



CITY OF ELGIN

SHORT FORM PRELIMINARY / FINAL PLAT CHECKLIST

Subdivision Name: _____

NOTE: THE SHORT FORM PRELIMINARY OR FINAL PLAT WILL NOT BE CONSIDERED "FILED" UNLESS THE FOLLOWING APPLICATION REQUIREMENTS ARE MET. **IF AN ITEM IS MISSING FROM THE APPLICATION, THE PLAN WILL NOT BE FILED.** THIS CHECKLIST MUST BE PRESENTED AT SUBMISSION AND ALL ITEMS MUST BE INCLUDED IN THE SUBMISSION. **NOTE: YOU MUST SUBMIT A PRELIMINARY PLAT AND A FINAL PLAT ALONG WITH THIS CHECKLIST.**

_____ Submittal deadline _____ (per submittal calendar).

_____ Planning and Zoning Meeting date (Note: Items will not be placed on the agenda unless approval has been obtained by the City Engineer. _____)

1. SHORT FORM QUALIFICATION REQUIREMENTS

_____ The opinion of the director of planning and development is that the proposed subdivision:

_____ Requires no new streets.

_____ Requires no new utilities.

_____ Has an established land use by either existing zoning or existing development.

_____ The submittal shall contain a listing of all the adjacent property owners and other property owners within two hundred (200) feet of the property proposed to be subdivided, with addresses as recorded by Bastrop/Travis County Tax Appraisal District.

_____ Address labels/stickers and envelopes addressed (typed) to each property owner within 200 feet. **DO NOT SEAL THE ENVELOPES.**

_____ "Certified Mail" receipts and cards for "Return Receipt Requested" mail (information filled in). The front of the card should be (addressed to be returned to) City of Elgin, Department of Planning and Development, P.O. Box 591, Elgin, Texas 78621.

_____ You will be billed for the exact amount of postage after the notices are mailed to the property owners located within 200 feet of the proposed Subdivision. The notices are sent via Certified Mail Return Receipt Requested and via First Class Mail.

ELGIN SHORT FORM PLAT CHECK LIST

2. APPLICATION REQUIREMENTS (SHORT FORM PRELIMINARY PLAT)

_____ Two (2) full-size (24"x30") reproducible (Mylar). The total acreage and total number of lots and blocks within the subdivision.

_____ Ten (10) full-size copies folded with title of plat appearing on outside, to a size which will fit inside a legal size folder.

_____ One electronic version (CD) each to Planning Department and City Engineer (2CDs).

_____ The name of the registered engineer and/or registered public surveyor responsible for preparing the plat. **Note: Your subdivision will require the services of a Registered Civil Engineer to prepare the drainage schematic plan.**

_____ Scale: 1"= 100'. The prior written consent of the department of planning will be required for use of a smaller scale.

_____ North point: North to be at the top of the sheet if possible.

_____ Dated revision block (each revision shall bear a new date).

_____ Legend defining line-types and symbols shown.

_____ Ownership boundaries shall be drawn in very heavy lines and shall include overall dimensions and bearings.

_____ Boundary lines and adjacent right-of-way lines of the proposed subdivision shall be drawn with dashed lines.

_____ A tie to an original corner of the original survey of which said land is a part.

Names and locations of adjacent:

_____ Land / subdivisions

_____ Streets

_____ Easements

_____ Pipelines

_____ Watercourses

_____ Property lines and names of adjoining property owners in unsubdivided tracts.

Existing and proposed topographic and planimetric features within the subdivision, including:

_____ Watercourses and ravines

_____ High banks

ELGIN SHORT FORM PLAT CHECK LIST

_____ Width of existing or proposed easements

_____ Contour lines at two (2) foot intervals, and

_____ Any other physical features pertinent to the subdivision

Existing transportation features within the subdivision including the location and width of:

_____ rights-of-way

_____ Streets

_____ alleys

_____ easements

Proposed features including:

_____ location, width, surfacing, and name of streets

_____ approximate width and depth of all lots

_____ location of building lines

_____ alleys and easements, and

_____ schematic plans and outline specifications for drainage, sanitary facilities and utilities. **A REGISTERED CIVIL ENGINEER IS REQUIRED TO CREATE THIS SCHEMATIC.**

_____ Designation of any sites for special uses including churches, sewage disposal plants, water plants, business, industry, or other special land uses. If proposed use is unknown, designate as unrestricted. Where a proposed site in the area taken in by a proposed addition or subdivision is planned for a school, park or public building such site shall be reserved on the preliminary plat for the proposed facility.

_____ Limits of the 25-year and 100-year floodplain for all waterways draining fifty (50) acres or more.

_____ Statement that the preliminary plat conforms to the adopted concept plan.

_____ Statement outlining the estimated average, single family lot size and the estimated range of lot sizes by grouping of less than 7,500 square feet, 6,000-7,500 square feet, 7,500-9,000 square feet, 9,000 + square feet.

ELGIN SHORT FORM PLAT CHECK LIST

3. FEES

Preliminary/Final Plats and Revised Preliminary/Final Plats, fifty dollars (\$50) per lot, not less than three hundred dollars (\$300.00).

Review fees: In addition to the filing fee, you will be billed for subdivision review fees performed by TRC Solutions, Inc.

Parkland fee in lieu of parkland dedication is required on all residential subdivisions containing five or more single-family lots. The fee is \$500 per lot. (See Ordinance No. 2018-5-15-31)

4. ACCOMPANYING REQUIREMENTS

_____ A Tax Certificate showing that all taxes have been paid. Certificate must bear embossed stamp.

_____ Petition for annexation (if applicable).

_____ Application for zoning (if applicable).

_____ Letter of credit / performance bond if applicable.

DISCLAIMER

THIS CHECKLIST IS USED BY THE ELGIN CITY ENGINEER (TRC) AS A GUIDANCE TOOL FOR THE REVIEW OF PROPOSED DEVELOPMENTS IN THE CITY OF ELGIN. THIS DOCUMENT DOES NOT GOVERN OVER OR SUPERCEDE ANY REQUIREMENTS OF THE CITY’S SUBDIVISION ORDINANCE OR CONSTRUCTION STANDARDS. ALL REQUIREMENTS IN THE ORDINANCE AND STANDARDS MUST BE MET BY THE DEVELOPER AND THE DEVELOPER’S ENGINEER.

SUBDIVISION REQUIREMENTS CAN BE FOUND AT:

https://library.municode.com/tx/elgin/codes/code_of_ordinances?nodeId=PTIICOOR_CH36SU_ARTIINGE

THE LATEST PARKLAND DEDICATION AND FEES ORDINANCE CAN BE FOUND AT:

https://library.municode.com/tx/elgin/ordinances/code_of_ordinances?nodeId=891710

THE COMPLETE CONSTRUCTION STANDARDS CAN BE FOUND AT:

<http://elgintx.com/DocumentCenter/View/100/Construction-Standards>

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