

**BASTROP COUNTY**  
**SUBDIVISION PLAT APPLICATION**



**Bastrop County Development Services**

211 Jackson Street

Bastrop, TX 78602

512-581-7176

## Plat / Plan Submittal Process

- **PRIOR** to submitting a Subdivision Plat Application, a Pre-Application Meeting with Bastrop County Development Services Staff is **REQUIRED**.
- **PRIOR** to submitting a Subdivision Plat Application, the Owner or the Owner's authorized agent (Applicant) is required to contact the County 9-1-1 Addressing Coordinator to confirm the suitability of the street name(s) and designations in conjunction with the Plat. An application will not be considered Complete without an approval letter from the County 9-1-1 Addressing Coordinator.
- **PRIOR** to submitting a Subdivision Plat Application, the Owner or the Owner's authorized agent (Applicant) is required to meet with interested parties to include, but not limited to, the Emergency Services District in which the proposed project is located and TxDOT if the subdivision has frontage on a state highway. The Coordination with and Notification of Interested Parties Form must be completed.
- A Subdivision Plat Application **MUST** be filled out in its entirety prior to submission. Incomplete applications will not be processed and will be returned to the Applicant.
- Additional Information Required for Replat / Revisions only:
  - A copy of all existing recorded plats affected by the proposed revision.
- Application / Review Process:
  - Once a Complete Application has been received, Bastrop County will conduct an Administrative Review for accuracy and completeness within 10 business days.
  - An Administratively Complete Application will be filed with Bastrop County. Per Texas Local Government Code 232.0025, Bastrop County will complete a 30-day review. Any comments, revisions, questions, or alterations will be addressed during that review time.
  - Upon Completion of the 30-day review, a Letter of Approval, Approval with Conditions or Disapproval will be issued to the Owner and/or Owner's authorized agent.
- *A Complete Application*: An application which has all the required documents and submitted for Administrated Review.
- *Administrative Review*: The process of reviewing an Application for its accuracy and completeness prior to being Filed & any Technical Review beginning.
- *Filed Application*: A Complete Application which has been submitted **AND** has been determined to be administratively complete by Administrative Review. Bastrop County will issue a Notice of Filed Application, including the date of Filing to the Applicant.

# Subdivision Plat Application Questionnaire

## 1. Type of Application:

Preliminary Plan  Short Form Final Plat  Final Plat  Replat / Amended Plat

Manufactured Home Rental Community  Condominium Development

Other Use: \_\_\_\_\_

## 2. Property Information: (The property or tract for which an application has been submitted)

Proposed Name of Subdivision: \_\_\_\_\_

Survey Information:

Survey / Abstract: \_\_\_\_\_

Acreage: \_\_\_\_\_

Recorded (Vol/Page/Instrument): \_\_\_\_\_

Parcel Tax ID Number: \_\_\_\_\_

Bastrop County Precinct of subject property: 1  2  3  4

Located in City ETJ: Yes  No  City Name: \_\_\_\_\_

List all political subdivisions in which the subject property is located (see tax account summary).

School District(s): \_\_\_\_\_

Emergency Services District(s): \_\_\_\_\_

Groundwater Conservation District(s): \_\_\_\_\_

Other: \_\_\_\_\_

Is the subject property within the Houston toad habitat: Yes  No

Lost Pines Habitat Conservation Plan Area  Critical Habitat Area  Both

Total acreage of subject property proposed for development: \_\_\_\_\_

Total acreage of subject property to be subdivided into lots: \_\_\_\_\_

Total acreage of subject property to be set for protected open space including but not limited to parkland, preserve land, open space parkland, conservation space, etc.: \_\_\_\_\_

Total acreage dedicated for public right of way: \_\_\_\_\_

Total number of lots: \_\_\_\_\_ Average size of lots: \_\_\_\_\_

Number of Lots:

Less than ½ acre: \_\_\_\_\_ Between ½ acre and 1 acre: \_\_\_\_\_

Between 1 and 2 acres: \_\_\_\_\_ Between 2 and 5 acres: \_\_\_\_\_

Greater than 5 acres: \_\_\_\_\_ Drainage Lots: \_\_\_\_\_

Reserve Lots: \_\_\_\_\_

At full buildout, maximum number of lots for all phases: \_\_\_\_\_

List all contiguous property owners: Owner Name(s) & Parcel ID (Properties that are separated by a roadway, utility corridor or aquatic feature within 200 feet are considered Contiguous Properties.)

