



# Bastrop County Development Services

## 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 [ ] >200 lots: \$500 + \$50/lot
- [ ] 51 - 100 lots: \$500 + \$100/lot [ ] 101 - 200 lots: \$500 + \$75/lot
- [ ] Three 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, & easements)
- [ ] Digital submittal of all documents above on a labeled CD/DVD or flashdrive

- [ ] Short Form Final Plat and Plat Revision/ Amendment: [ ] \$400 per application
- [ ] Three 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, & easements)
- [ ] Digital submittal of all documents above on a labeled CD/DVD or flashdrive

- [ ] Final Plat: [ ] \$500 per application
- [ ] Three 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, & easements)
- [ ] A copy of the approved preliminary plan
- [ ] Digital submittal of all documents above on a labeled CD/DVD or flashdrive

- [ ] 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, & easements)
- [ ] A copy of the petition, draft resolution and draft quit claim deed
- [ ] A copy of vacation of subdivision plat
- [ ] Digital submittal of all documents above on a labeled CD/DVD or flashdrive

- [ ] 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 also 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>.

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

This development may be subject to rollback taxes. Please contact the Bastrop County Appraisal District for a determination.