



# Re-Plat Application Packet

## **Table of Contents**

**Section 101: Pre-Application Meeting.**

**Section 102: Subdivision Variance & Plat Submittal Delay.**

**Section 103: Application Submission Requirements.**

**Section 104: Completeness Review.**

**Section 105: Submittal Review.**

**Section 106: City Request for Plat Copies.**

**Section 107: Noticing & Hearing Requirements.**

**Section 108: Tax Certificate & Mylars.**

**Section 109: Planning & Zoning Commission Consideration.**

**Section 110: Appeals.**

### Section 101: Pre-Application Meeting.

Before the application packet can be submitted to the City, **a pre-application meeting must be set up with the City if the plat request involves creation of public improvements.** This meeting must be attended at minimum by the contact person and the project engineer. Items as listed with the application must be provided at the time of meeting or the meeting may be rescheduled by the City. The purpose of this meeting is to discuss a proposed project in general terms. It is not regarded as an official filing of the application. A short period of time should transpire between the pre-application meeting and the filing of an application. **Any timeframe longer than two (2) weeks between the pre-application meeting and application filing and the City may request another pre-application meeting.**

### Section 102: Subdivision Variance & Plat Submittal Delay.

If an applicant wishes a deviation from any code standard in Chapter 46, City Code (Subdivision) a subdivision variance must be filed with the City. **This must be filed first and approved before any plat application associated with the variance can be filed with the City.** If it is filed during the plat process the City must immediately schedule the plat for hearing.

### Section 103: Application Submission Requirements.

- A. Submittal of appropriate filing fees for the application. **\$55.00 per lot + \$850.00, whichever is greater + 115% for any City third-party review, as needed (this will be charged later in the process) + sidewalk-in-lieu fees, as applicable (this will be charged later in the process) + parkland fees, as applicable (this will be charged later in the process) + park improvement fees, as applicable (this will be charged later in the process).**
- B. A copy of all items in the attached Re-plat Checklist for Completeness Review to the satisfaction of the City. All items shall be submitted in electronic format to [planninganddevelopment@ci.elgin.tx.us](mailto:planninganddevelopment@ci.elgin.tx.us).

### Section 104: Completeness Review

Once items have been submitted to the City, it shall have ten (10) business days to review for completeness. Completeness shall be determined by the City reviewing all items submitted and verifying all applicable items are present. If the City determines it compliant under this review, then it moves to a submittal review. If deemed noncompliant, the applicant will be notified in writing of the reasons for noncompliance. The applicant shall have one (1) opportunity to submit information within six (6) calendar months of the date. Failure to meet the deadline date or address all City issues within the one (1) opportunity shall expire the application. Submittal of the application for a completeness review is not regarded as an official filing of the application.

### Section 105: Submittal Review

After the application is determined complete then the items will go through a submittal review. This review is conducted by the Development Review Committee (DRC). Submittals shall be as outlined below:

- A. First (1<sup>st</sup>) submittal. The DRC shall review the first (1<sup>st</sup>) submittal within thirty (30) calendar days of the compliant completeness review and submit comments to the applicant in writing by the end of this timeframe.

- B. Response of Applicant. The applicant shall address all individual comments from the DRC by copying each open comment(s) and providing response(s) to each open comment on official letterhead. This shall also include revised documentation showing the comments have been addressed by the applicant.
- C. Second (2<sup>nd</sup>) & third (3<sup>rd</sup>) submittals. The second (2<sup>nd</sup>) and third (3<sup>rd</sup>) submittals, if needed, shall be reviewed by the DRC within thirty (30) calendar days of the applicant's submittal to the City. For these submittals, response shall be required as stated in subsection (B).
- D. Scheduling of public hearing before Planning & Zoning Commission. Upon the closing of all DRC comments or reaching the third (3<sup>rd</sup>) submittal, the Plan will be scheduled for a public hearing before the Planning & Zoning Commission.

**Section 106: City Request for Plat Copies.**

After the item is set for a public hearing, the City will request ten (10) paper copies of the 24" x 36" proposed plat in order to place within the Staff packet. This will need to be provided by the applicant.

**Section 107: Noticing & Hearing Requirements.**

Noticing of the Planning & Zoning Commission meeting shall be in accordance with Section 36-29(h), City Code. Applicants shall receive written notice of the location, date, and time of the Commission public hearing.

**Section 108: Tax Certificate & Mylars**

At the night of the Commission meeting the applicant shall provide one (1) copy of the original tax certificates from each applicable County the lot is located in and one (1) copy of a mylar for each applicable County the plat is located in.

