

FINAL PLAT: SUBDIVISION APPLICATION

Name of Project: _____

General Location: _____

Primary Contact For Project:

Primary Contact Person: _____

Organization: _____

Phone # (office): _____

Mailing: Address: _____

City, State, Zip: _____

Phone # (office): _____ Other #: _____

Signature: (Required) _____ Title: _____

Email: _____

Please check one:

- Final Plat
- Minor Final Plat
- Replat
- Amending Plat
- Subdivision Variance
- Vacation Plat

Property Description:

Legal Description: _____

(Please provide field notes as an attachment.)

Watershed: _____

Parcel ID (6 digits): _____ Zoning District: _____

Present Land Use: _____ Proposed Land Use: _____

Is a portion of property located in: ___ Floodplain ___ ETJ ___ Overlay ___ Corridor

To Be Completed By Staff:

Case Name: _____ Filing Fee: \$ _____

Case Manager: _____ Received date: _____

Received by: _____ Submittal Completion Date: _____

Filing Deadline: _____ P&Z Meeting Date: _____

CONTACTS

<u>Applicant</u>	<u>Engineer</u>
Name: _____	_____
Organization: _____	_____
Mailing Address: _____	_____
City, State, Zip: _____	_____
Phone Number: _____	_____
Email Address: _____	_____
Signatures: (Required) _____	_____

Previous Application History For Project

*Please identify the name and date of any approved Preliminary, Construction Plans and Final Plats for the subject property.

1. _____
2. _____
3. _____

Subdivision Variance

*A subdivision variance may be considered by P&Z in special circumstances. The following shall be provided for consideration of any such request:

- _____ 1. Filing Fee (see page 9)
- _____ 2. Signed letter of intent from owner that indicates the variance request from a specific provision(s) and the justification for the variance.

* print N/A for non-applicable information

To be completed by City Staff:

Variance to Section:

CONSENT OF PROPERTY OWNER

Project Name: _____

Property Owner Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email: _____

Signature: _____ Title: _____

By signing this form, the owner of the property authorizes the City of Pflugerville to begin proceedings in accordance with the process for the type of application indicated above. Owner further acknowledges that submission of an application does not in any way obligate the City to approve the application. By signing this form the owner of the property authorizes the City of Pflugerville to enter upon the property to perform all necessary inspections and acknowledges that the construction will be in accordance with the City of Pflugerville standards and the approved construction documents. By indicating an agent on the application, the property owner authorizes the agent to represent the request and all official contact will be between the City of Pflugerville and the agent.

THE STATE OF _____:

: KNOW ALL MEN BY THESE PRESENTS

COUNTY OF _____:

Before me, _____, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, _____.

Notary Public's Signature

My Commission Expires: _____

REQUEST FOR 30-DAY WAIVER

Subdivision Name: _____

Application Type: _____

Check One:

_____ I hereby request that this subdivision be placed on the Agenda for action at the next available Planning and Zoning Commission meeting, I acknowledge that: 1) comments may have not been addressed, and 2) the plat may not be in compliance with City codes. I understand this may result in a disapproval of my application. If the application is disapproved, I will be required to submit a new application and pay new filing fees. If this option is chosen, a correct original (signed and sealed, as appropriate) Mylar and paper copies as required are provided with this update or response.

_____ I hereby request that this subdivision not be placed on the Agenda for the next available Planning and Zoning Commission meeting and hereby waive the provisions of §212.009 (a) of the Texas Local Government Code and Subchapter 15 of the Unified Development Code of the City of Pflugerville. I understand that the plan or plat will not be placed on a Planning and Zoning Commission agenda until all staff comments have been addressed.

Agent's Name: _____

Corporation/ Firm Name (if applicable): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Email: _____

Owner Name (print): _____

Owner's Signature: _____ Date: _____

Agent's Name (print): _____

Agent's Signature: _____ Date: _____

SUBMITTAL REQUIREMENTS

Filing Fee: # Lots _____ x \$ _____ + **\$15 Tech fee**= \$ _____ (minimum \$500)

(See page 9 for fee schedule)

Note: Any application requiring more than three (3) review cycles will be assessed a \$250 fee per additional review.