Name: \_\_\_\_\_ Parcel ID No.: \_\_\_\_\_

Name: \_\_\_\_\_ Parcel ID No.: \_\_\_\_\_

Name: \_\_\_\_\_ Parcel ID No.: \_\_\_\_\_

Name: \_\_\_\_\_ Parcel ID No.: \_\_\_\_\_

Name: \_\_\_\_\_ Parcel ID No.: \_\_\_\_\_

Name: \_\_\_\_\_ Parcel ID No.: \_\_\_\_\_

**3. Project Description:** (Summarize the intended use of lots / subdivision)

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**4. Replat / Amended Plat:** (List the reason(s) for the replat / amended plat)

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**5. Road Information:** (Information about the current, or future development of a subdivision)

List all roads by which the property has frontage:

County Rd  State Hwy  Private Rd  \_\_\_\_\_

County Rd  State Hwy  Private Rd  \_\_\_\_\_

County Rd  State Hwy  Private Rd  \_\_\_\_\_

County Rd  State Hwy  Private Rd  \_\_\_\_\_

County Rd  State Hwy  Private Rd  \_\_\_\_\_

County Rd  State Hwy  Private Rd  \_\_\_\_\_

List all proposed new roads in the development:

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

Have all street names been initially approved by Bastrop County 9-1-1 Addressing? Yes  No

Linear footage of Public Roads? \_\_\_\_\_ Linear footage of Private Roads? \_\_\_\_\_

Does the project site intersect with a proposed transportation project identified in the Bastrop County Transportation Plan? Yes  No  Project No. \_\_\_\_\_

Has the project alignment been incorporated? Yes  No

**6. Utilities**

Source of water:

Individual Wells

State Permitted Water System  Provider: \_\_\_\_\_

Other: \_\_\_\_\_

Waste Water:

Conventional On-Site Sewage Facility

Sewer  Provider: \_\_\_\_\_

Electric Provider: \_\_\_\_\_

**7. Variances** (See Section XVI of the Bastrop County Subdivision Regulations)

Variances requested: \_\_\_\_\_

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

Justification for Request: \_\_\_\_\_

\_\_\_\_\_  
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# Certification of Owner's Agent

## Property Owner's Information

Name(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Parcel Tax ID Number: \_\_\_\_\_

I hereby certify that I have authorized the individual(s) listed below to submit this Application to Bastrop County and to represent me in all matters affecting said Application with my signature below. I further declare that this statement is valid until (date) \_\_\_\_\_, 20\_\_\_\_\_. I understand that I may repeal this assignment at any time by submitting a written request, along with a copy of this form, to Bastrop County Development Services.

## Authorized Agent 1

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

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

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

## Authorized Agent 2

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

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

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

STATE OF TEXAS           §

COUNTY OF BASTROP   §

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(seal)

\_\_\_\_\_  
Notary Public, State of Texas

My Commission expires: \_\_\_\_\_

# Applicant's Certification

By signing below, I certify that:

1. I have carefully read the complete application and all statements herein and in the attachments hereto are true and correct to the best of my knowledge.
2. There is no outstanding tax liability to Bastrop County or any other taxing entity on the subject property.
3. The Owner of the subject property, if different from the Applicant, has authorized the submittal of this application.
4. Applicant is hereby informed that other permits may be required to fulfill local, State and Federal regulatory requirements and it is the responsibility of the Applicant to obtain any such additional permits and to comply with all such provisions thereof, whether herein specified or not.
5. As the owner of the subject property or a duly authorized Agent, I hereby grant permission to the County to enter the premises and make all necessary inspections and to take all other actions necessary to review and act upon this Application.
6. I understand that submitting this Application does not guarantee its approval.
7. I acknowledge that Bastrop County and its staff do not research and/or enforce Deed Restrictions to any property in the unincorporated areas of Bastrop County.
8. As the owner of the subject property or a duly authorized Agent, I understand that Bastrop County does not have zoning or building ordinances.

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

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

## Contact Information

1. Owner Information (Holder of a legal or equitable interest in the subject property as shown by the Bastrop County Deed Records)

Owner Full Legal Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

2. Applicant Information (A person seeking approval of an application; can be the owner or a designated agent to the owner)

Applicant Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

3. Designated Contact (The individual designated by the Applicant to receive all communications regarding the applicant)

Designated Contact Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

4. Consultants

Licensed Professional Engineer: \_\_\_\_\_  
Email: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Registered Professional Land Surveyor: \_\_\_\_\_  
Email: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Registered Sanitarian: \_\_\_\_\_  
Email: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Geotechnical Consultant: \_\_\_\_\_  
Email: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

5. Lienholder

Lienholder Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_  
Email: \_\_\_\_\_



# Utility Checklist Form

Prior to submitting this application to the County, the Applicant is required to take a copy of the plat or plan to each utility for its review and comment. All comments must be corrected and/or addressed prior to submission of the application to Bastrop County.

**NOTE TO UTILITY PROVIDERS:** Please sign this checklist **ONLY** if all your comments have been addressed is full.

## Electric Utility: (Required)

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

Phone Number: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

## Water Utility: (If applicable)

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

Phone Number: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

## Ground Water District: (If water is to be from individual wells)

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

Phone Number: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

## Wastewater Utility: (If applicable)

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

Phone Number: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

# Coordination with and Notification of Interested Parties

Owner/Applicant must meet with interested parties concerning the proposed subdivision prior to submitting an application. These include, but are not limited to, the applicable Emergency Services District and the Texas Department of Transportation if the subdivision has frontage on a State Highway. Email communication and response(s) may be sufficient evidence of coordination in many cases. If correspondence was obtained by e-mail, please attach copies to this form.

Type of Coordination: ESD  TxDOT  Other  \_\_\_\_\_

Type of Meeting: In Person  Email  Other: \_\_\_\_\_

Date of Meeting: \_\_\_\_\_

Comments or Concerns from Interested Party:

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Name of Interested Party: \_\_\_\_\_

Title: \_\_\_\_\_

Representing: \_\_\_\_\_

Signature of Interested Party: \_\_\_\_\_

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

\*\*\* IMPORTANT NOTE \*\*\*

THIS DEVELOPMENT MAY BE SUBJECT TO ROLLBACK TAXES.  
PLEASE CONTACT THE BASTROP COUNTY APPRAISAL DISTRICT FOR A DETERMINATION.

## Plat / Plan Document Checklist

The checklist below details required plat / plan information. Please note if the item has been included with the Application or note "N/A" if the item is not applicable. Incomplete applications will not be accepted and will be returned to applicant.