**If located in Travis County and outside the City limits the County must sign off the Plat before the City will accept the plat for signature and record the item.**

**Section 109: Planning & Zoning Commission Consideration.**

In regard to consideration, the Commission has the option to approve, approve with conditions, deny, or continue the item upon concurrence of the applicant. Upon denial, the application expires.

**Section 110: Appeals.**

An appeals application must be filed with the Department within ten (10) business days from the Commission hearing date. The appeal will be heard by the City Council in a public hearing format with noticing requirements as stated in City Code. The Council shall affirm or reverse the Commission. The appeal will be heard by the Council within thirty (30) calendar days of filing.



CITY OF ELGIN

REPLAT CHECKLIST FOR COMPLETENESS REVIEW

Subdivision Name: \_\_\_\_\_

NOTE: THE REPLAT WILL NOT BE CONSIDERED COMPLETE OR FILED UNLESS THE FOLLOWING COMPLETENESS REVIEW REQUIREMENTS ARE MET. **IF AN ITEM IS MISSING FROM THE APPLICATION, THE PLAT WILL BE REJECTED IN THE COMPLETENESS REVIEW.** THE CHECKLIST MUST BE COMPLETELY FILLED OUT WITH A Y (YES), N (NO) OR N/A (NOT APPLICABLE) IN EACH BLANK. THIS CHECKLIST MUST BE INCLUDED WITH THE INITIAL SUBMITTAL.

\_\_\_\_\_ Completeness review date.

\_\_\_\_\_ Submittal date \_\_\_\_\_ (per submittal calendar formal submittal after everything is provided per Completeness review).

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

**1. APPLICATION REQUIREMENTS**

\_\_\_\_\_ Completed and signed application with owner’s original signature.

\_\_\_\_\_ Copy of the pre-application meeting application with signed City staff signatures indicating the meeting has been conducted or documentation from the City the pre-application meeting is not needed for this project. (Should be within a two-week window of submitting application for completeness review or City may request another pre-application meeting during the completeness review comments). A pre-application meeting is only required when a re-plat will generate public improvements.

\_\_\_\_\_ Copy of the application with all information completely filled out and all applicable signatures.

\_\_\_\_\_ Copy of owner’s authorization for agent giving the applicant permission to file on behalf of the owner or the signatory authority if it is a corporation. This must be submitted on letterhead.

\_\_\_\_\_ Narratives indicating all design professionals with postal address and contact information (phone & e-mail) associated with the application, not including the applicant.

\_\_\_\_\_ If adding lots, a letter from the applicable agencies certifying water and wastewater capacity exists for the re-plat.

**ELGIN REPLAT CHECKLIST**

- \_\_\_\_\_ Copy of deed showing current ownership. Proof of signatory authority for corporations is required.
- \_\_\_\_\_ One (1) 24" x 36" copy of the current recorded plat for the area being re-platted with the words "to be re-platted", with delineation lines if amending a portion of the plat, superimposed on the applicable portions of the plat..
- \_\_\_\_\_ One (1) electronic version of all items on checklist emailed to the City at [planninganddevelopment@ci.elgin.tx.us](mailto:planninganddevelopment@ci.elgin.tx.us). Information to be forwarded on by City to third parties after receiving it.
- \_\_\_\_\_ Letter explaining the purpose of and justification for the replat.
- \_\_\_\_\_ Provide copies of all recorded utility easements (except those dedicated by plat) affecting the existing plat.
- \_\_\_\_\_ Schematic plans and outline specifications for water, wastewater, paving and drainage, including how utilities and drainage interface with adjacent tracts and any easements required across adjacent tracts to service the proposed subdivision.
- \_\_\_\_\_ A letter from the developer explaining how the tract will be served by water and wastewater, and how the utilities will interface with adjacent tracts. The letter must include oversized construction and/or offsite requirements if applicable.
- \_\_\_\_\_ A letter from the developer concerning parkland dedication agreement.
- \_\_\_\_\_ An environmental assessment statement listing any and all environmental hazards and remedial action proposed to allow subdivision to proceed.
- \_\_\_\_\_ Ownership and Lien Certificate dated no earlier than thirty (30) days prior to the submission of the plat.
- \_\_\_\_\_ Copy of existing deed restrictions and/or covenants.
- \_\_\_\_\_ Submit a recent Title Commitment (dated within one year). If the Title Commitment is older than one year, submit a property report or a Nothing Further Certificate.
- \_\_\_\_\_ A tax map highlighting the subject area.
- \_\_\_\_\_ Submit updated Traffic Impact Analysis as required by Elgin's Code of Ordinances Section 36-53(c). This shall be in general consistent with the initial traffic impact analysis approved with the concept plan and preliminary plat.

