

INFORMATION FOR FINAL PLATS & REPLATS

What is a final plat/replat?

A **final plat** is a drawing depicting the legal boundaries of a property prepared for filing of record with Travis County. The final plat shows features such as ownership, metes and bounds descriptions of lot lines, street right-of-way dedication, utility and drainage easements, and other site information. A **replat** is a final plat that alters the layout of all or a portion of a previously recorded final plat without having to vacate that preceding plat. Chapter 212 of the Texas Local Government Code contains the state law governing the approval of plats.

Final plats/replats require a public hearing and recommendation from the Zoning and Planning Commission (ZAPCO) prior to a public hearing and determination by City Council. Plats within the ETJ shall also make application with and receive approval from Travis County.

When is a final plat/replat required?

A final plat is required when the owner of a tract of land located within the city or its extraterritorial jurisdiction wants to divide the tract into two or more parts to lay out a subdivision of the tract. A replat may be required when the owner wants to alter the layout of all or a portion of an existing recorded final plat.

How long does the review process take?

Although staff will make every effort to review the submittal as soon as possible, assume a 4-week review period from the date of submittal (or resubmittal). The date the final plat/replat will be placed on the ZAPCO and City Council agendas is dependent upon staff review comments being satisfactorily addressed prior to those meetings.

What submittals are required for a final plat/replat?

The applicant should submit the following to the Building and Development Services Department, located at 1102 Lohmans Crossing Road, Lakeway, TX 78734:

1. Final plat/replat application and applicable fee.
2. Documents and plans as listed in the "Final Plat/Replat Checklist".

Once all staff comments have been satisfactorily addressed, one (1) 18"x24" copy, seventeen (17) 11"x17" folded copies and a CD of pdf files of the final plat/replat must be submitted for Zoning and Planning Commission and City Council consideration. After City Council approval, the owner shall obtain city signatures on a mylar and have the plat recorded with the Travis County Clerk (www.co.travis.tx.us/county_clerk). After recordation, a CD of pdf files shall be returned to the Building and Development Services Department.



APPLICATION FOR SUBDIVISION OR DEVELOPMENT

(CHECK ONE & INCLUDE NECESSARY SUPPORTING MATERIAL)

- | | | |
|---------------------------------------------|----------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> FINAL PLAT/RE-PLAT | <input type="checkbox"/> PLAT AMENDMENT | <input type="checkbox"/> PLAT VACATION |
| <input type="checkbox"/> PRELIMINARY PLAN | <input type="checkbox"/> SITE DEVELOPMENT | <input type="checkbox"/> SUBDIVISION IMPROVEMENT |
| <input type="checkbox"/> SMALL PROJECT | <input type="checkbox"/> UTILITY DEVELOPMENT | <input type="checkbox"/> PLAN REVISION |

ADDRESS OF PROPERTY:		ACREAGE OF SITE:	
LEGAL DESCRIPTION (SUBDIVISION, SECTION, LOT NUMBER):			
PROPERTY OWNER FIRM:	CONTACT NAME:	TELEPHONE:	E-MAIL
MAILING ADDRESS:	CITY:	STATE	ZIP CODE
PROJECT ENGINEER FIRM:	CONTACT NAME:	TELEPHONE:	E-MAIL
MAILING ADDRESS:	CITY:	STATE	ZIP CODE
PROJECT NAME AND USE FOR WHICH DEVELOPMENT PERMIT IS SOUGHT:			

SUBMITTAL VERIFICATION/INSPECTION AUTHORIZATION:
<p>As the applicant named above, my signature attests to the fact that the attached application package is complete and accurate to the best of my knowledge. I understand that City Staff review is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided may delay the review of this application. I further understand that plans submitted without an engineer's and/or surveyor's seal will not be accepted for review and that City Staff review time may take up to four weeks per review. In addition, as the owner or authorized agent, my signature authorizes the City Staff or their representatives to visit and inspect the property for which this application is being submitted.</p>
<hr style="width: 80%; margin-left: 0;"/> <p>APPLICANT SIGNATURE</p>
<hr style="width: 80%; margin-left: 0;"/> <p>PRINTED NAME</p>
<hr style="width: 80%; margin-left: 0;"/> <p>DATE</p>

