

INFORMATION FOR PLAT AMENDMENTS

What is a plat amendment?

A **plat amendment** is a legal process that makes minor changes or corrections to a previously recorded plat. A plat depicts the legal boundaries of a property.

When is a plat amendment required?

A plat amendment is required for any proposed changes to a recorded plat provided it meets the requirements of the City of Lakeway Code of Ordinances. Typical plat amendments are used to combine several lots into one lot or to adjust the lot boundaries between existing lots.

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). Staff may administratively approve the plat once all review comments have been satisfactorily addressed.

What submittals are required for a plat amendment?

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

1. Amended plat application and applicable fee.
2. Approved easement release forms from all relevant utility providers or a letter from the property owner acknowledging that they prefer the existing easements remain.
(If a structure is proposed where the original lot line is being eliminated or adjusted, the existing utility easements adjacent to that lot line must also be eliminated or adjusted. An approved easement release form from the relevant utility providers lets us know that those easements are no longer necessary to them and the plat amendment may proceed.)
3. A copy of the deed for the property.
4. Two (2) copies of the proposed plat signed by a registered surveyor showing all items listed on the Amending Plat Checklist.
5. One (1) copy of a site plan showing existing lot lines and easements, proposed lot lines and easements and any existing structures on the property.

If the property is within the extraterritorial jurisdiction (ETJ) of the City, Travis County must also be contacted for their approval process.

Once all staff comments have been satisfactorily addressed, one (1) 18"x24" mylar of the amended plat shall be submitted to the city for signatures. Once signed, the owner must have the plat recorded with the Travis County Clerk (www.co.travis.tx.us/county_clerk) and return a CD of pdf files of the recorded document 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:			

<p>SUBMITTAL VERIFICATION/INSPECTION AUTHORIZATION:</p> <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> <p>_____</p> <p style="text-align: center;">APPLICANT SIGNATURE</p> <p>_____ _____</p> <p>PRINTED NAME DATE</p>

(FOR CITY USE ONLY)

PERMIT NUMBER:
AMOUNT RECEIVED:
NOTES:

PLAT AMENDMENT 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 and applicable fee.
2. Approved easement release forms from all relevant utility providers.
3. A copy of the deed for the property.

The Plat Amendment plan sheets shall be drawn using computer-aided drafting at a legible scale on 18"x24" sheets. Please submit two (2) blue-line copies of the proposed plat and one (1) site plan of the lots showing existing lot lines and easements, proposed lot lines and easements and any existing structures on the property.

Plans submitted without a surveyor's seal will not be accepted for review. Review comments will either be emailed or faxed to the project surveyor. Review time may take up to four (4) weeks for each submittal. Do not submit the original mylar for signatures until all comments have been addressed.

At a minimum, the plat amendment sheets shall show the following:

- A. The title of the subdivision.
- B. The date, north arrow, scale and location map.
- C. The new address(es) of the lot(s).
- D. The proposed lot boundary lines with bearings and distances, and new lot numbers.
- E. The existing lot boundary lines (those that will be amended) depicted in faint dotted lines.
- F. The building setback lines on all lot boundaries.
- G. The Public Utility Easements (PUE's) on all lot boundaries.
- H. The exact location, name and description of all existing or recorded streets, reservations, easements or other public rights-of-way within the subdivision, intersecting or contiguous to its boundaries.
- I. The adjacent properties depicted with dashed lines, including the owner, acreage and legal identification.
- J. The limits of the 100-year floodplain or a note stating that none exists on this property.
- K. Any applicable buffer zones.
- L. A note stating that all recorded restrictive covenants and restrictions from the previous subdivision apply to the amended plat.
- M. The owner's acknowledgment.
- N. A notary certification.
- O. Certification by a Registered Surveyor.
- P. Code Official approval.
- Q. The Travis County Commissioners' Court approval (if in the ETJ).
- R. Filing certification.



