



Planning, Economic Development & Tourism

Application for Plans, Plats, and Vacations (ROW Easements & Subdivisions)

Incomplete applications and plats/ plans/ vacation requests will be returned to the applicant.

Project Name/ Title of Plan/ Area being Vacated: _____

Name of Property Owner: _____

Property Owner – Phone: _____ Email: _____

Name of Agent: _____

Agent – Phone: _____ Email: _____

Tax ID of Property: _____ Acreage: _____ Total Lots: _____ Average Lot Size: _____ Precinct: _____

Property Address: _____

Legal Description of Property: _____

Signature: _____ [] Property Owner [] Agent Date: _____

APPLICATION FEE AND SUBMITTAL DOCUMENTS

- Preliminary Plan: Less than 5 lots: \$400 + \$50/ lot 5-50 lots: \$500 + \$150/ lot
- 51-100 lots: \$500 + \$100/ lot 101-200 lots: \$500 + \$75/ lot
- >200 lots: \$500 + \$50/ lot
- Seven copies of plan/plat folded to fit in 8.5 x 11 folder (exception- plans which are larger than three pages may be rolled).
- Signed Owner’s Agent Form, if the plat is not submitted by the owner and/or if staff are to correspond with an owner’s agent.
- A copy of all deeds and recorded documents related to this property (include all current deeds, current plats, and easements).

- Short Form Final Plat and Plat Revision/ Amendment: \$400 per application
- Seven copies of plan/plat folded to fit in 8.5 x 11 folder (exception- plans which are larger than three pages may be rolled).
- Signed Owner’s Agent Form, if the plat is not submitted by the owner and/or if staff are to correspond with an owner’s agent.
- A copy of all deeds and recorded documents related to this property (include all current deeds, current plats, and easements).

- Final Plat: \$500 per application
- Seven copies of plan/plat folded to fit in 8.5 x 11 folder (exception- plans which are larger than three pages may be rolled).
- Signed Owner’s Agent Form, if the plat is not submitted by the owner and/or if staff are to correspond with an owner’s agent.
- A copy of all deeds and recorded documents related to this property (include all current deeds, current plats, and easements).
- A copy of the approved preliminary plan.

- Vacation of ROW/ Easements/Plats: \$100 per application
- Signed Owner’s Agent Form, if the plat is not submitted by the owner and/or if staff are to correspond with an owner’s agent.
- A copy of all deeds and recorded documents related to this property (include all current deeds, current plats, and easements).
- A copy of the petition, draft resolution and draft quit claim deed.
- A copy of vacation of subdivision plat.

- Public Notice: \$100 per application

PLAT CHECKLIST

- [] 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
- [] Adjacent property ownership labeled with Volume, Page, BCDR
- [] Note on plan designating utility providers
- [] Note on plan stating this project **lies within** or **does not** 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

The above list is not all inclusive, please refer to the:

- Subdivision Regulations for Bastrop County
- Plat Signature Block Language
- General Plat Notes

These documents may be obtained from our office or our website <http://www.co.bastrop.tx.us/site/content/planning>.