(FOR CITY USE ONLY)

PERMIT NUMBER:
AMOUNT RECEIVED:
NOTES:

FINAL PLAT/REPLAT CHECKLIST

This checklist is intended to provide a general guideline. Due to the unique circumstances of different projects, additional information may be required by the City. The following items must be included in the submittal package in order for plans to be reviewed:

1. A completed application form.
2. A check made payable to the City of Lakeway for the amount shown in the fee ordinance.
3. Supporting documents and plan sets.
4. Construction Fiscal (must be submitted prior to recordation of the final plat).
5. Parkland Fees (must be submitted prior to recordation of the final plat).

***Other fees may apply. Please check with Lake Travis Fire Rescue (LTFR) and with the water/wastewater district that the project is located in. If project is within the extraterritorial jurisdiction (ETJ) of the City, application will also have to be made with Travis County TNR.**

The plans shall be drawn using computer-aided drafting at a legible scale. Please submit a copy of all supporting documents, one (1) 18"x24" plan set, and one (1) CD of all files (including plans) in pdf format to the City. Contact all other reviewing entities for information regarding their requirements for application, review fees, and the number of plan copies to be submitted.

Plans submitted without an Engineer's seal will not be accepted for review. Review comments will either be emailed or faxed to the Project Engineer separately from each entity reviewing the project submittal. Review time may take up to four (4) weeks for each submittal. Plans should not be re-submitted for review until all comments have been received from each entity.

Include the appropriate number of copies of the following supporting documents:

- A. A summary letter to include:
 1. The name and contact information of the owner, the acreage and legal identification of the property.
 2. A project overview, including existing and proposed land use and summary of development, impact on adjacent land uses, traffic generation, etc.
- B. A Traffic Impact Analysis (TIA) Determination Worksheet and/or TIA. (If a TIA is required, two (2) bound copies and a CD of the report in PDF format must be submitted).
- C. Letters from all utility providers confirming the availability of service.
- D. Copies of approved TXDOT and/or Travis County TNR permits regarding driveway and street locations (if necessary).
- E. Letters of approval from 911 Addressing for proposed street names.
- F. Letter of approval from the Postmaster regarding proposed mailbox kiosk location.
- G. All easement and other legal documents.
- H. A copy of the deed and any deed restrictions.

At a minimum, the plan set shall consist of the following:

1. The proposed name of the subdivision.
2. The summary information on the first sheet is to include:
 - a. The names, addresses and phone/fax numbers of the owner of record, engineer and/or surveyor, and primary contact person.
 - b. The total acreage.
 - c. The total number of lots (distinguish between residential and other uses).
 - d. The total linear feet and acreage of new streets.
3. The date, north arrow, scale and location map.
4. The benchmark description.
5. An index with sequencing of all sheets.
6. The applicable plat notes.
7. The metes and bounds of the subdivision and lot boundary lines.
8. A table listing lot numbers and their corresponding lot sizes.
9. The survey ties to adjacent subdivisions and across boundary street rights-of-way.
10. A survey tie to the corner of an original survey.
11. Right-of-way dedication(s).
12. The section or phase boundaries and numbers.
13. The lot boundary lines with dimensions, lot numbers, and block letters.
14. The public utility easements (PUE's) on all lots.
15. The street right-of-way widths, center line radius, minimum property line radii at all right-of-way intersections, tangent lengths between all curves in right-of-way.
16. A chart for proposed roadways as follows:

Street Name	Street Class	ROW Width	Pavement Width	Shoulder Width	Design Speed
-------------	--------------	-----------	----------------	----------------	--------------

