



CITY OF BANDERA

Permit #: _____

511 Main St. • PO Box 896 • Bandera, Texas 78003 • P: (830) 796-3765 • F: (830) 796-4247

PLAT APPLICATION AND CHECKLIST

Applicant Information

Applicant's name: _____

Applicant's mailing address: _____

Phone number: _____

Email: _____

Pre-Application Meeting

The Pre-Application meeting is an opportunity for an applicant to describe the proposed development project and for City Staff to explain the development process, including:

- Applications / Checklists
- Timelines
- Review Procedures
- Governing Approval
- Development Standards

Schedule a pre-application meeting before submitting a project to the City (see Pre-Application Meeting application). The meeting lasts 30 to 60 minutes and is between the applicant and City Staff.

Pre-Application meetings are scheduled within 2 to 3 weeks after this request is submitted to the City.

Applicability

Plats Approved Administratively:

- Any subdivisions with less than 4 lots and are not requiring public improvements or infrastructure.

Plat Approved with Public Hearing Process:

- Any subdivisions with 4 lots or more and/or requiring public improvements or infrastructure.

Criteria for Approval

Subdivisions and plats of land shall be reviewed using the criteria in Appendix 2 – Subdivision Ordinance and any technical criteria referenced by Appendix 2 – Subdivision Ordinance.

Plat Type

Administrative

- ☐ Amending Plat (AP)
- ☐ Minor Plat (MP)

Public Hearing

- ☐ Replat (RP)
- ☐ Preliminary Plat (PP)
- ☐ Final Plat (FP)
- ☐ Plat Vacation

REVIEW & PUBLIC PROCESS

Review procedures for Replat (RP), Primary Plat (PP), Final Plat (FP) and Plat Vacation

**SCHEDULE A PRE-APPLICATION
MEETING & SUBMIT
APPLICATION**

**SUBMIT THIS APPLICATION
WITH CHECKLIST ITEMS AND
PAY ZONING FEE TO THE CITY**

Submit to the City Administrator
no later than 21 calendar days prior
to the date the plat is to be
considered by Planning & Zoning

**ADMINISTRATIVE REVIEW AND
RECOMMENDATION**

**NOTICE REQUIREMENTS
FOR RESIDENTIAL REPLATS**
15 day in advance of public hearing

**PLANNING & ZONING
COMMISSION REVIEW AND
RECOMMENDATION**

CITY COUNCIL FINAL ACTION

**PAY THE RECORD FILING
FEE TO RECORD PLAT WITH
BANDERA COUNTY**

Submission Requirements

The sub-divider shall submit a plan of the entire area being subdivided. Each submittal package shall contain the following documents in order to be deemed complete. If all items are not present, the submission will not be accepted. The submission will be considered a filed application after which the submission has been considered administratively complete.

Submittal Package Detail

- Completed and signed General Planning Application
- Signed Project Description explaining proposed project, including number of lots existing and proposed, and if those lots are residential or commercial. If submission is for Vacating Plat, the Project Description Letter must provide evidence that the current plat does not meet the proposed development, granting the vacation would not be detrimental to the public health, safety, or welfare or otherwise injurious to the other property in the area, does not substantially conflict with the Comprehensive Plan and the purposes of the Place Type Zoning Code, and would not generally apply to other properties in the area and contain signatures of owners of all lots within the original subdivision, if not under common ownership
- Bandera Central Appraisal District map highlighting the subject property
- Copy of deed showing taxes have been paid
- Plat prints, collated and folded: three (3) 24" x 36"
- Eight (8) prints of the utility schematic/plan
- Utility Easement Release approvals from all utility providers
- Proof of ability to serve by each proposed utility
- A digital file of the preliminary plat on a USB
- All sets of plans and specifications bearing the seal and signature of a registered professional engineer, together with detailed cost estimates of all subdivision improvements
- Project submittal fee
- Copy of original plat, if filing an amending plat or replat
- Proof of approved variances, if any
- All other required submittal and approval required by Appendix 2: Subdivision Ordinance in the Codes and Ordinances

Contents of Plat Requirements

PLAT DETAIL	AP	MP	RP	PP	FP
Name of the subdivision.	X	X	X	X	X
North arrow, with north to the top of the sheet if possible, and the bearing of record.	X	X	X	X	X
The names and addresses of owners of record.	X	X	X	X	X
The name of the registered surveyor and/or engineer responsible for the preparation of the plat.	X	X	X	X	X
Scale at 1 inch to 100 feet or 1 inch to 50 feet.	X	X	X	X	X
Location map.					
The total acreage and total number of lots and blocks within the proposed subdivision and the total acreage of rights-of-way.	X	X	X	X	X
Legend, depicting all symbols, located beside the plat sketch.	X	X	X	X	X
Date, revision block, and each revision shall bear a new date.	X	X	X	X	X
Ownership boundaries shall be drawn in very heavy lines and shall include overall dimension and bearings.	X	X	X	X	X