Submittal Requirements: Paper & Digital Copies in .pdf format Required

1. ___ Recording Fee \$ _____ (Not required if located in the ETJ)
2. ___ Payment of any required Impact Fee, if applicable \$ _____ Date Paid: _____
3. ___ **Complete application** with all required contact information and original Owner Consent Form and waiver.
4. ___ **Initial submittal: Six (6) paper copies of Final Plat (18"x 24", no smaller than 1"= 100')**
5. ___ One (1) - 11x17 copy of the Final Plat with submittal.
6. ___ All content on the following pages listed within the **Final Plat: Required Content Checklist**.
7. ___ **Traffic Impact Analysis (TIA):** One (1) copy of the TIA if the proposed Subdivision is expected to generate 2000 or greater vehicle trips on the peak day for the proposed uses within the proposed subdivision, according to the latest edition of the Institute of Transportation Engineers' Trip Generation, a qualified professional approved by the Director with experience in traffic flow analysis shall make, prepare and sign a traffic impact analysis and certify to its completeness and accuracy. The traffic impact analysis must include the information specified in the Supplemental Schedule and must address UDC Subchapter 15. The independent variable used to calculate the number of expected trips is at the discretion of the Director.
8. ___ If a (TIA) is not prepared per UDC Subchapter 15 above, a written statement indicating the assumptions and calculations used to determine that the proposed subdivision is expected to generate less than 2,000 vehicle trips.
9. ___ All Floodplain related documentation (i.e. floodplain map, CLOMR, etc.).
10. ___ A **tax statement** from the County Appraisal District showing that all taxes have been paid.
11. ___ A **service capability letter** signed by an authorized representative of each water and wastewater utility
12. ___ A **general warranty deed** conveying the parkland to the City or cash payment in lieu of, or in combination with, parkland dedication, if applicable.
13. ___ Applicable Travis County, Williamson County, & TxDot Permits (i.e. Driveway permit).
14. ___ **Category 1A Land Title Survey** and .pdf copies of all existing easements. (Less than 2 months old)
15. ___ A request for annexation if located in the City's Extraterritorial Jurisdiction.

AFTER ALL COMMENTS ADDRESSED: Three (3) original copies of the plat signed and sealed by all agents including owner/subdivider, notary, engineer of record, and surveyor. ETJ plats require four (4) original copies. Provide an AutoCAD DWG file in either 2000 or 2004 format required prior to plat being recorded.

The Plat will not be recorded until the public improvements have be constructed and accepted by the City, or fiscal security in an amount equal to 110% of the cost of the public improvements in a form acceptable to the Director has been provided.

FINAL PLAT: REQUIRED CONTENT CHECKLIST

The following identifies the required plan sheets and content requirements for a Preliminary Plan as described in Subchapter 15 of the Unified Development Code. Prior to submitting an application, please ensure each item is provided by initialing each line item and providing a signature with date at the bottom of the page. The Unified Development Code is within Chapter 157 of the Code of Ordinances, available at www.pflugervilletx.gov.

General Information	
	Initial Submittal: A minimum of six (6) full size copies of 18" x 24", no smaller than 1"=100'
	One (1), 11x17 copy of the Final Plat with each submittal.
	All drawings are computer generated and do not contain hand drawn items.
	Scale, North Arrow, and Legend
	Signed and sealed by professional Engineer licensed to operate in the state of Texas
PLAT SHEET	
	The words "Final Plat" in a conspicuous area on the first sheet.
	The name of the Subdivision on the first sheet & each supplemental sheet
	The name and address of current owner/Subdivider, separate from the Owner's Dedication Statement.
	The name and address of the engineer and surveyor responsible for preparing the plat
	A north arrow
	An indication of the scale used on the plat.
	A legend specifying all line types and abbreviations provided on the plat
	A vicinity map designating the relation of the Subdivision to major streets and city limit.
	The date of preparation of the plat
	The Legal Description of the plat area
	A table identifying: <ul style="list-style-type: none"> <input type="checkbox"/> Total acreage of the platted area <input type="checkbox"/> Number of lots and acreage for each proposed land use <input type="checkbox"/> Total length, width, and acreage of each street
	Identify the proposed street locations with right-of-way widths indicated
	Required right-of-way dedication with dimensions (If applicable)
	All proposed street names as approved by Pflugerville 911 Addressing.
	Location of City limit line or ETJ boundary if located contiguous to or traverse the proposed Subdivision.
	If applicable, the parkland calculation as specified in Supplemental Schedule
	The boundary lines of the perimeter of the Subdivision drawn with bold line type
	Property lines, Subdivision boundaries, lot lines, right-of-way lines and floodplain within 200 feet of the proposed Subdivision boundary drawn with dashed lines.
	The dimensions and bearings of all lot and boundary lines with a tie to a corner of the original tract and a tie to the closest platted lot.
	The width, depth, and area of all lots.
	The location of all benchmarks with elevations, northing and eastings. Minimum 2 Permanent Benchmarks per EDM DG9.0 (Vertical & Horizontal Coordinates - State Plane System)

