

APPLICATION FOR SUBDIVISION

(Check one & attach documents as required by Art. 9.03 of the Village code of ordinances. Commercial projects also see additional requirements in Art. 9.05.067)



VILLAGE OF
VOLENTE

VOV USE
ONLY:

Date Submitted:

Amount Rec'd:

Receipt No.

Check No.

Date Approved:

- Final Plat/Replat
- Preliminary Plan
- Final Plat Vacation
- Minor Plat
- Plat Amendment
- Amended Plat
- Short Form Final Plat
- Concept Plan and review

Property Address: _____

Legal Description: _____

Existing Use: _____ Proposed Use: _____

Property Owner Name(s): _____

Telephone: _____ Email: _____

Mailing Address: _____

Contractor: _____ Contact Name: _____

Telephone: _____ Email: _____

Mailing Address: _____

**Authorized Agent form must be completed if applicant is not owner*

Gross Acres: _____ Project Valuation: _____ Zoning: _____

The following items or information must be submitted along with this application:

- Description:** Written description of the project and required plat and construction drawings, as applicable. Describe in as much detail as possible. Attach separate sheets as necessary.
- Supporting Documents & Plan Sets as required:** 1 printed full-size copy of the required plat and construction drawings etc. and an electronic submission of the same to the Village office on a thumb drive.
- Deposit:** Made payable to Village of Volente in the amount required.
- Easement releases** (original signed document for filing) from all public utilities.
- Tax Receipt, proof of property ownership, Authorized Agent Form, & Variance Application,** as applicable.

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 to the best of knowledge, and understand that knowing and willful falsification of information will result in rejection of my application and may be subject to criminal prosecution. I agree to compliance with all applicable codes and ordinances of the Village. I authorize the Village or their representatives to visit and inspect the property for which this application is being submitted. I further understand that it may take up to 10 days for Village Staff to determine if your application is administratively complete.

APPLICANT SIGNATURE

Printed Name

Date

STAFF:

All subdivision regulations can be found in article 9.03 of the Village code of ordinances. Below are excerpts of the code for your convenience.

§ 9.03.053 Procedures and submission requirements for preliminary plat approval.

- (a) Following the pre-application conference described in section **9.03.051** of this article regarding the overall general development strategy for the property, the applicant shall have prepared a preliminary plat application together with the site plan for the site development of the subdivision and all associated public improvements and other supplementary materials, as required by this article or by the village's Code of Ordinances.
- (b) A preliminary plat shall include all contiguous property under the ownership or control of the applicant. It may contain more than one phase which, if so, shall be clearly identified.
- (c) The applicant may submit a final plat for review concurrently with the preliminary plat. In such case, the village may schedule concurrent review of both plats, provided that all required information and other items are submitted for both plats, including full engineering plans and the appropriate assurances for the completion of all improvements, required by the village's site development ordinance and by this article, and provided that adequate review can be achieved by the village. If the village, due to resources or other factors, cannot complete its review of both plats, and other associated materials, prior to the applicable commission and council meetings, then only the preliminary plat shall be considered for approval and the final plat shall be denied unless the thirty (30) day review requirement is waived in writing by the applicant.
- (d) Approval of a preliminary plat by the council shall be deemed general approval of the street and lot layout shown on the preliminary plat, and to the preparation of the final or record plat. Approval for construction of the necessary streets, water lines, sewer lines, and other required improvements and utilities shall be authorized only through the village's site development approval process. Except as provided for herein, approval of the preliminary plat shall constitute conditional approval of the final plat when all conditions of approval and when all procedural requirements set forth in this article have been met.
- (e) Standards for approval. No preliminary plat shall be recommended for approval by the commission or approved by the council unless the following standards have been met:
 - (1) The site plan of required public improvements and utilities has been submitted by the applicant for approval by the village in accordance with the village's site development ordinance, provided that, whether specifically stated or not, preliminary plat approval shall always be subject to any additions or alterations to the site plan as deemed necessary by the village, as needed, to ensure the safe, efficient and proper construction of public improvements within the subdivision; and
 - (2) The plat conforms to applicable zoning and other regulations.
- (f) No site development work shall begin on the proposed improvements in the proposed subdivision prior to approval of the preliminary plat and site plan by the council, nor prior to issuance of all appropriate site development permits by the village and the posting of appropriate fiscal security to provide for the timely completion of the development work. The applicant shall provide copies of letters from applicable local utility companies stating that each utility company has reviewed the preliminary plat and stating any requirements, including easements, they may have. This requirement may be deferred until the final plat is submitted if such deferral request is submitted to the village in writing and approved by the village prior to the commission meeting at which the preliminary plat will be considered. No excavation, grading, tree removal or site clearing activities shall occur prior to approval of the preliminary plat and the engineering plans.
- (g) Information required with application for preliminary plat approval. The proposed preliminary plat and associated site plan shall show the information set forth below.

