



# Final Plat Application Packet

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### **Section 101: Final Plat Prerequisites.**

**A preliminary plat covering the area must be approved before any final plats can be filed with the City. In certain instances where an applicant has filed a performance fiscal with the City then subdivision construction plans must be filed with the City before any final plat can be filed with the City.**

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

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-builts 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-builts filing and approval
9. Acceptance of subdivision improvements filing. (*May not be required to complete*)

- C. Each step of the 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 order.

### Section 103: 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 104: Application Submission Requirements.

- A. Submittal of appropriate filing fees for the application. **\$50.00 per lot + \$25.00 per acre of right-of-way or \$750.00, whichever is greater + recording fees + 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 Final 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 105: 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 106: 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 107: 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 108: Noticing & Hearing Requirements.**

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

#### **Section 109: 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 it for signature and record the item.**

#### **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 plat shall expire two (2) years after approval unless it is recorded with the County.

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

Any proposed changes to the plat shall require a modification to that plat which follows this packet.

**Section 114: Standards and Usage of Performance Fiscal.**

The City may waive the requirement that the applicant complete all improvements prior to the recording of the approved Final Plat, contingent upon securing from the developer a guarantee for completion of all required improvements, including the City's cost for collecting the guaranteed funds and administering the completion of improvements, in the event the developer defaults. Such guarantee shall cover 125% of the estimated construction cost for all improvements associated with the construction of the subdivision according to the City Engineer. This guarantee shall be certified by a State licensed engineer. These may consist of a performance bond, escrow account, or letter of credit in accordance with Section 36-51, City Code. The performance fiscal shall only be released upon the City's approval of as-builts associated with the subdivision construction plans.

**Section 115: Reduction of Performance Fiscal.**

A performance fiscal may be reduced, upon actual construction of required improvements by a ratio that the improvement bears to the total public improvements required for the subdivision, as determined by the City Engineer. In no event shall a surety instrument be reduced below twenty-five percent (25%) of the principal amount of the original estimated total costs of improvements for which surety was given, prior to completion of all required improvements.



CITY OF ELGIN

FINAL PLAT CHECKLIST FOR COMPLETENESS REVIEW

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

NOTE: THE FINAL 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 FINAL 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 Services Director). \_\_\_\_\_

**1. APPLICATION REQUIREMENTS**

\_\_\_\_\_ 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 onto by City to third-parties after receiving it.

\_\_\_\_\_ Updated Traffic Impact Analysis in accordance with Section 36-53, City Code. This shall be in generally consistent with the initial traffic impact analysis approved with the concept plan and preliminary plat.

\_\_\_\_\_ 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.

**ELGIN FINAL PLAT CHECKLIST**

- \_\_\_\_\_ 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.
- \_\_\_\_\_ Voluntary annexation application of this final plat if under an annexation development agreement, if applicable.
- \_\_\_\_\_ Submit a recent Title Commitment (dated within one year). If the Title Commitment is older than one (1) year, submit a property report or a Nothing Further Certificate.
- \_\_\_\_\_ Letter from the applicable agencies certifying water and wastewater capacity exists for the plat.

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

- \_\_\_\_\_ A title including the name of the subdivision with the words “Final 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.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.



**ELGIN FINAL PLAT CHECKLIST**

\_\_\_\_\_ A statement that the final plat conforms to the approved preliminary plat.

\_\_\_\_\_ A complete legal description by metes and bounds of the land being subdivided.

\_\_\_\_\_ 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.

\_\_\_\_\_ 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 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.

\_\_\_\_\_ 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.*

\_\_\_\_\_  
*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 Final 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.

**ELGIN FINAL PLAT CHECKLIST**

\_\_\_\_\_ If located within Travis County and outside the City limits, individual signatory blocks for the applicable County approval authorities with the date of approval.

\_\_\_\_\_ 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.

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.

\_\_\_\_\_ 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*

**ELGIN FINAL PLAT CHECKLIST**

**3. ACCOMPANYING REQUIREMENTS**

\_\_\_\_\_ Ownership and Lien Certificate dated no earlier than thirty (30) days prior to the submission of the plat.

\_\_\_\_\_ 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.

**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 final 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.**



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(512) 281-5724



www.elgintx.com

**CONTACT INFORMATION**

**Contact Name:** \_\_\_\_\_

**Contact Role (e.g. owner, agent, developer):** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_; **Contact E-Mail:** \_\_\_\_\_

I, the undersigned, request a pre-application meeting for the purpose of discussing a proposed project in general terms. I have provided the information requested in this form and understand that this meeting does not constitute City review for the purposes of approval or permit issuance. A licensed professional engineer should be consulted independently by the applicant regarding potential utility, drainage, and floodplain impact issues prior to making any decisions regarding real estate or other business transactions.

Upon submittal of the appropriate application(s), additional comments from City staff should be expected in addition to those that were discussed in this meeting.

Furthermore, I understand that this meeting is not a development permit application and does not constitute the first in a series of permits or projects for this proposed project. Plans shall be prepared in accordance with the City Code, as well as any international, federal, state, or local codes incorporated or referenced therein.

Furthermore, Staff reserves the right to request another pre-application meeting if there has been longer than two (2) weeks since this meeting and applicable application packet being submitted to City.

\_\_\_\_\_

**Contact Signature**

**Date**

**FOR OFFICE USE ONLY**

Application Received Date: \_\_\_\_\_

\_\_\_\_\_

Yes: \_\_\_\_\_

No: \_\_\_\_\_

Meeting Conducted Date: \_\_\_\_\_ Reason for Not Conducting Meeting: \_\_\_\_\_

Staff Signature: \_\_\_\_\_



# FINAL 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:**

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