FINAL PLAT: REQUIRED CONTENT CHECKLIST

	All existing and proposed easements with dimensions and distance from lot lines, etc. Any easements filed under separate instrument shall be documented on the plat and a copy of the recorded easement provided prior to recordation of the plat.
	The location of all sidewalk and hike and bike trails identified with dotted lines and distinguish between trails and sidewalks within the legend with pavement widths listed.
	The proposed location of neighborhood mail box units with expanded right of way turn outs.
	Designation of any lot that is for a private or public purpose, including but not limited to proposed park land, utilities, drainage, private amenity areas, landscape easements, and similar uses.
	A curve table identifying the delta, length of curve, radius, point of curvature, point of reverse curvature, point of tangency, chord length and bearing for each proposed line.
	The location of the 100 and 500 year FEMA floodplain boundaries and if applicable, the limits of Zones AE with regulatory base flood elevations identified as depicted on the most recent Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) and per Chapter 151.37.
Signature and Notation Sheet	
	The City Certification from the Planning and Zoning Commission, Planning Director and City Secretary as specified in the Supplemental Schedule.
	The Signed and notarized Owners Dedication Statement as specified in the Supplemental Schedule.
	The signed and sealed Engineer's Floodplain and Surveyor's Certification as specified in the Supplemental Schedule.
	The County Clerks signature block as required by the applicable County.
	If in the ETJ, the Commissioners Court signature block as required by the applicable County.
	Any other certifications or signature blocks required by the County, if located in the ETJ.
	Standard plat notes as provided in the Supplemental Schedule. <ol style="list-style-type: none"> 1. This plat lies within the City of Pflugerville full purpose jurisdiction or ETJ. 2. Water and wastewater shall be provided by _____. No lot in this subdivision shall be occupied until connected to water and wastewater facilities. 3. A 10-ft Public Utility Easement (P.U.E.) shall be dedicated along all street frontage. 4. Easement(s) dedicated to the public by this plat shall also be subject to the terms and conditions of the Engineering Design Manual per Ordinance No .1206-15-02-24. The Grantor [property owner(s)], heirs, successors and assigns shall retain the obligation to maintain the surface of the easement property, including the obligation to regularly mow or cut back vegetation and to keep the surface of the easement property free of litter, debris, and trash. 5. No improvements including but not limited to structures, fences, or landscaping shall be allowed in a public easement, except as approved by the City. 6. The property owner shall provide access to drainage and utility easements as may be necessary and shall not prohibit access for the placement, construction, installation, replacement, repair, maintenance, relocation, removal, operation and inspection of such drainage and utility facilities, and related appurtenances. 7. <i>(Commercial subdivision)</i> A six (6) foot wide sidewalk shall be provided on both sides of the street

FINAL PLAT: REQUIRED CONTENT CHECKLIST

8. *(Residential subdivision: Applicable to lots adjacent to a Major Collector or Arterial Streets)* A six (6) foot wide sidewalk shall be provided on both sides of _____ street(s).
9. *(Residential subdivision: Applicable to lots adjacent to a Local Street and Minor Collectors)* A minimum of a 4-ft. wide public sidewalk shall be provided on both sides of _____ street(s).
10. *(Applicable to new construction of streets)* Streetlights shall be installed and in full working order with the public improvements. All streetlights shall be in conformance with all City of Pflugerville ordinances including but not limited to being downcast and full cut off type.
11. This subdivision is subject to all City of Pflugerville ordinances or technical manuals related to Tree Preservation per City **Ordinance # 1203-15-02-24** and City **Resolution # 1224-09-08-25-8A**.
12. *(Residential Subdivision)* The Public Parkland dedication and Park Development Fee shall be calculated at a rate required by **Ordinance # 1203-15-02-24**.
13. *(Residential Subdivision,)* {If applicable, provide a Private Park Open Space Note and identify who owns and maintains the private park and restrictive covenants creating such funding sources for the maintenance and operation.}
14. The assessed Community Impact Fee rate for water and wastewater is hereby accessed and established according to the City of Pflugerville Ordinance No. 1179-14-06-10. Community Impact fees for individual lots shall be paid prior to the issuance of any building permit.
15. This Subdivision shall mitigate post-development peak runoff rates for the 2 year, 25 year and 100 year storm events.
16. All electric utility infrastructure including but not limited to telephone, cable television, electric utility lateral and service lines shall be installed in accordance with the City of Pflugerville Engineering Design Manual.
17. The owner of this subdivision, and his or her successors and assigns, assumes responsibility for plans for construction of subdivision improvements which comply with applicable codes and requirements of the City of Pflugerville.
18. Construction plans and specifications for all subdivision improvements shall be reviewed and approved by the City of Pflugerville prior to any construction within the subdivision.
19. *(Commercial Subdivisions)* Site development construction plans shall be reviewed and approved by the City of Pflugerville, Development Services, prior to any construction.
20. All proposed fences and walls adjacent to intersecting public roadway right-of-way or adjacent to private access drives shall be in compliance with the site distance requirements of the City of Pflugerville Engineering Design Manual, as amended.
21. Wastewater and water systems shall conform to TCEQ (Texas Commission on Environmental Quality) and State Board of Insurance requirements. The owner understands and acknowledges that plat vacation or re-platting may be required at the owner's sole expense if plans to develop this subdivision do not comply with such codes and requirements.

To Be Completed by Applicant:

Print Name: _____

Title: _____

Signature: _____

Date: _____

FINAL PLAT FEE SCHEDULE

Final Plat (Including Minor Plat, Amending Plat, & Replat)*

Standard	\$15.00 / lot; minimum \$500.00
Expedited	\$25.00 / lot; minimum \$1000.00
If public hearing is required	\$250.00 in addition to regular plat fee
Review Beyond 3 Review Cycles**	\$250 per additional Review Cycle
Subdivision Variance	\$200.00 / variance; minimum \$500.00

* An additional \$15 Technology Fee is applied to each application.

** For applications that warrant more than three (3) review cycles by staff to ensure adherence of all development regulations and staff comments have been addressed, the fourth (4th) review cycle shall require additional review fees in accordance with the Unified Development Code (UDC).