



# SUBDIVISION PLAT APPLICATION CHECKLIST

## APPLICANT AND PROJECT INFO

Applicant Name: \_\_\_\_\_

Applicant Phone #: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

This checklist is intended to provide information and data needed to constitute a complete application. A request for a subdivision Plat requires review by staff and approval by the Planning Director, Planning and Zoning Commission, or City Council (See UDC Section 1.2.5). Incomplete applications will not be accepted.

## APPLICATION AND SUB-APPLICATION TYPES

Application Type	Sub-Application Type
<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Preliminary Plat (2.3.4)
	<input type="checkbox"/> Preliminary Plat Amendment (2.3.4L)
<input type="checkbox"/> Final Plat	<input type="checkbox"/> Amending Plat (2.3.9)
	<input type="checkbox"/> Final Plat (2.3.5)
	<input type="checkbox"/> Short Form Final Plat (2.3.6)
	<input type="checkbox"/> Minor Plat (2.3.7)
	<input type="checkbox"/> Replat (2.3.8)

## MY GOVERNMENT ONLINE SUBMISSION REQUIREMENTS

New applications are only accepted per the Submittal Calendar.

The City of Bee Cave utilizes a digital review system called MyGovernmentOnline, which requires certain digital submittal standards. For more detailed information and troubleshooting, please review the separate MyGovernmentOnline User Guide available at <http://www.MyGovernmentOnline.org/>

## APPLICATION FEES

All application fees shall be paid in full according to the adopted Fee Schedule. The adopted Fee Schedule is available on the City Website: <http://www.BeeCaveTexas.gov/>

## SUBDIVISION PROCESS

The process for subdividing land involves the following steps:



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1. **Pre-Application Conference (UDC Section 1.3 Pre-Application Meeting).** Prior to filing of a plat, the owner may consult with the Planning Director, and other City staff concerning compliance with all applicable ordinances and regulations, and the provision of adequate infrastructure and public services. Also, the applicable application review and approval procedure for the plat will be identified.
  
2. **Submittal of Application and Completeness Check (UDC Section 2.2.1 B).** Plat applications are only accepted per the Submittal Calendar. The applicant will provide all required documents and fees along with the signed application and applicable checklist for a completeness check. Staff will review the documents for completeness of items listed on the checklists and provide feedback about any additional information or documents required from the applicant. If the application is complete, the applicant will be notified and the City will begin technical review. If the application is incomplete, the applicant will be notified in writing of the deficiencies not later than the tenth (10th) business day after the official submittal and the application will be returned to the applicant without the application being filed. Incomplete applications may be resubmitted on the next submittal date. **Applicants have 45 days to address deficiencies, then the application will expire if the deficiencies are not addressed by the close of business on the 45<sup>th</sup> day.**
  
3. **Filing Date.** The statutory 30-day time frame for action of subdivision applications established by TLGC Chapter 212.009, shall commence on the date the application is deemed completed, this is considered the “filed” date.
  
4. **Review.** City Staff will review the plat for compliance with the Subdivision Regulations and other city requirements and forward the application and a summary of any changes and revisions to the plat or supporting materials necessary to bring the application into compliance city requirements to the applicable Decision Maker (see below & UDC Table 1.2-1). The Decision-Maker shall approve, approve with conditions, or deny the application.

Plat Type	Decision Maker
Preliminary Plat	P&Z
Final Plat	P&Z
Short Form Final Plat	P&Z
Minor Plat	P&D Director
Replat	P&Z
Amending Plat	P&D Director
Development Plat	City Council
Plat Vacation	City Council

5. **Modification to an Application.** An applicant may modify a **complete application** according to the following processes:
  - a. Modification Requested by City to an Application under 30-day action process.

- i. If the applicant makes the modification at the request of the City to address an aspect of a Plan, Plat, or Permit that does not conform with the UDC, and the City receives the modified plans within thirty (30) days of the Official Submission Date, then the Decision-Making Body (see Section **1.2.5**) will make a decision on the application on the basis of the modified application.
      - ii. Failure by the applicant to provide requested modifications may result in the application being approved with conditions or denied.
    - b. Modification Requested by City to an Application if 30-day action waived.
      - i. If the applicant makes the modifications requested by the City, the application may be resubmitted per the City's published submittal calendar.
      - ii. Failure by the applicant to provide requested modifications may result in the City withholding the application from consideration by the Planning and Zoning Commission, recommending approval with conditions, or recommending denial.
      - iii. Once the applicant has made all modifications and there are no outstanding modifications, staff will schedule the application for the next Planning and Zoning Commission meeting.
    - c. Modification Not Requested by the City
      - i. In all other instances (such as the applicant choosing to submit a revised application because of a change in development decisions), a modified application submittal will extend the time for making a decision on the application for a period equal to the time specified in the UDC to decide the original application.
      - ii. The time extension for deciding the application commences on the date the modified application is submitted and determined complete.
      - iii. If the application is for a plat or a subdivision and related plans, including Subdivision Construction Plans, a modified application may either be accompanied by a properly executed Waiver of 30 day Action, or the modified application will be considered a new application for the purposes of 30 day action (see Subsection **1.4.2E.3**).
- 6. Conditions of Approval.** If necessary, the Decision-Maker may attach such conditions to an approval that are necessary to ensure compliance with the Subdivision Regulations and other applicable requirements.
- 7. Action.**
  - a. Planning & Development Director: The Planning and Development Director will consider Amending Plats and Minor Plats. Staff will recommend approval of the project only if all of staff's comments have been addressed. If the plat is denied, staff will provide written statement with specific reasons for disapproval. The applicant may resubmit a response satisfying all reasons for disapproval.
  - b. Planning & Zoning Commission: The Planning & Zoning Commission will consider Preliminary Plats, Final Plats, Short Form Final Plats, Replats, Development Plats, and Plat Vacations at a regular meeting. The meeting date will be determined at the time of application filing. The Planning & Zoning Commission action is final for Preliminary Plats, Final Plats, Short Form Final Plats, and Replats. Development Plats and Plat Vacations will move forward to City Council. Staff will recommend approval of a plat only if all of staff's comments have been addressed prior to P&Z meeting. If the plat is denied, staff will



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provide written statement with specific reasons for disapproval. The applicant may resubmit a response satisfying all reasons for disapproval.