APPLICATION FOR EASEMENT RELEASE

(TO BE SENT TO ALL APPLICABLE UTILITY COMPANIES ALONG WITH THEIR OWN APPLICATION FORM)

Application is hereby made for the release of the following easement(s) on property legally described as:

Subdivision/Section: _____

Lot and Block Number: _____

Plat Volume/Page: _____

Street Address: _____

Provide a description of the easement requested for release, including the amount of the easement to be released (provide a survey or plat of the area with the area to be released highlighted)

Proposed use of area to be released (describe):

Property Owner Name: _____

Mailing Address: _____

Telephone No.: _____ Email: _____

(Note: if multiple owners are joining in this request, the complete names, addresses and phone numbers of each must be attached.)

SUBMITTAL VERIFICATION/INSPECTION AUTHORIZATION:

That I, as owner or duly authorized officer of the property hereinafter referenced, do hereby execute this document, acknowledge the above statements to be true and accurate. The undersigned understands that processing of this Easement Release Application will be handled in accordance with the procedure for request of Release of Easements. It is further understood that acceptance of this application does not obligate any utility to release the subject area. I authorize the City or their representatives to visit and inspect the property for which this application is being submitted.

APPLICANT SIGNATURE

PRINTED NAME

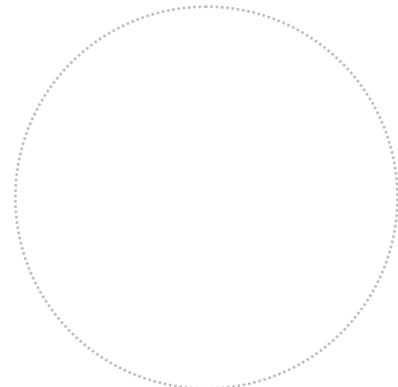
DATE

(FOR CITY USE ONLY)

PERMIT NUMBER:

AMOUNT RECEIVED:

NOTES:



SEND EASEMENT RELEASE FORMS TO:

(Send the proper form to the utility company that serves the property needing a release. Verify with each applicable utility company that you have their correct application form and contact information.)

AT & T
817 W North Loop, Room 200
Austin, TX 78756
Phone: 870-4949
Fax: 870-4475

Time Warner Cable
12012 N. Mopac Expressway
Austin, TX 78758
Phone: 485-6417
Fax: 485-4092

* Pedernales Electric Coop., Inc.
Engineering Dept.
P. O. Box 2620
Cedar Park, TX 78630
Phone: (888) 554-4732

* Austin Energy
Public Involvement/Real Estate Services
721 Barton Springs Rd., #102
Austin, TX 78704-1194
Phone: 322-6410
Fax: 322-6101

* Lakeway Municipal Utility District
1097 Lohman's Crossing Road
Lakeway, TX 78734
Phone: 261-6222
Fax: 261-6681

* Travis County Water Control Improvement District #17
3812 Eck Lane
Austin, TX 78734
Phone: 266-1111
Fax: 266-2790

* Hurst Creek Municipal Utility District
102 Trophy Drive
Austin, TX 78738
Phone: 261-6281
Fax: 261-6773

APPLICATION FOR EASEMENT RELEASE
TO BE SENT TO AT&T Texas at
817 W. NORTH LOOP, ROOM 200, AUSTIN, TX 78756
Louis Salm 512- 870-4967, FAX 512-870-4475, Norma Chalmers 512-870-4949

Application is hereby made for the release of the following easement(s) as described below:

The easement(s) is on property legally described as:

Subdivision / Section: _____

Lot and Block No: _____
Deed book volume/page
or Document # _____

Street Address: _____

Provide common description of the easement requested for release, indicating the amount of the easement to be released (provide a survey of the property with the easements to be released highlighted)

Property Owner's Name: _____

Mailing Address: _____

Telephone No.: _____

(Note: if multiple owners are joining in this request, the complete names, addresses and phone numbers on each must be attached.)

APPLICANT/AGENT'S NAME: _____

APPLICANT'S ADDRESS: _____

PHONE: _____ **FAX :** _____

The undersigned Owner/Applicant/Agent understands that the processing of this Easement Release Application will be handled in accordance with the Procedure for Requesting Release of Easements established by each utility company.

Signed by _____
Land Owner/Applicant/Agent

To be sent to 817 North Loop, Room 200, Austin, TX 78756 along with survey plat of property showing easement(s), and legal description with the volume and page or the document # from recording of the property deed in County Records.