- (1) Administratively complete application for preliminary plat approval. The following documents and information must be included in an application for preliminary plat approval for the village to deem the application administratively complete.
 - (A) Ten (6) copies of the complete application. Each copy of the complete application must contain the following minimum information.
 - (B) Notarized signatures of the owner or owner's designated representative.
 - (C) Travis County tax certificate.
 - (D) Proof of land ownership.
 - (E) One (1) set of preliminary plat drawings at full size (18" x 24").
 - (F) Proof of proper zoning.
 - (G) Engineer's summary report, including traffic impact analysis, if one is required by the village's Code of Ordinances.
 - (H) One (1) set of site plan drawings.
 - (I) TxDOT letter of acknowledgement and approval of proposed access points, if the subdivision is directly accessed from a road which is subject to the jurisdiction of TxDOT.
 - (J) Utility providers' letters of commitment to provide service.
 - (K) Listing of proposed street names with proof of submission of proposed street names to the U.S. Postal Service and the "911" for approval.
 - (L) Schedule of phased development, including information concerning the ultimate number of proposed residential family dwelling units.
 - (M) Proof of a contractual agreement between the property owner and any investor-owned utility provider that will provide utility service to the subdivision.
 - (N) Copy of any applicable executed development agreement with the village.
 - (O) Proposal for providing dedicated park land.
 - (P) Listing of proposed variances and their justifications.
 - (Q) Request to post security in lieu of constructing certain public improvements.
 - (R) Fee payment.
- (2) Information shown on preliminary plat.
 - (A) A vicinity or location map that shows the location of the proposed preliminary plat within the village or its ETJ and in relationship to existing roadways;
 - (B) Boundary lines, abstract or survey lines, corporate or other jurisdictional boundaries, existing or proposed highways and streets, including right-of-way widths, bearings and distances sufficient to locate the exact area proposed for the subdivision, and all survey monuments identified and labeled; the length and bearing of all straight lines, radii, arc lengths, tangent lengths and central angles of all

curves shall be indicated along the lines of each lot, and the curve and line data may be placed in a table format; accurate reference ties via courses and distances to at least one recognized abstract or survey corner or existing subdivision corner shall be shown;

- (C) The name, location and recording information of all adjacent subdivisions, including those located on the other sides of roads or creeks, shall be drawn to the same scale and shown in dotted lines adjacent to the tract proposed for subdivision in sufficient detail to show accurately the existing streets, alleys, building setbacks, lot and block numbering, easements, and other features that may influence the layout of development of the proposed subdivision; adjacent unplatted land shall show property lines, the names of owners of record, and the recording information;
- (D) The location, widths and names of all streets, alleys and easements, existing or proposed, within the subdivision limits and any connections to streets and alleys in adjacent subdivisions;
- (E) In the proposed subdivision, the location of all existing property lines, existing lot and block numbers and date recorded, and easements of record, with recording information;
- (F) Proposed arrangement and square footage of lots, including lot and block numbers, and proposed use of same;
- (G) A title block within the lower right-hand corner of the plat, which shows the title or name under which the proposed subdivision is to be recorded, the name and address of the property owner and the name of the land planner, licensed professional engineer or registered public surveyor who prepared the plat or plans, the scale of the plat, the date the plat was prepared, and the location of the property according to the abstract or survey records of Travis County, Texas;
- (H) Sites, if any, to be reserved or dedicated for parks, schools, playgrounds, other public uses or for private facilities or amenities;
- (I) Scale, date, north arrow oriented to the top or left side of the sheet, and other pertinent informational data;
- (J) Proposed phasing of the development and a proposed schedule of development; the dedication of rights-of-way for streets and street improvements, whether on-site or off-site, intended to serve each proposed phase of the subdivision;
- (K) All preliminary plats shall be submitted in a legible format that complies with Travis County requirements for the filing of plats, and shall be drawn on a good grade blue line or black line paper;
- (L) Proposed or existing zoning of the subject property and all adjacent properties;
- (M) Minimum finished floor elevations of building foundations shall be shown for lots adjacent to a floodplain or within an area that may be susceptible to flooding;
- (N) If the subdivision is not to be served immediately by a water utility, a note shall be placed on the plat prohibiting occupancy of any lot until water satisfactory for human consumption is available from a source on the land, a community source, or a public utility source in adequate and sufficient supply to serve each lot. Such note shall provide that the plans and specifications for a private water supply system must be submitted by a Texas licensed professional engineer and approved by the state commission on environmental quality (TCEQ);
- (O) If the subdivision is not to be served immediately by a sewage-collecting system connected to a community treatment plant or public sewer system, a note shall be placed on the plat prohibiting occupancy of any lot until an on-site waste disposal, such as a septic tank, system is installed in

accordance with the village's, LCRA's and the state's rules and regulations governing such systems, and until the village has inspected and approved the installed system; and