**2. INFORMATION SHOWN ON THE REPLAT PLAT**

- \_\_\_\_\_ A title including the name of the subdivision with the words "Re-plat" which must be included somewhere in the title.
- \_\_\_\_\_ The name, address and contact information of the owner. If owner is a partnership, corporation, or other entity other than an individual, the name of the responsible individual such as President or Vice President must be given.

**ELGIN REPLAT CHECKLIST**

- \_\_\_\_\_ The name, address and contact information of the registered professional engineer or registered professional land surveyor responsible for the preparation of the plat.
- \_\_\_\_\_ Scale: 1" = 100'. Prior written consent from the Development Services Director will be required for use of a smaller scale.
- \_\_\_\_\_ Vicinity map
- \_\_\_\_\_ Date submitted.
- \_\_\_\_\_ Dated revision block (each revision shall bear a new date).
- \_\_\_\_\_ North arrow: North to be at the top of the sheet if possible.
- \_\_\_\_\_ A tie to an original corner of the original survey of which said land is a part.
- \_\_\_\_\_ Legend defining line-types and symbols shown.
- \_\_\_\_\_ Point of beginning.
- \_\_\_\_\_ Total acreage of right-of-way within the subdivision.
- \_\_\_\_\_ A complete legal description by metes and bounds of the land being re-platted.
- \_\_\_\_\_ If developing more than four (4) residential lots, a table which shows the amount of required total parkland for the entire subdivision in acreage and the provided parkland within this plat. Including a note which indicates that future parkland will be incorporated into future final plats if it is to be commenced in more than one (1) phase.
- \_\_\_\_\_ Statement outlining the estimated average, single family lot size and the estimated range of lot sizes by grouping of less than 6,000 square feet, 6,000-7,500 square feet, 7,500-9,000 square feet, greater than 9,000 square feet.
- \_\_\_\_\_ If located within Travis County and outside the City limits, individual signatory blocks for the applicable County approval authorities with the date of approval.
- \_\_\_\_\_ Total acreage and total number of lots and blocks within the subdivision.
- \_\_\_\_\_ A note specifying the tracts location in regard to the 100-year floodplain.
- \_\_\_\_\_ The certification statement and seal of the registered professional engineer or registered professional land surveyor who surveyed, mapped and monumented the land shall be placed on the face of the plat as follows:

*The State of Texas  
Know All Men by These Presents  
County of Bastrop or Travis County*

*That I, \_\_\_\_\_, do hereby certify that I prepared this plat from an actual and accurate on-the-ground survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with the subdivision regulations of the City of Elgin, Texas.*

**ELGIN REPLAT CHECKLIST**

\_\_\_\_\_  
*Signature and Seal  
of Registered Professional Engineer or  
Registered Professional Land Surveyor*

\_\_\_\_\_ 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, dedicated right of ways, easements and alleys with their names and width. (Streets, alleys, and lot lines in adjacent subdivisions shall be shown dashed.) All necessary data to reproduce the plat on the ground must be shown on the plat.

\_\_\_\_\_ . On the first page the following language: This re-plat was approved by the City of Elgin Planning & Zoning Commission on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. Also, provide separate individual signatory blocks for the Chair and Secretary of the Planning & Zoning Commission.

\_\_\_\_\_ The plat shall show all existing features within the area being subdivided, such as existing watercourses, railroads, street right of ways, alleys and easements to be retained and other physical features deemed pertinent to the subdivision.

\_\_\_\_\_ Designation of any sites for special uses including churches, sewage disposal plants, water plants, business, industry, or other special land uses. If proposed use is unknown, designate as unrestricted. Where a proposed site in the area taken in by a proposed addition or subdivision is planned for a school, park or public building such site shall be reserved on the plat for the proposed facility.

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

\_\_\_\_\_ For Streets and right of ways: Complete curve data (delta, length of curve, radius, point of curvature, point of reverse curvature, point of tangency) shown on the centerline of 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 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.



**ELGIN REPLAT CHECKLIST**

\_\_\_\_\_ Be aware a set of subdivision construction plans and specifications prepared and sealed 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. This is a separate application process with the City.

\_\_\_\_\_ Limits of the 25-year and 100-year floodplain. For waterways draining sixty-four (64) acres or more.

\_\_\_\_\_ Environmental buffer zones, easements and dedications.