12012 N. Mopac Expressway
512/485-6417 (Laurie Schumpert)

Austin, TX 78758
512/485-4092 (Fax)

APPLICATION FOR VACATION OF EASEMENT

Please Print

Application is hereby made for the release of the following easement(s) as described below:

The easement is on property legally described as:

Subdivision: _____ Section: _____ Block: _____

Lot Numbers: _____

Street Address: _____

As recorded in Volume _____, Page _____, of the Plat Records of Travis County, Texas

Provide common description of the easement requested for release, indicating the amount of the easement to be released:
(Example: Five foot P.U.E. & D.E. on either side of the common lot line between lots X and X).
Please provide a survey or plat of the area with the easement to be released highlighted.

Reason for requesting release (Example: Single Family Residence, Accessory Building, etc)

Please note: If multiple owners are making this request, complete name, address, phone must be provided for all.

Property Owner's name(s): _____

Mailing Address: _____

Number & Street City State Zip

Phone: _____

Day Time Cell Fax

I authorize the following person/company to act in my behalf as my designated agent:

Name of agent/company: _____

Name of Company Name of Contact

Phone: _____

Day Time Cell Fax

The undersigned Owner/Applicant/Agent understands that the processing of the Easement Release Application will be handled in accordance with procedure for requesting release of easements established by Time Warner Cable. It is further understood that acceptance of this application does not obligate Time Warner Cable to release the subject easement

Signature of Applicant/Agent

Date



**APPLICATION FOR RELEASE OF PUBLIC UTILITY EASEMENT, VACATION OF
PUBLIC RIGHT OF WAY, AND LICENSE AGREEMENT FOR PUBLIC UTILITY
EASEMENT (OUTSIDE THE CITY LIMITS)**

(Fax to 512-322-6101)

Attention:

- Kathy Strittmatter, South Supervisor (322-6410)
- Sonny Poole, North Supervisor (322-6442)

Territory boundary: Martin Luther King Blvd./FM 969

Notice: Austin Energy (AE) has the authority to use public utility easements and public rights of way for the placement of electric facilities. AE's approval of a release of a public utility easement (PUE), vacation of right of way or a license agreement for a PUE is strictly in its capacity as the electric provider. It is the responsibility of the Applicant/Property Owner to contact the owner of the easement or right of way to obtain a formal approval.

- _____ Release
- _____ Vacation of Right of Way
- _____ License Agreement

Property Owner Name: _____

Property Address: _____

Legal Description: _____

TCAD Parcel Number: _____

Site Plan Number: _____ Subdivision Case Number: _____

ATTACH THE FOLLOWING ITEMS, AS APPLICABLE:

1. Deed into current owner
2. Survey of property
3. Subdivision plat
4. Site plan
5. Copy of the easement document
6. For a License Agreement, provide survey showing location of proposed encroachment.

Additional information: _____

Applicant's Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Telephone No.: _____ Fax: _____
Email: _____

Office Use Only
Date Received: _____
Agent: _____
Comments: _____

Austin Energy, Attention: Public Involvement/Real Estate Services, 721 Barton Springs
Room 102, Austin, Texas 78704-1194



In order to process the release of an easement, it is necessary that you furnish us with the following items:

1. An application for Easement Release completed and signed by the Applicant.
2. A survey plat, if available, of the area being requested for release showing all property lines, improvements on the property, all easements contained on the property with special reference to the easement to be released.
3. If the easement being requested for release was dedicated and recorded by separated instrument, a copy of said instrument must also accompany the application. These documents are obtainable at the County Clerk's office in the respective county in which the document is recorded.
4. A cover letter may include specific information not included in the above, i.e. special circumstances or conditions such as closing dates which you believe will assist PEC staffs in the processing of the request.
5. A processing fee of \$300.00 must accompany application. Application fee is to be paid by all applicants, including government entities. This fee is non-refundable regardless of ultimate action by Pedernales Electric Cooperative, Inc.

Upon receipt of the above items, your request will be researched. Assuming the release can be granted we will prepare the necessary documents. Please allow a minimum of 30 working days for processing.

If we are unable to grant your request we will contact you immediately. If you have any questions, please contact the District Engineering Supervisor at the office listed below or call toll free at (888) 554-4732.