PLAT DETAIL	AP	MP	RP	PP	FP
Adjacent boundary lines and adjacent right-of-way lines of the proposed subdivision drawn with dashed lines.	X	X	X	X	X
The location of the subdivision in reference to an original corner of the original survey of which said land is a part.	X	X	X	X	X
Certificate, signature and seal of the licensed surveyor who surveyed the land (See Exhibit A - Plat Certificates and Notes in the city's adopted Subdivision Ordinance).	X	X	X	X	X
Certificate, signature and seal of the engineer, except when the plat does not require engineering considerations (See Exhibit A - Plat Certificates and Notes in the city's adopted Subdivision Ordinance).	X	X	X	X	X
A certificate of ownership and dedication to the City of all streets, easements, alleys, parks, playgrounds or other dedicated public uses, signed and acknowledged before a notary public by the owners and by any holders of liens against the land (See Exhibit A - Plat Certificates and Notes in the city's adopted Subdivision Ordinance).		X	X		X
Certificate of approval to be signed by the Mayor of the City Council and the City Secretary (See Exhibit A - Plat Certificates and Notes in the city's adopted Subdivision Ordinance).				X	X
Certificate for recording the plat in the Bandera County Clerk's office.	X	X	X	X	X
The names and property lines of adjoining subdivisions and the property lines and names of property owners in contiguous unsubdivided tracts.	X	X	X	X	X
The names and locations of adjacent subdivision, streets, easements, pipelines, water courses, etc. and the property lines.	X	X	X	X	X
Existing and proposed topographic and planimetric features within the subdivision, including water courses and ravines, high banks, width of existing and proposed easements and any other physical features pertinent to the subdivision. Contour lines at two (2) foot intervals in terrain with a slope of two (2) percent or less and five (5) foot intervals in terrain with slope greater than two (2) percent, to be a separate exhibit or removed prior to recordation.	X	X	X	X	X
The names of all proposed streets and the locations and right-of-way widths of all proposed streets and alleys.	X	X	X	X	X
Complete curve data (delta, arc length, radius, tangent, point of curvature, point of reverse curvature, point of tangency, long chord with bearing) between all lot corner pins.			X		X
Locations, dimensions and purposes of any easements or other rights-of-way to be dedicated to public use.	X	X	X	X	X
Lot and block lines, numbers of all proposed lots and blocks, dimensions for front, rear and side lot lines, and the street address of each lot.	X	X	X	X	X
Locations and size of dimensions of existing utilities, drainage facilities, streets, alleys, and easements.	X	X	X	X	X
Location of City limits line, the outer border of the City's extraterritorial jurisdiction and zoning district boundaries, if they traverse the subdivision, form part of the subdivision, or are contiguous to such boundary.	X	X	X	X	X
The use classification of each street based on the street definitions in this ordinance.				X	X
Plat notes indicating the location of sidewalks on both sides of all streets (except where sidewalks are not required by this ordinance), and the installation of double swing gates across all utility easements.	X	X	X	X	X
If applicable, the boundaries of the 100-year floodplain and floodway.	X	X	X	X	X
Minimum slab elevations of all lots that fall within the 100-year floodplain.	X	X	X	X	X
An accurate on-the-ground boundary survey of the property with bearing and distances and showing the lines of all adjacent land, streets, easements and alleys with their names and width. (Streets, alleys and lot lines in adjacent subdivisions shall be shown dashed). All necessary data to reproduce the plat on the ground must be shown on the plat.		X	X	X	X

PLAT DETAIL	AP	MP	RP	PP	FP
A complete legal description by metes and bounds of the land being subdivided (field notes).		X	X	X	X
This Plat conforms to the Preliminary Plat approved by the Planning & Zoning Commission on INSERT APPROVAL DATE.					X
Construction Plans and Specifications for all subdivision improvements shall be reviewed and accepted by the City of Bastrop prior to any construction within the subdivision.				X	X
Other appropriate plat notes (See Exhibit A - Plat Certificates and Notes in the city's adopted Subdivision Ordinance).	X	X	X	X	X
Appropriate easement notes (See Exhibit A - Plat Certificates and Notes in the city's adopted Subdivision Ordinance).	X	X	X	X	X
A final erosion control plan and a construction sequencing plan. These plans shall be included in the subdivision construction documents.				X	
Submit required performance bond.					X

FOR CITY USE ONLY:

Received by: _____ Date: _____ Routed to: _____ on _____

Proposed Planning & Zoning meeting date: _____

Proposed City Council meeting date: _____