- (P) Certificates and other language shall be included on the plat, pursuant to the following sections.
- (i) A statement that the subdivided area is legally owned by the applicant.
 - (ii) An accurate legal description by bearings and distances, including necessary curve and line data, accurate to the nearest one-hundredth of a foot, for all boundary, block and lot lines, with descriptions correlated to a permanent survey monument.
 - (iii) A statement signed by the property owner and acknowledged before a notary public as to the authenticity of the signatures, saying that the property owner adopts the plat as shown, described and named, and that he or she does dedicate, in fee simple, to the public use forever, the streets, alleys and easements shown on the plat. The property owner further reserves any easement areas shown for mutual use of all public utilities desiring to use the same. Any public utility shall have the right to remove and keep removed all or any part of any vegetative growth or other appurtenance for construction or maintenance or efficiency of its respective system in these easements and all or any part of any growth or construction which in any way hinders or interferes with the right of ingress and egress to these easements for any necessary use without asking anyone's permission.
 - (iv) The registered public surveyor's certificate, with a place for his or her signature and notarization of his or her signature.
 - (v) A place for plat approval signature of the mayor or mayor pro tem of the council, a place for the village secretary to attest such signature, and the approval dates by the commission and council.
 - (vi) Other certificates, languages and plat notes that the village requires.
- (3) Site plan. Along with the preliminary plat application, and before review of the preliminary plat by the commission and approval of the preliminary plat by the council, the applicant shall submit the required number of sets of the complete site plan for streets, alleys, storm sewers and drainage structures, water and sanitary sewer facilities, screening and retaining walls, landscaping and irrigation, and any other required public improvements for the area covered by the preliminary plat. The site plan shall also contain any plans necessary to show or document compliance with the village's nonpoint source pollution control ordinance, on-site sewage facility rules, and any other applicable codes and ordinances of the village that are related to development of a land parcel. Cost estimates shall also be submitted with the site plan. Form and content of the site plan shall comply with the village's site development ordinance.
- (h) Site development. After approval of the preliminary plat and the site plan by the council, and following procurement of all applicable permits and approvals from other appropriate agencies, such as TxDOT, TCEQ, LCRA, Travis County, the U.S. Army Corps of Engineers, or the U.S. Fish and Wildlife Service, the applicant shall apply to the village for site development permits to install or construct the public improvements in accordance with the approved plans and the village's Code of Ordinances, and at the applicant's expense, in accordance with the applicable Code of Ordinances of the village.
- (i) Effect of approval. Approval of a preliminary plat and site plan authorizes the applicant, upon fulfillment of all requirements and conditions of approval and upon construction of all required improvements, or submission of the proper assurances for construction of same, as authorized by the village's site development ordinance, to submit an application for final plat approval.
- (j) Revisions to approved preliminary plat. It is generally recognized that minor revisions to the preliminary plat

will probably be needed before the final plat can be filed at the county. Such minor revisions as slight enlargement or shifting of easements or lot lines, addition of private or franchise utility easements, correction of bearings or distances, correction of minor labeling errors, [or] addition of erroneously omitted informational items and labels, may occur on the final plat without having to reapprove the preliminary plat. Major revisions, such as obvious reconfiguration of lot lines or easements, relocation of driveways or access easements or fire lanes, any modification to the perimeter or boundary of the property, and relocation or addition or deletion of any public improvement, including corresponding easement, shall necessitate resubmission and reapproval of the plat as a “revised preliminary plat.” The procedures for such reapproval shall be the same as for a preliminary plat, and such reapproval may constitute a new project thus necessitating submission of a new application form, payment of new fees, and other requirements.

(Ordinance 2004-O-31, sec. 31.116, adopted 10/19/04; Ordinance 2007-O-81 adopted 8/2/07)

**Submission Requirements for Final Plat Approval
Administratively Complete Application Requirements
(Includes Minor Plats, Replat and Amending Plats)**