17. The sidewalks and/or golf cart paths depicted in dotted lines in the right-of-way.
18. The delineation of jurisdictional boundaries.
19. The adjacent properties depicted with dashed lines, including:
 - a. The names of contiguous subdivisions including lot layout.
 - b. The owner, acreage and legal identification of undivided tracts.
20. The existing features including:
 - a. The location, name and description of all existing or recorded streets, alleys, reservations, easements or other public rights-of-way within the subdivision, intersecting or contiguous to its boundaries.
 - b. The location, name and description of all existing or recorded lots, parks, public areas, permanent structures and other sites within or contiguous to the subdivision.
21. The 100-year floodplain or a note stating that no portion of the plat lies within the 100-year floodplain.
22. Minimum floor slab elevations for all lots adjacent to any drainage ways (must be a minimum of one foot above the 100-year floodplain).
23. Labeled waterways and required buffer zones.
24. All proposed and existing drainage easements.
25. All Critical Environmental Features and related Buffer Zones.

26. Any required landscape buffer zone.
27. All permanent concrete monuments at all primary control points.
28. All notes and certifications required for Travis County Commissioners' Court approval (if outside City limits).
29. Applicable plat certifications.
30. Certification by a Registered Surveyor.

After all comments have been satisfactorily addressed, seventeen (17) folded copies of the Final Plat must be submitted for Zoning and Planning Commission and City Council consideration. Following approval by the City Council, the subdivider shall have the plat recorded with the Travis County Clerk and shall return one (1) 18"x24" mylar copy, seventeen (17) 18"x24" bond copies and a CD of pdf and CAD (dwg) files of the recorded plat to the city.

PLAT NOTES

All the notes may not be applicable for every plat – please use only those that apply. This list also may not include a note that may be necessary or required for a particular plat. The surveyor/engineer should add notes pertinent to the subdivision being submitted or as may be required by the City or another governmental entity having approval authority.

Plat Notes:

1. The building of streets, roads and other public thoroughfares shown on this plat and any bridges or culverts necessary to be constructed or placed in such streets, roads, or other public thoroughfares or in connection therewith, shall be the responsibility of the owner and/or developer of the tract of land covered by this plat in accordance with the plans and specifications prescribed by the City Council of the City of Lakeway. The City does not assume any responsibility to build any of the streets, roads or other public thoroughfares shown on this plat or any bridges or culverts in connection therewith. The erection of traffic-control signs, such as speed limits, "STOP" and "YIELD" signs, etc. shall remain the responsibility of the developer. All curb cuts, entrances and exits onto public streets or highways shall first be approved by the City.
2. All private street rights-of-way are also public utility easements.
3. All governmental authorities, emergency services, utility company personnel, garbage collection contractors, etc. shall have full access to the subdivision via any private streets shown hereon.
4. Access is denied to Lot (#) from (Road Name).
5. Public sidewalks shall be constructed within the following rights-of-way:
 (Street Name) (No./So., etc. side)
6. Building setback lines shall be in conformance with City of Lakeway regulations at the time of building permit application.
7. A license agreement for any monument signage, landscaping, and irrigation within public right-of-way shall be executed by the developer in party with the City.
8. All development in this subdivision is subject to all covenants, conditions, and restrictions, as amended from time to time, and recorded by separate instrument in Document No. _____, of the Travis County Plat (Deed) records.
9. Organized water and wastewater systems serving this subdivision shall be designed in accordance with (M.U.D.) (W.C.I.D.) criteria. Plans and specifications for improvements shall be approved by (M.U.D.) (W.C.I.D.) prior to construction.
10. Conditional upon the final finish floor elevation of individual lots, it is possible that certain lots in this subdivision could require installation of a private wastewater pump in order to access the gravity wastewater line. The installation, if required, of a private wastewater pump to service an individual lot, shall be the responsibility of the lot owner, and not the responsibility of the Developer, City or wastewater service provider.
11. The owner of any lot receiving drainage from an adjacent property shall install the improvements necessary to convey the 100-year storm through the subject lot in the drainage easements designated on this subdivision plat.