|   | Attached | N/A | Staff Use Only |
|---|----------|-----|----------------|
| Completed Subdivision Application Form  |          |     |                |
| Review Fee (see Fee Schedule)   |          |     |                |
| Three folded paper copies of the plat / plan (Plans with more than 3 pages may be rolled.)  |          |     |                |
| Copies of all deeds and recorded documents related to this property (include all current deeds, plats and easements)  |          |     |                |
| Facility Planning Report per Texas Administrative Code, Title 30, Rules §285.4(c) (Applicable when utilizing On-Site Sewage Facilities)                                   |          |     |                |
| Drainage Plan per Section VIII, Bastrop County Subdivision Regulations  |          |     |                |
| Completed Utility Checklist Form (Letters from providers stating they have the capacity for the new service can be accepted.)   |          |     |                |
| Approval from Bastrop County 9-1-1 Addressing of proposed street names  |          |     |                |
| Completed Utility Checklist Form  |          |     |                |
| Coordination with and Notification of Interested Parties Form(s)  |          |     |                |
| Form 1058 (or other signed documentation of approval) from the Texas Department of Transportation if lots or roads in plan / plat have proposed access on a State Highway |          |     |                |
| Tax Account Summary indicating property taxes are current (Tax Certificates are required prior to recording.)   |          |     |                |
| Construction Plans, Specifications and Opinion of Probable Construction Cost prepared by a Texas Licensed Professional Engineer   |          |     |                |
| Fiscal surety for Roadway and/or Drainage Improvement   |          |     |                |
| Digital submittal of all documents above on a labeled CD/DVD or flash drive   |          |     |                |

## Plat / Plan Checklist

The checklist below details required plat / plan information. Please note if the item has been included with the Application or note "N/A" if the item is not applicable. The list is not all inclusive. Please also refer to Bastrop County Subdivision Regulations, Plat Signature Block Language and General Plat Notes.

|   | Included on Plat | N/A | Staff Use Only |
|---|------------------|-----|----------------|
| Date of Preparation, Graphic Scale, North Arrow, Complete Legend with abbreviation list   |                  |     |                |
| Site Location Map oriented with North to the top of drawing (scale sufficient to show street names and detail to locate tract) with North arrow and scale shown               |                  |     |                |
| Name, address, phone and fax numbers of the Owner, Engineer and/or Surveyor   |                  |     |                |
| Unique subdivision name and road names, if applicable   |                  |     |                |
| Show approximate tie of parent tract to original survey corner on plan  |                  |     |                |
| Total acreage, individual lot acreage, number of lots (with lots numbered on plan, linear footage of streets and proposed uses other than single family must be noted on Plan |                  |     |                |
| Location of existing boundary lines and the ROW/width/location of platted streets or joint use driveways within or adjacent to property that affects this subdivision         |                  |     |                |
| Physical features shown (water courses, ravines, existing structures, existing or proposed bridges and culverts)  |                  |     |                |
| Topographic 2' contours   |                  |     |                |
| Location of any existing utilities or easements within subdivision boundary with Volume/Page  |                  |     |                |
| Names, locations, width and dimensions of proposed streets, roads, lots, alleys, drainage easements, PUE's, building setback lines, parks or other sites for public use       |                  |     |                |
| Location of clustered mailboxes (if any)  |                  |     |                |
| Proposed public or private nature of the streets must be indicated  |                  |     |                |
| 100-Year Floodplain delineated with statement of land located either in or out of Floodplain with Panel Number, Effective Date, Zone(s), and Community Number                 |                  |     |                |

|  | Included<br>on Plat | N/A | Staff Use<br>Only |
|--|---------------------|-----|-------------------|
| Adjacent property ownership labeled with Volume, Page, BCDR  |                     |     |                   |
| Note on plan designating utility providers   |                     |     |                   |
| Note on plan stating this project <b>lies within</b> or <b>does not</b> lie within the city limits or Extra Territorial Jurisdiction of any municipality                                   |                     |     |                   |
| Note on plan stating the project is located within the endangered species habitat, if applicable   |                     |     |                   |
| Lengths of the radius and arc of all curves, with bearings and distances or all chords clearly and legibly indicated   |                     |     |                   |
| Location and size of all proposed drainage structures and easements including a culvert table showing the size and quantity of parallel drainage structures at proposed driveway locations |                     |     |                   |
| Required Bastrop County Plat Notes   |                     |     |                   |
| Required Signature Blocks  |                     |     |                   |