Please submit your request and direct your questions to:

PEDERNALES ELECTRIC COOPERATIVE, INC.

APPLICATION FOR EASEMENT RELEASE

Application is hereby made for the release of the following easement as described below:

The easement is on property legally described as:

Subdivision / Section: _____

Lot and Block No: _____

Plat book volume/page: _____

Street Address: _____

Provide common description of the easement requested for release, indicating the amount of the easement to be released (provide a survey or plat of the area with the area to be released highlighted)

Property Owner's Name: _____

Mailing Address: _____

Telephone No: () _____

(Note: if multiple owners are joining in this request, the complete names, addresses, and phone numbers on each must be attached.)

Proposed use of area to be released (describe):

The undersigned Owner/Applicant/Agent understands that processing of this Easement Release Application will be handled in accordance with the procedure for request of Release of Easements. It is further understood that acceptance of this application does not obligate Pedernales Electric Cooperative, Inc. to release the subject area.

Signed by: _____

Dated: _____

FOR PEC USE ONLY:

APPROVED _____

DISAPPROVED _____

BY: _____



TRAVIS COUNTY WATER CONTROL AND IMPROVEMENT DISTRICT 17

3812 Eck Lane • Austin, Texas 78734
• Phone (512) 2661111 • Fax (512) 2662790

EASEMENT REQUIREMENT STATEMENT FOR VACATION OF PROPERTY

Address: _____

Legal Description: _____

and as described on the enclosed drawing or document

Applicant Name _____

Address _____

Statement

_____ We **do not** have a need for an easement on the property as described in the accompanying document.

_____ We **do** have a need for an easement on the property as described in the accompanying document. A description of the required easement is attached.

Signature

Deborah S. Gernes
General Manager

\$25.00 fee required.

Date

Please return this completed form to:

Name

Address

City/State/Zip

**APPLICATION FOR EASEMENT RELEASE
FOR PROPERTIES WITHIN LAKEWAY MUNICIPAL UTILITY DISTRICT**

Application is hereby made for the release of the following easement(s) as described below:

Subdivision or Section: _____

Lot and Block No: _____

Plat book volume/page: _____

Street Address: _____

Provide a description of the easement requested for release, indicating the amount of the easement to be released (provide a survey or plat of the area with the area to be released highlighted):

Proposed use of area to be released (describe): _____

Property Owner's Name: _____

Mailing Address: _____

Telephone No.: _____

(Note: if multiple owners are joining in this request, the complete names, addresses and phone numbers on each must be included.)

APPLICANT/AGENT'S NAME: _____

APPLICANT'S ADDRESS: _____

PHONE: _____ FAX: _____

The undersigned Owner/Applicant/Agent understands that the processing of this Easement Release Application will be handled in accordance with the Procedure for Requesting Release of Easements established by Lakeway MUD. It is further understood that acceptance of this application does not obligate the MUD to release the subject area.

Signed by: _____
Land Owner/Applicant/Agent

Amount Due	Amount Received	Date Received	Received by
\$50.00			

STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

RELEASE OF EASEMENT

WHEREAS, the plat of Lot ____, The Hills of Lakeway, Phase ____, Austin, Texas, a subdivision in the County of Travis, or recorded in Volume ____, Pages _____, of the Plat Records of Travis County, Texas, and said record reflects (description) PUE on the (description) side property line of said lot, of said subdivision, and as applicant requests the release of said easement on said lot, said lot being located at the address locally known as (physical address), AND

WHEREAS, all utilities are in place within other dedicated easements on said lot and no further need exists for the above easement as reflected on said plat:

NOW, THEREFORE, in consideration of the premises and in order to adjust because of proposed encroachment upon this easement, the undersigned do hereby abandon all right, title and interest in and to this easement, as described, in the above addressed lot in said subdivision.

EXECUTED this _____ day of _____, 2006.

HURST CREEK MUD

Dan Roark, General Manager

STATE OF TEXAS §
 §
COUNTY OF TRAVIS §

This instrument was acknowledged before me on this _____ day of _____, 2006, by Dan Roark, General Manager of Hurst Creek Municipal Utility District, a Texas municipality, on behalf of said municipality.

(Seal)

Notary Public in and for the State of Texas

My commission expires: _____