



# Preliminary Plat Application Packet

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**Section 101: Preliminary Plat Pre-requisites.**

**When a concept plan is required under City Code, this must be approved before any preliminary plats can be filed with the City.**

**Section 102: Establishment Order for Platting of Land.**

The Preliminary Plat is regarded as the second approval in the establishment order. The order can be influenced on whether or not a performance fiscal is filed with the City. Generally, the subdivision process is comprised of several individual steps as denoted below:

(a) *Lack of performance fiscal filed with the City:*

- (1) Concept plan filing and approval (*May not be required to complete*).
- (2) Preliminary plat filing and approval.
- (3) Final plat filing and approval.
- (4) Subdivision construction plans filing and approval (*May not be required to complete*).
- (5) As-built filing and approval (*May not be required to complete*),
- (6) Final plat recording.
- (7) Acceptance of subdivision improvements filing. (*May not be required to complete*).

(b) *Performance fiscal filed with the City:*

- (1) Concept plan filing and approval (*May not be required to complete*).
- (2) Preliminary plat filing and approval.
- (3) Subdivision construction plans filing.
- (4) Final plat filing and approval.
- (5) Posting of performance fiscal.
- (6) Final plat recording.
- (7) Subdivision construction plans approval.
- (8) As-built filing and approval.
- (9) Acceptance of subdivision improvements filing (*May not be required to complete*).

- (c) Each step of the establishment order has deadlines and expirations that must be met in order for the application and any approval(s) granted to remain valid, in effect, and eligible to continue to the next step of, or to complete, the establishment order.

### **Section 103: Subdivision Variance for Plats without a Concept Plan & Plat Submittal Delay.**

**This Section shall only be applicable to preliminary plats without a required concept plan.**

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 applications 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 104: 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 105: Application Submission Requirements.**

- A. Submittal of appropriate filing fees for the application. **New: \$50.00 per lot + \$25.00 per acre of right-of-way or \$1,000, whichever is greater + 115% for any City third-party review, as needed (this will be charged later in the process) + removal of tree inches, as applicable (this will be charged later in the process) + tree mitigation fees, as applicable (to be charged later in the process); Amendment: \$50.00 per lot or \$600.00, whichever is greater + 115% for any City third-party review, as needed + removal of tree inches, as applicable (this will be charged later in the process) + tree mitigation fees, as applicable (to be charged later in the process);**
- B. One (1) copy of all items in the attached Preliminary 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 106: 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 107: 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. **If necessary, the DRC can meet with the applicant to thoroughly go through their comments, if desired and contracted 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). **If necessary, on the second (2<sup>nd</sup> submittal) the DRC can meet with the applicant to thoroughly go through their comments, if desired and contracted by the applicant.**
- 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 108: 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 plans in order to place within the Staff packet. This will need to be provided by the applicant.

### **Section 109: Noticing & Hearing Requirements.**

Applicants shall receive written notice of the location, date, and time of the public hearing.

### **Section 110: 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 111: 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.

**Section 112: Expiration of Approval.**

The preliminary plat shall expire two (2) years after approval, unless a final plat on all, or a portion of, the land is approved prior to such expiration date and additional preliminary plats are approved in not greater than two (2) year intervals from approval of the previous preliminary plat until all of the land within the preliminary plat is included within approved preliminary plats. These additional final plats must include a minimum ten percent (10%) of land area in the preliminary plat.

**Section 113: Modification of Approved Plats.**

Any proposed changes to the approved plat shall require a modification to that approved plat which follows this application. Any applications relating to final plats shall not be accepted until such time as the preliminary plat modification has been approved.



CITY OF ELGIN

PRELIMINARY PLAT CHECKLIST FOR COMPLETENESS REVIEW

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

NOTE: THE PRELIMINARY PLAT WILL NOT BE CONSIDERED COMPLETE OR FILED UNLESS THE FOLLOWING COMPLETENESS REVIEW REQUIREMENTS ARE MET. **IF AN ITEM IS MISSING FROM THE APPLICATION, THE PRELIMINARY 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 \_\_\_\_\_ (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 Services Director).

