



# Short Form Plat Application Packet

## **Table of Contents**

**Section 101: Short Form Plat Prerequisites.**

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

**Section 103: Application Submission Requirements.**

**Section 104: Completeness Review.**

**Section 105: Submittal Review.**

**Section 106: Administrative Consideration.**

**Section 107: Tax Certificate & Mylars.**

**Section 108: Appeals.**

### Section 101: Short Form Plat Prerequisites.

A short form plat shall only be filed in accordance with Section 1 of the Short Form Plat Checklist for Completeness Review.

### 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 consider the plat.

### Section 103: Application Submission Requirements.

- A. Submittal of appropriate filing fees for the application. **\$500.00 + recording fees + 115% for any City third-party review, as needed (this will be charged later in the process).**
- B. A copy of all items in the attached Short Form 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 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. **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.**

#### **Section 106: Administrative Consideration**

The DRC shall approve if no other outstanding comments remain and deny if there are outstanding comments after the applicant has submitted for the third (3rd) submittal. Upon denial, the application expires.

#### **Section 107: Tax Certificate & Mylars**

After all DRC comments have been addressed by the applicant, the City will notify the applicant to 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 108: 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

SHORT FORM PLAT CHECKLIST FOR COMPLETENESS REVIEW

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

NOTE: THE SHORT FORM 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 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).

**1. SHORT FORM QUALIFICATION REQUIREMENTS**

The applicant must conclude that the proposed subdivision:

\_\_\_\_\_ Requires no new streets.

\_\_\_\_\_ Requires no new utilities.

\_\_\_\_\_ Requires no new or extended existing infrastructure.

\_\_\_\_\_ Consists of four (4) or fewer lots being platted.

\_\_\_\_\_ If all of the lines have been checked then this amendment qualifies for a short form plat application. If not all or none of the lines have been checked, a preliminary plat application, with a future subdivision construction application and final plat application must be filed with the City.

**2. INFORMATION SHOWN ON THE SHORT FORM PLAT**

\_\_\_\_\_ A title including the name of the subdivision with the words "Short Form 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 SHORT FORM PLAT CHECKLIST**

\_\_\_\_\_ The name, address and contact information of the registered engineer or registered public surveyor responsible for the preparation of the plat.

\_\_\_\_\_ Scale: 1" = 100'. Prior written consent of 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 and total number of lots and blocks within the subdivision.

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

\_\_\_\_\_ 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.

**ELGIN SHORT FORM PLAT CHECKLIST**

\_\_\_\_\_ Verbiage stating, "This Short Form Plat was approved by the City of Elgin on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.". Also, provide a separate individual signatory block for the Subdivision Administrator.

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.

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

\_\_\_\_\_ Environmental buffer zones, easements, 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 SHORT FORM PLAT CHECKLIST**

**3. ACCOMPANYING REQUIREMENTS SHORT FORM FINAL 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 onto by City to third parties after receiving it.

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

\_\_\_\_\_ 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 plat.

\_\_\_\_\_ 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.

\_\_\_\_\_ Letter from the applicable agencies certifying water and wastewater capacity exists for the plat.

\_\_\_\_\_ Copy of the deed showing current 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.

\_\_\_\_\_ Voluntary annexation application of this 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.

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

**4. FEES**

\_\_\_\_\_ All associated fees 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.



## **ELGIN SHORT FORM PLAT CHECKLIST**

### **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?nodeId=PTIICOOR\\_CH36SU\\_ARTIINGE](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](https://library.municode.com/tx/elgin/ordinances/code_of_ordinances?nodeId=891710)

THE COMPLETE CONSTRUCTION STANDARDS CAN BE FOUND AT:

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

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# SHORT FORM 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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