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

\_\_\_\_\_ A certificate of a registered professional engineer shall be placed on the face of the plat as follows:

*State of Texas  
County of Bastrop/Travis*

*I, \_\_\_\_\_, do hereby certify that the information contained on this plat comply with the subdivision ordinances and the stormwater drainage policy adopted by the City of Elgin, Texas.*

\_\_\_\_\_  
*Signature and Seal  
of Registered Professional Engineer*

**3. ACCOMPANYING REQUIREMENTS**

\_\_\_\_\_ Voluntary annexation application of this re-plat if under an annexation development agreement, if applicable.

\_\_\_\_\_ Application for re-zoning (if applicable).

\_\_\_\_\_ Letter of credit / performance bond (if applicable).

\_\_\_\_\_ Dedication instruments deeding parkland to the City for any required parkland in the subdivision unless paying in-lieu fee.

\_\_\_\_\_ The original tax certificate from each applicable County showing that all taxes have been paid after all City comments have been addressed by the applicant. During the review process if a new fiscal year starts a new original tax certificate from each applicable County must be provided for the new fiscal year. This must be provided before the City can record the re-plat.

**ELGIN REPLAT CHECKLIST**

**4. FEES**

\_\_\_\_\_ All associated flat fees or fees for the number of lots and acreage of right-of-way in accordance with the fee schedule have been paid to the City. TRC to confirm with the City before completeness review. Third-party review fees will occur later in the process.

\_\_\_\_\_ LUE fees and reimbursement fees.

**DISCLAIMER**

**THIS CHECKLIST IS USED BY THE ELGIN CITY ENGINEER (TRC) FOR THE REVIEW OF PROPOSED DEVELOPMENTS IN THE CITY OF ELGIN. THIS DOCUMENT DOES NOT GOVERN OVER OR SUPERSEDE 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?nodeld=PTIICOOR\\_CH36SU\\_ARTIINGE](https://library.municode.com/tx/elgin/codes/code_of_ordinances?nodeld=PTIICOOR_CH36SU_ARTIINGE)

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

[https://library.municode.com/tx/elgin/ordinances/code\\_of\\_ordinances?nodeld=891710](https://library.municode.com/tx/elgin/ordinances/code_of_ordinances?nodeld=891710)

**THE COMPLETE CONSTRUCTION STANDARDS CAN BE FOUND AT:**

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

"This institution is an equal opportunity provider"

# PRE-APPLICATION MEETING REQUEST

**This is mandatory only when re-plats require subdivision construction plans**

Date: \_\_\_\_\_

### REQUESTED MEETING DATE/DAY/TIME

Requested Meeting Date(s) or Day(s): \_\_\_\_\_

Requested Meeting Time(s): \_\_\_\_\_

### PROJECT LOCATION

Parcel ID's from County Appraiser: \_\_\_\_\_

\_\_\_\_\_

Postal Address: \_\_\_\_\_

\_\_\_\_\_

### LAND USE / ZONING / DEVELOPMENT

Current Land Use: \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_

Current Zoning: \_\_\_\_\_; Proposed Zoning: \_\_\_\_\_

Approx. Sq. Ft of Non-Residential Improvements: \_\_\_\_\_

Number of Residential Units: \_\_\_\_\_

### REQUIRED ITEMS AT MEETING

Full List of Meeting Attendees and Their Project Role (Contact & Engineer are mandatory).

Checklist of Meeting Topics and Questions to Discuss

Additional Narrative of Proposed Project

Site Location Map or Tax Map Indicating Project Location

Proposed Site Plan, Sketch, or Other Information Depicting Proposed Project

**Failure to provide items is grounds to decline meeting.**



310 North Main Street  
P.O. Box 591  
Elgin, Texas, 78621



(512) 281-0119



www.elgintx.com



# RE-PLAT APPLICATION

Date: \_\_\_\_\_

## SITE INFORMATION

Project Address: \_\_\_\_\_

Parcel Identification Number (if no address): \_\_\_\_\_

## APPLICANT

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

Postal Address: \_\_\_\_\_

\_\_\_\_\_

E-Mail Address: \_\_\_\_\_; Phone Number: \_\_\_\_\_

The information given on this application is accurate to the best of my knowledge. All provisions of laws and ordinances governing this work will be complied with, whether specified on this application or not.

\_\_\_\_\_

Signature

Printed Name

Date

Project Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



310 North Main Street  
P.O. Box 591  
Elgin, Texas, 78621



(512) 281-0119



www.elgintx.com