**1. APPLICATION REQUIREMENTS**

\_\_\_\_\_ One (1) electronic version of all items on the checklist emailed to the City at [planninganddevelopment@ci.elgin.tx.us](mailto:planninganddevelopment@ci.elgin.tx.us) Information to be forwarded onto by City to third-parties after receiving it.

\_\_\_\_\_ 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 plat will generate public improvements.

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

\_\_\_\_\_ Copy of the Deed showing ownership. Proof of signatory authority for corporations is required.

\_\_\_\_\_ 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.

## ELGIN PRELIMINARY PLAT CHECKLIST

- \_\_\_\_\_ Narratives indicating all design professionals with postal address and contact information (phone & e-mail) associated with the application, not including the applicant.
- \_\_\_\_\_ Submit Traffic Impact Analysis as required by Elgin's Code of Ordinances Section 36-53(c), if not originally included with the Concept Plan application.
- \_\_\_\_\_ Letter requesting water (If City provided) and wastewater for the development.
- \_\_\_\_\_ An environmental assessment statement listing any and all environmental hazards and remedial action proposed to allow subdivision to proceed.
- \_\_\_\_\_ Voluntary annexation application of this preliminary plat if under an annexation development agreement, if applicable.

## **2. INFORMATION SHOWN ON THE PRELIMINARY PLAT**

- \_\_\_\_\_ A title including the name of the subdivision with the words "Preliminary Plat" which must be included somewhere in the title.
- \_\_\_\_\_ The total acreage and total number of lots and blocks within the subdivision.
- \_\_\_\_\_ The name, address and contact information of the owner. If the 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.
- \_\_\_\_\_ A complete legal description by metes and bounds of the land being subdivided.
- \_\_\_\_\_ The name, address and contact information of the registered professional engineer or registered professional land surveyor responsible for preparing the plat. **Note: Your subdivision will require the services of a Registered Civil Engineer to prepare the drainage schematic plan.**
- \_\_\_\_\_ Scale: 1" = 100'. Prior written consent from the Development Services Director will be required for use of a smaller scale.
- \_\_\_\_\_ Vicinity map
- \_\_\_\_\_ North arrow: North to be at the top of the sheet if possible.
- \_\_\_\_\_ Date submitted.
- \_\_\_\_\_ Dated revision block (each revision shall bear a new date).
- \_\_\_\_\_ Legend defining line-types and symbols shown.
- \_\_\_\_\_ Ownership boundaries shall be drawn in very heavy lines and shall include overall dimensions and bearings.
- \_\_\_\_\_ Adjacent property lines and adjacent right of way lines of the proposed subdivision shall be drawn with dashed lines.



**ELGIN PRELIMINARY PLAT CHECKLIST**

\_\_\_\_\_ A tie to an original corner of the original survey of which said land is a part.

\_\_\_\_\_ Point of beginning.

\_\_\_\_\_ A note specifying the tracts location in regard to the 100-year floodplain.

\_\_\_\_\_ On the first page the following language: This Preliminary 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.

Names and locations of adjacent:

\_\_\_\_\_ Land / subdivisions

\_\_\_\_\_ Streets

\_\_\_\_\_ Easements

\_\_\_\_\_ Pipelines

\_\_\_\_\_ Watercourses

\_\_\_\_\_ Property lines and names of adjoining property owners in unsubdivided tracts

Existing and proposed topographic and planimetric features within the subdivision, including:

\_\_\_\_\_ Watercourses, high banks and ravines

\_\_\_\_\_ Environmental buffer zones

\_\_\_\_\_ Width of existing or proposed easements

\_\_\_\_\_ Contour lines at two (2) foot intervals, and

\_\_\_\_\_ Any other physical features pertinent to the subdivision

Existing transportation features within the subdivision including the location and width of:

\_\_\_\_\_ Right of way, including total acreage.

\_\_\_\_\_ Streets

\_\_\_\_\_ Alleys

\_\_\_\_\_ Easements

Proposed features including:

\_\_\_\_\_ Name, location, surfacing, and width of streets

**ELGIN PRELIMINARY PLAT CHECKLIST**

\_\_\_\_\_ Width and depth of all lots

\_\_\_\_\_ Location of building lines

\_\_\_\_\_ Alleys

\_\_\_\_\_ Easements

\_\_\_\_\_ Number of blocks and lots.