12. The property owner shall provide for access to drainage easements as may be necessary and shall not prohibit access by government authority.
13. All public utility easements dedicated along all side and rear residential lot lines shall also function as drainage easements and be free of obstructions.
14. The 100-year flood plain is fully contained within the drainage easements shown hereon.
15. The construction and maintenance of all drainage improvements, including inlets, storm sewer piping and appurtenances such as headwalls, etc. installed in street rights-of-ways designated as "private" shall be the responsibility of the developer, his successors or assigns, or the Subdivision Homeowner's Association

PLAT CERTIFICATIONS

The listed certifications may not be applicable for every plan/plat – please use only those that apply. The surveyor/engineer should add other certifications as may be required by another governmental entity or utility provider having approval authority. Plans/plats within the ETJ will require Travis County notes and certifications as they prescribe.

Owner's Acknowledgment:

State of Texas	§	
County of Travis	§	
<p>I, (We) _____, the undersigned owner(s) of _____ acres of land out of the _____ Survey, Abstract No. _____ of Travis County, Texas, conveyed to me (us) by deed recorded in Vol. ____ and Page ____, of the Travis County Deed Records, and shown on this plat and designated herein as the _____ Subdivision of the City of Lakeway, Travis County, Texas, or its <i>Extra-territorial Jurisdiction</i>, hereby subdivide(s) said ____ acres of land to be known as the _____ Subdivision and do hereby dedicate to the use of the public forever all streets, alleys, parks, watercourses, drains, public easements, and public places thereon shown for the purposes and consideration therein expressed.</p> <p>WITNESS MY HAND this ____ day of _____, 20____.</p> <p style="text-align: right;">_____ <i>(Owner's Name)</i> <i>(Contact Information)</i></p>		
State of Texas	§	
County of Travis	§	
<p>Before me, the undersigned authority, 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.</p> <p>Given under my hand and seal of office this ____ day of _____, 20____.</p> <p style="text-align: right;">_____ Notary Public in and for the State of Texas.</p>		
		(seal)

Engineer's Certification:

<p>I, the undersigned professional engineer in the State of Texas, do hereby certify that to the best of my knowledge, that all required documents enclosed are accurate and complete and that the provisions contained on this plat comply with the development ordinances and drainage policies adopted by the City of Lakeway and other Federal, State, County, and local regulations in effect on this date.</p>	
<p>Dated: _____</p> <p style="text-align: left;">(seal)</p>	<p>_____ Registered Professional Engineer Registration No. _____ <i>(Company Name)</i> <i>(Address)</i> <i>(Phone and Fax Number)</i></p>
<p>The 100-year Floodplain is fully contained within the drainage easements shown hereon.</p>	

Surveyor's Certification:

I, the undersigned professional surveyor, am authorized under the laws of the State of Texas to practice the profession of surveying and hereby certify that the notes, information, and provisions contained on this plat comply with the development ordinances adopted by the City of Lakeway, and was prepared from a survey made on the ground under my direct supervision.

Dated: _____

(seal)

Registered Professional Land Surveyor
Registration No. _____
(Company Name)
(Address)
(Phone and Fax Number)

Certification by Water Control and Improvement District No. 17:

The tract of land described on this plat is within the boundaries of Travis County Water Control and Improvement District (WCID) No. 17 and has water (and wastewater) service available.

Dated: _____

President of the Board
WCID No. 17

Certification by a Municipal Utility District:

The tract of land described on this plat is within the service area of _____ Municipal Utility District and has water service available and has wastewater service available through an authorized organized wastewater collection and treatment system subject to the rules, regulations, and requirements of the _____ Municipal Utility District as they may be amended from time to time.

Dated: _____

President of the Board
_____ Municipal Utility District

Recommendation for Approval by the Zoning and Planning Commission:

This plat has been submitted to and considered by the Zoning and Planning Commission of the City of Lakeway, Texas and is hereby recommended for approval by the City Council.