- c. City Council: The City Council will consider Development Plats and Plat Vacations at a regular meeting within 30 days of a recommendation provided by the Planning & Zoning Commission. City Council's action will be final. If the plat is denied, staff will provide written statement with specific reasons for disapproval. The applicant may resubmit a response satisfying all reasons for disapproval.
- 8. Resubmission Following Conditional Approval.** The applicant may resubmit an application conditionally approved demonstrating that all conditions of approval have been satisfied in accordance with the City's submittal calendar. Within 15 calendar days of the resubmittal the Planning Director will determine if all conditions for approval have been met. If conditions are met the plat is approved, if conditions are not met the applicant may make a resubmittal in accordance with the City's submittal calendar.
  - 9. Resubmission Following Denial.** The applicant may resubmit an application denied demonstrating that all reasons for denial have been addressed in accordance with the City's submittal calendar. The Planning Director will place the application on the agenda of the Planning and Zoning Commission in accordance with the meeting date specified in the City's submittal calendar. If the application is denied again the applicant will be required to start a new application and new fees will be applied.
  - 10. Filing for Recordation.** Following approval by the Approval Authority, and construction and acceptance or posting of fiscal security of any required public improvements, the plat will be signed by the Planning and Development Director or P&Z Chairman, as applicable, and sealed by the City Secretary, and filed for record with Travis County. A Plat Execution Package containing the following must be provided to the Planning & Development Department to file the plat for record with Travis County:
    - a. full-sized (18"x24") notarized copies of the plat with all signatures (except required city signatures), seals, stamps or other validation/certifications of work as applicable in accordance with State law and local requirements,
    - b. recent original certified & sealed tax certificates showing \$0.00 amount due;
    - c. signed original of any separate instruments required to be recorded with the plat;
    - d. plat filing fee;

Note: Preliminary Plats are not filed for record.

Note: If applicant wishes to have a signed copy returned after recordation, please provide an additional original of the plat and any separate instruments for signature.

## REQUIRED ITEMS FOR SUBMITTAL OF A COMPLETE APPLICATION

The following checklist is grouped into the electronic documents that will be required for a complete submittal. The list below each document heading shows the individual items that are to be combined to form the PDF document. Please, flatten all PDF before submittal and rename documents for easy readability.

- Application Information**
  - Deed showing current ownership
  - Notarized Verification of Land Ownership Form
  - Authorization Agent Designation Form (if applicant different than owner)
  - Written consent to the plat application from each lienholder of the subject property (if applicable)
  - Recent Title Commitment (dated within one year, if the title commitment is older than one year, submit a property report and nothing further certificate)
  - Original Tax Certificate issues by Travis Central Appraisal District and showing no taxes due
  - Lake Travis Independent School District (LTISD) capacity verification (for residential subdivisions)
  - Covenants, Deed Restrictions (newly applicable and previously recorded)
- Letters of Approval of Subdivision**
  - Water & Wastewater Provider (WTCPUA or WCID-17 as applicable)
  - Electric (Austin Energy)
  - Gas (if available at location of project)
  - Emergency Services District 6 (Lake Travis Fire Rescue)
  - 911 Addressing (if applicable for approval of names of any new streets)
  - Texas Department of Transportation (TXDOT) (if applicable)
  - Texas Commission on Environmental Quality (TCEQ) (if applicable)
- Plan Review**
  - Subdivision Plat
  - Construction Plan case number (only applicable to Final Plat)
  - Prior approved Preliminary Plat (if applicable)
  - Engineer's Summary Letter
- Transportation**
  - Trip Generation Report (Section 2.5.11 of the UDC)
  - Traffic Impact Analysis, if required per Trip Generation Report
  - Texas Department of Transportation (TXDOT) Permits (at Final Plat if applicable)



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- Drainage & Utility Plan**
  - Preliminary Drainage Plan (applicable to preliminary plat/preliminary plat amendment) (Section 7.2H of the UDC) Include HEC/RES file (zip file)
  - Preliminary Utility Plan (applicable to preliminary plat, preliminary plat amendment) (Section 2.5.14C and 2.5.15C of the UDC)
  - Written statement that the schematic plans and preliminary drainage calculations were submitted with the Preliminary Plat and no changes have occurred; OR, if changes have occurred, provide new or updated schematics and specifications (only applicable to Final Plat or Replat)
- Signed Application Checklist**
- Other Plans** if deemed necessary for thorough review by the Planning Director or the City Engineer, such as a Planned Development District documents
- Approved Zoning Change** if the Preliminary Plat relies on successful request of a zoning change
- Subdivision Waiver(s)** (Section 2.6.1 of the UDC, if applicable)
- Improvement Agreement and/or Fiscal Surety** (Section 2.4.4 of the UDC) (if applicable at Final Plat)
- Parkland and Path Dedication** (Final Plat) (Section 2.1.5 F of the UDC) (if applicable)
- Waiver of 30-Day Action** (Section 2.2.1 D of the UDC, if applicable)
- Fees** (to be assessed once application is accepted)

## CERTIFICATION OF APPLICATION CHECKLIST

I hereby attest that I prepared this application/checklist and that all information shown hereon is correct and complete to the best of my knowledge:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date