\_\_\_\_\_ Schematic plans and outline specifications for drainage, sanitary facilities and utilities. **A REGISTERED CIVIL ENGINEER IS REQUIRED TO CREATE THIS SCHEMATIC.**

\_\_\_\_\_ 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 preliminary plat for the proposed facility.

\_\_\_\_\_ If developing 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 preliminary plats if it is to be commenced in more than one (1) phase.

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

\_\_\_\_\_ Statement that the preliminary plat conforms to the adopted concept plan.

\_\_\_\_\_ 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.

Tree Survey:

\_\_\_\_\_ One (1) electronic copy of a 24" x 36" PDF, of a tree survey prepared within the past two (2) years of the application date superimposed on top of the subdivision lot layout. This plan shall demonstrate the lot lines and street layouts have been designed and located and that lot width, depth, and size flexibility has been utilized to the maximum extent necessary to retain the maximum number of significant and heritage trees.

\_\_\_\_\_ Significant and Heritage trees to be preserved shall be identified with a solid green circle. Significant and Heritage trees to be removed shall be identified with a solid red circle across the tree. All tree survey numbers shall be provided within the circle to clearly identify the tree as listed in the tree list.

\_\_\_\_\_ Tree survey shall show all tree protection zones as dashed black lines.

\_\_\_\_\_ A tree list table shall be formatted as follows on all tree surveys. Highlight all rows in yellow that are Heritage Trees (20" caliper and larger).

**ELGIN PRELIMINARY PLAT CHECKLIST**

**Example Tree List**

<b>Tree Survey Number</b>	<b>Tree Type</b>	<b>Caliper Inch</b>	<b>Removed</b>	<b>Reason for Removal</b>	<b>Fee for Removal</b>
0001	Live Oak	8"			
0002	Cedar Elm	18"	X	In detention pond	\$2,700.00
0003	Live Oak	32"			

Tree mitigation;

\_\_\_\_\_ One (1) electronic copy of a 24" x 36" PDF, of a tree mitigation plan superimposed on top of the subdivision lot layout. This plan shall demonstrate the lot lines and street layouts have been designed and located and that lot width, depth, and size flexibility has been utilized to provide for replacement trees.

\_\_\_\_\_ Plan shall show locations of proposed mitigation trees in relation to subdivision layout as dashed green circles. All tree mitigation numbers shall be provided within the circle to clearly identify the tree as listed in the tree mitigation.

\_\_\_\_\_ A tree mitigation list table shall be formatted as follows on all tree mitigation plans.

**Example Tree Mitigation List**

<b>Tree Mitigation Number</b>	<b>Tree Type</b>	<b>Caliper Inch</b>
0001	Live Oak	2"
0002	Cedar Elm	6"
0003	Live Oak	4"

\_\_\_\_\_ Tree mitigation plan shall also include a table indicating the total caliper inches removed and the total caliper inches replaced on the plan and required to be replaced in accordance with City Code.

**Example Tree Mitigation Summary**

<b>Total Caliper Inches Removed</b>	<b>Total Caliper Inches Replaced</b>	<b>Required Caliper Inches to be Replaced</b>
10"	12"	10"

\_\_\_\_\_ If mitigation will be achieved through partial or full payment-in-lieu fees instead of replanting trees, the total fees shall be calculated on the plans.

**ELGIN PRELIMINARY PLAT CHECKLIST**

**3. 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.

\_\_\_\_\_ Parkland dedication or fee in lieu of will be required at final platting. (See Ordinance 2018-5-15-31)

**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:**

<https://elqintx.com/DocumentCenter/View/100/Construction-Standards>

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# PRE-APPLICATION MEETING REQUEST

**This is mandatory only when preliminary 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  
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Elgin, Texas, 78621



(512) 281-5724



www.elgintx.com



# PRELIMINARY PLAT APPLICATION

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

New \_\_\_\_ Modification \_\_\_\_

Modification of \_\_\_\_\_

## 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:

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