Dated: _____

Chairperson
Zoning and Planning Commission

Approval by the City Council:

Approved and authorized for record by the City Council of the City of Lakeway Texas.

Dated: _____

Mayor, City of Lakeway, Texas

ATTEST:

City Secretary

PLATS WITHIN THE CITY LIMITS ONLY – Certification by Code Official:

This subdivision is within the City Limits of the City of Lakeway on this the _____ day of _____, 20____.

Code Official
City of Lakeway, Texas

CERTAIN SHORT FORM FINAL PLATS ONLY – Approval by Code Official:

This plat has been submitted to and considered by the Code Official for the City of Lakeway, Texas, in accordance with the development ordinances of the City, and is hereby approved and authorized for record.

Dated: _____

Code Official
City of Lakeway, Texas

PLATS WITHIN THE ETJ ONLY – Certification by Code Official:

This subdivision is within the Extraterritorial Jurisdiction of the City of Lakeway on this the _____ day of _____, 20____.

Code Official
City of Lakeway, Texas

PLATS WITH ON-SITE WASTEWATER SYSTEMS

(use applicable jurisdiction)

Approval by the Lower Colorado River Authority:

Each and every on-site wastewater facility installed within the Lower Colorado River Authority's Water Quality Zone or within the City of Lakeway, as they relate to this subdivision, must be permitted, inspected, and licensed for operation under those terms, standards, and requirements of the Texas Commission on Environmental Quality and the L.C.R.A. as are in effect at the time such applications for permits and licenses are made. Certain single family residential lots may require professionally designed wastewater disposal systems, due to topographical, geological, and water well considerations.

Lower Colorado River Authority

Date

Approval by Travis County (within ETJ):

Each and every on-site wastewater facility installed outside of the Lower Colorado River Authority's Water Quality Zone but within the City of Lakeway's Extraterritorial Jurisdiction, as they relate to this subdivision, must be permitted, inspected, and licensed for operation under those terms, standards, and requirements of the Texas Commission on Environmental Quality and the **Travis County Onsite Wastewater Facility Program** as are in effect at the time such applications for permits and licenses are made. Certain single family residential lots may require professionally designed wastewater disposal systems, due to topographical, geological, and water well considerations.

Travis County Onsite Wastewater Facility Program

Date

Filing Certification:
Certification by Travis County Clerk (plats within the county):

STATE OF TEXAS:
COUNTY OF TRAVIS:

I, DANA DEBEAUVOIR, CLERK OF THE COUNTY COURT, OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THAT ON THE _____ DAY OF _____, 20____, A.D., THE COMMISSIONERS' COURT OF TRAVIS COUNTY, TEXAS, PASSED AN ORDER AUTHORIZING THE FILING FOR RECORD OF THIS PLAT, AND THAT SAID ORDER WAS DULY ENTERED IN THE MINUTES OF SAID COURT.

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY COURT OF SAID COUNTY, THE _____ DAY OF _____, 20____, A.D.

DANA DEBEAUVOIR, COUNTY CLERK, TRAVIS COUNTY, TEXAS

DEPUTY

Filing Certification:
Certification by Travis County Clerk (plats within the City):

STATE OF TEXAS:
COUNTY OF TRAVIS:

I, DANA DEBEAUVOIR, CLERK OF TRAVIS COUNTY, TEXAS DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING AND ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE _____ DAY OF _____, 20____, A.D. AT _____ O'CLOCK _____.M., DULY RECORDED ON THE _____ DAY OF _____, 20____, A.D. AT _____ O'CLOCK _____.M., PLAT RECORDS OF SAID COUNTY AND STATE IN DOCUMENT NUMBER _____ OFFICIAL PUBLIC RECORDS OF TRAVIS COUNTY.

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY CLERK, THIS _____ DAY OF _____, 20____, A.D.

DANA DEBEAUVOIR, COUNTY CLERK
TRAVIS COUNTY, TEXAS

DEPUTY