

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.
- **Additional Information Required for plat applications proposing groundwater service:**
 - A statement **prepared by a licensed engineer or geoscientist** which certifies adequate groundwater is available for the subdivision. The form and content of this certification has been established by the Texas Commission on Environmental Quality:
 - <https://www.tceq.texas.gov/groundwater/groundwater-planning-assessment/groundwater-availability-certification>.
- 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)

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

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:

_____	_____
_____	_____
_____	_____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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 ☐ (Must attach a TCEQ Certification of Groundwater Availability for Platting Form)

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: _____

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: _____

Individual Water Wells: (Must submit a TCEQ Certification of Groundwater Availability for Platting Form)

Groundwater District Name: _____

Phone Number: _____

Representative Name: _____ Title: _____

Signature: _____ Date: _____

Certification of Groundwater Availability Form Engineer/Geoscientist Signature/Seal Date: _____

**For more information on the Certification of Groundwater Availability requirement, please see [Texas Local Government Code, 232.0032](#) and visit [TCEQ's Groundwater Availability Certification webpage](#).*

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:

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			
Certification of Groundwater Availability for Platting Form (for groundwater applications)			
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 on Plat	N/A	Staff Use Only
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			
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			