion or lot of this property may occur until after the final plat is recorded with the clerk of Travis County, Texas.
PROPERTY/HOMEOWNERS' ASSOCIATION	
Declarations & Covenants	<i>This subdivision is subject to the declarations of the covenants, conditions and restrictions as recorded in Doc. No. # of the of the O.P.R.T.C.</i>
SITE REQUIREMENTS	
Landscape Maintenance	All landscape improvements common to the subdivision will be maintained by the <i>property owners association</i> or its assigns.
Pest Management Plan	An integrated pest management plan shall be provided at the Site and NPS plan state to the City of Bee Cave.
OTHER	
Zoning	This subdivision is zoned zoning district , as established and modified by City Ordinance #.
Development Agreement (if in ETJ and applicable)	This subdivision is subject to the name of Development Agreement Development Agreement, approved by the Bee Cave City Council on date .
Signage	All development shall be in accordance with the City of Bee Cave sign ordinance.
Approval	The approval by the City Council of this plat shall not, in and of itself, be deemed to constitute or imply the acceptance by the City of any street, public area, easement or park shown on the plat.

****If the Plat is in the City of Bee Cave's Extraterritorial Jurisdiction, the plat must also comply with Travis County Subdivision Regulation Rules**:**

http://www.co.travis.tx.us/TNR/subdivision/pdf_files/Chapter_82.pdf



CERTIFICATIONS

Owner's Certification

**** if the property is financed the lender will also need to sign the certification****

The State of Texas §

County of Travis §

Know all men by these presents

That **entity** acting herein by and through **name, title**, owner of **description of platted land** do hereby dedicate a portion of said tract as shown hereon to be known as:

Title of Plat

Witness my hand, this the **date** day of **month**, 20**year**AD.

By: **name of entity**

Name of Owner

Address of Owner

The State of Texas §

County of Travis §

Before me, the undersigned authority, on this day personally appeared **name of plat signer** as **role in entity**, known me to be the person whose name is subscribed on the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and considerations therein expressed on behalf of said company.

Given under my name and seal of office this the **date** day of **month** 20**year**.

Notary Public in and for the **County** County, **State** .

Print or Stamp Name Here

My commission expires

Surveyor's Certification

The State of Texas §

County of Travis §

Know all men by these presents

That I, **name of surveyor**, do hereby certify that this plat was prepared from an actual on-the-ground survey of the land shown hereon and that the survey monuments shown hereon were set under my supervision in accordance with the subdivision ordinance of the City of Bee Cave, Texas.

Surveyor Name

Date

Surveyor Address/Contact Information



Engineer's Certification

The State of Texas §

County of Travis §

Know all men by these presents

That I, **name of engineer**, a licensed professional engineer, licensed in the state of Texas, hereby certify that the proper engineering considerations have been given to this plat and that it meets the requirements of the subdivision ordinance of the City of Bee Cave, Texas.

Engineer Name

Date

Engineer Address/Contact Information

Floodplain Certification

All/Part/No part of the subject property lies within a floodplain or flood prone area or a flood way of any body of water per the Federal Emergency Management Agency Rate Map, Community F.I.R.M. map prepared for Travis County, Dated Effective **date**, as shown on Community Panel No. **panel number**.

Engineer Name

Date

Engineer Address/Contact Information

County Clerk Certification

The State of Texas §

County of Travis §

I, Dana Debeauvoir, Clerk of Travis County, Texas do hereby certify that the foregoing instrument of writing and its certificate of authentication was filed for record in my office on the ___ day of _____, 20___, at ___ o'clock _m., and duly recorded on the ___ day of _____, 20___, A.D. at ___ o'clock _m., official public records of said County and State in Document No. _____.

Witness my hand and seal of office of the County Clerk, this ___ day of _____, 20___, A.D.

Dana Debeauvoir, County Clerk, Travis County, Texas.

By: _____

Deputy



City Certifications

This **plat type** is approved by the City of Bee Cave for filing at the office of the County Clerk of Travis County, Texas.

Approved by: Planning and Zoning Commission, City of Bee Cave, Texas.

Chairperson
Attest: _____ Date _____

City Secretary _____ Date _____

Approved by: City Council, City of Bee Cave, Texas.

Mayor
Attest: _____ Date _____

City Secretary _____ Date _____

This property is located in the **corporate limits OR extraterritorial jurisdiction** of the City of Bee Cave, Travis County, Texas.

Mayor
Attest: _____ Date _____

City Secretary _____ Date _____

I, the undersigned Mayor of the City of Bee Cave, hereby certify that this subdivision plat conforms to all requirements of the subdivision regulations of this City, and am hereby authorized and approved by the City Council of the City of Bee Cave for recording in the plat records of Travis County, Texas.

Mayor
Attest: _____ Date _____

City Secretary _____ Date _____

