



CITY OF ELGIN

FINAL PLAT CHECKLIST

Subdivision Name: _____

NOTE: THE FINAL PLAT WILL NOT BE CONSIDERED "FILED" UNLESS THE FOLLOWING APPLICATION REQUIREMENTS ARE MET. **IF AN ITEM IS MISSING FROM THE APPLICATION, THE PLAN WILL NOT BE FILED.** THIS CHECKLIST MUST BE PRESENTED AT SUBMISSION AND ALL ITEMS MUST BE INCLUDED IN THE SUBMISSION.

_____ Submittal deadline _____ (per submittal calendar).

_____ Planning and Zoning Meeting date (Note: Items will not be placed on the agenda unless approval has been obtained by the City Engineer.) _____

1. APPLICATION REQUIREMENTS

_____ One (1) full-size reproducible, mylar or a comparable substitute, sheets twenty-four inches by thirty inches (24" x 30")

_____ Fifteen (15) full-size copies folded with title of plat appearing on outside, to a size which will fit inside a legal size folder.

_____ One electronic version (CD) each to Planning Department and City Engineer (2 CDs)

_____ List of all property owners within 200 feet of property proposed to be subdivided with address as recorded by Bastrop / Travis County Tax appraisal district.

_____ Address labels/stickers and envelopes addressed (typed) to each property owner within 200 feet **DO NOT SEAL THE ENVELOPES.**

_____ "Certified Mail" receipts and cards for "Return Receipt Requested" mail (information filled in). The front of the card should be (addressed to / be returned to) City of Elgin, Department of Planning and Development, P.O. Box 591, Elgin, Texas 78621.

_____ You will be billed for the exact amount of postage after the notices are mailed to the property owners located within 200 feet of the proposed Concept Plan. Notices are sent via Certified Mail Return Receipt Requested and via First Class Mail.

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2. INFORMATION SHOWN ON THE FINAL PLAT

_____ A title including the name of the subdivision.

_____ The name of the landowner or owners.

_____ The name of the registered engineer and/or registered public surveyor responsible for the preparation of the plat. **Note: Your subdivision will require the services of a Registered Civil Engineer to prepare the drainage schematic plan.**

_____ The scale and location of the subdivision with reference to an original corner of the original survey of which said land is a part.

_____ The date

_____ North point

_____ Legend defining line-types and symbols shown.

_____ Total acreage and total number of lots and blocks within the subdivision

_____ The certification statement and seal of the registered engineer and licensed surveyor who surveyed, mapped and monumented the land, language per City of Elgin Development Ordinance, final plat requirements.

_____ A certificate of ownership and dedication to the public of all streets, easements, alleys, parks, playgrounds, or other dedicated public uses, signed and acknowledged before a notary public by the owners and any holders of liens against the land and shall be placed on the face of the plat.

_____ An accurate on-the-ground boundary survey of the property with bearings and distances and showing the lines of all adjacent land, streets, easements, and alleys with their names and width. (Street, alleys, and lot lines in adjacent subdivision shall be shown dashed.) All necessary data to reproduce the plat on the ground must be shown on the plat.

_____ A certificate of approval to be signed by the chairman and secretary of the planning and zoning commission shall be placed on the face of the plat.

_____ The plat shall show all existing features within the area being subdivided, such as existing watercourses, railroads, width of streets, alleys and easements to be retained and other physical features deemed pertinent to the subdivision.

Streets, alleys and easements that are to be dedicated shall be shown with the following engineering data:

_____ For Streets: Complete curve data (delta, length of curve, radius, point of curvature, point of reverse curvature, point of tangency) shown on the centerline of on each side of the street; length and bearing of all tangents; dimensions from all angle points of curve to an adjacent side lot line shall be provided. The number of feet of roadway shall also be shown on the plat.

_____ For Watercourses and Easements: Distances to be provided along the side lot

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_____ lines from the front lot line or the high bank of a stream. Traverse line to be provided along the edge of all large watercourses in a convenient location, preferably along a utility easement if paralleling the drainage easement of stream.

_____ Lot and block lines and numbers of all proposed lots and blocks with complete dimensions for front, rear and side lot lines.

_____ Building set back lines shall be shown on all lots.

_____ Two (2) sets of plans and specifications prepared by a registered engineer shall be provided for the installation of water, sewer, paving and drainage, and said plans and specifications must be approved by the city engineer prior to the beginning of any construction of the subdivision.

_____ Limits of the 25-year flood plain.

_____ Environmental buffer zones, easements, dedications.

_____ Limits of the 100-year flood plain.

_____ Minimum finished floor slab elevations, at a minimum of one (1) foot above the 100-year flood plain level, for all lots adjacent to or affected by the flood plain.

3. FEES

_____ Final Plats, Revised Final Plats and amended Final Plats, five dollars (\$5.00) per lot, not less than three hundred dollars (\$300.00).

_____ Parkland dedication or fee in lieu of will be required at this time. (See Ordinance 2018-5-15-31)

_____ Review fees: In addition to the filing fee, you will be billed for subdivision review fees performed by TRC Solutions, Inc.

_____ LUE fees and reimbursement fees.

4. ACCOMPANYING REQUIREMENTS

_____ A Tax Certificate showing that all taxes have been paid. Must bear embossed stamp.

_____ Petition for annexation (if applicable).

_____ Application for zoning (if applicable).

_____ Letter of credit / performance bond if applicable. Note: Final Plats will only be recorded at the County AFTER civil work is in place or upon posting fiscal to pay for construction of civil work.

DISCLAIMER

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THIS CHECKLIST IS USED BY THE ELGIN CITY ENGINEER (TRC) AS A GUIDANCE TOOL FOR THE REVIEW OF PROPOSED DEVELOPMENTS IN THE CITY OF ELGIN. THIS DOCUMENT DOES NOT GOVERN OVER OR SUPERCEDE ANY REQUIREMENTS OF THE CITY'S SUBDIVISION ORDINANCE OR CONSTRUCTION STANDARDS. ALL REQUIREMENTS IN THE ORDINANCE AND STANDARDS MUST BE MET BY THE DEVELOPER AND THE DEVELOPER'S ENGINEER.

SUBDIVISION REQUIREMENTS CAN BE FOUND AT:

https://library.municode.com/tx/elgin/codes/code_of_ordinances?nodeId=PTIICOOR_CH36SU_ARTIINGE

THE LATEST PARKLAND DEDICATION AND FEES ORDINANCE CAN BE FOUND AT:

https://library.municode.com/tx/elgin/ordinances/code_of_ordinances?nodeId=891710

THE COMPLETE CONSTRUCTION STANDARDS CAN BE FOUND AT:

<http://elgintx.com/DocumentCenter/View/100/Construction-Standards>

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