Final Plat (also "Record Plat" or "File Plat"): The one official and authentic map of any given subdivision of land prepared from actual field measurement and staking of all identifiable points by a surveyor or engineer, with the subdivision location referenced to a survey corner, and with all boundaries, corners and curves of the land division sufficiently described so that they can be reproduced without additional references. The final plat of any lot, tract or parcel of land shall be recorded in the land records of Travis County, Texas. An amended plat is also a final plat. (For procedures and submission details see the Subdivision Ordinance).	
	(A) Two (2) copies of complete application and one full set submitted electronically (thumb drive)
	Each copy of the complete application must contain the following minimum information.
	(B) Notarized signatures of the owner or owner's authorized representative.
	(C) Travis County tax certificate
	(D) Proof of land ownership.
	(E) Plat drawings;
	(i) One (1) full size set of approved Preliminary Plat drawings (18"x24").
	(ii) One (1) full size set of draft Final Plat drawings (18"x24").
	(iii) One (1) draft Final Plat drawings (11" x 17")
	(F) Construction Drawings ("As Built", or "Record drawings"):
	(i) One (1) full size set of approved drawings (18"x24")
	(G) Letter of Satisfactory Completion from the Village.
	(H) Proof of Village acceptance of constructed public improvements to be dedicated to the Village.
	(I) Proof of utility providers' approval of dedicated easements.
	(J) Proof of filing or recording of any Property Owners or Home Owners Association documents.
	(K) Letter of Commitment from each utility provider.
	(L) Listing of proposed street names not approved with the Preliminary Plat, and proof of submission of proposed street names, not approved with the Preliminary Plat, to U.S. Postal Service and to "911" for approval.
	(M) Evidence of contractual agreement between property owner and any investor- owned utility provider that will be providing utility service to the subdivision.
	(N) Copy of executed Improvement Agreement.
	(O) Copy of any applicable executed Development Agreement.
	(P) Approved engineer's summary report certifying that the proper engineering considerations have been given to the plat and that it meets the requirements of the Subdivision Ordinance. May also include a Traffic Impact Analysis, if one is required.
	(Q) One (1) full size set of approved site development permit plans, if improvements have not been constructed (22" x 34").
	(R) TxDOT letter of acknowledgement and approval of access points.
	(S) Application for any required NPS Pollution Control Annual Operating Permit.
	(T) Request to defer construction of public improvements until after approval of the Final Plat if not approved with Preliminary Plat approval, with associated security.
	(U) Proof of Village approval to defer construction of public improvements until after approval of the Final Plat.
	(V) Proof of Village approval of proposal to provide dedicated parkland.
	(W) Copy of Separate Instruments. (easements, development or other contractual agreements)
	(X) Fee payment.

The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.

§ 9.03.054 Procedures and submission requirements for final plat approval.

- (a) The final plat shall be in accordance with the preliminary plat, as approved by the council, and shall incorporate all applicable conditions, changes, directions and additions imposed by the commission and council upon the preliminary plat. The final plat shall not be recommended by the commission or be approved by the council until all utilities, infrastructure, and other required public improvements have been constructed according to the site development permit, as approved by the village, unless provisions are made for the completion of the improvements in accordance with the village's site development ordinance. The final plat shall not be submitted prior to approval of the preliminary plat, except as provided in section **9.03.053(d)** [9.03.053(c)] of this article.
- (b) Final plat applications which do not include the required data, completed application form, submission fee, number of copies of the plat, record drawings, "Letter of Satisfactory Completion" of the public improvements from the village, and other required information, including documentation that all required public improvements have been constructed and installed in accordance with village standards, letters from utility companies verifying their easements, and submission of the proper assurances or escrow funds for the completion of the improvements, in accordance with the village's site development ordinance, will be considered incomplete, shall not be accepted for submission by the village, and shall not be scheduled on a commission agenda until the proper information is provided to the village.
- (c) Information required on final plat.
- (1) Administratively complete application for final plat approval. The following documents and information must be included in an application for final plat approval for the village to deem the application administratively complete.
- (A) Ten (10) copies of complete application. Each copy of the complete application must contain the following minimum information.
- (B) Notarized signatures of the owner or owner's authorized representative.
- (C) Travis County tax certificate.
- (D) Proof of land ownership.
- (E) Plat drawings:
- (i) One (1) full-size set of approved preliminary plat drawings (24" x 36").
- (ii) One (1) full-size set of draft final plat drawings (24" x 36").
- (iii) One (1) half-size set of draft final plat drawings (8-1/2" x 11").
- (F) Construction drawings ("as-built," or "record drawings"):
- (i) One (1) full-size set of approved drawings (24" x 36").
- (ii) One (1) full-size set of approved sepias (24" x 36").
- (G) Letter of satisfactory completion from the village.
- (H) Proof of village acceptance of constructed public improvements to be dedicated to the village.
- (I) Proof of utility providers' approval of dedicated easements.

- (J) Proof of filing or recording of any property owners' association or homeowners' association documents.
 - (K) Letter of commitment from each utility provider.
 - (L) Listing of proposed street names not approved with the preliminary plat, and proof of submission of proposed street names, not approved with the preliminary plat, to the U.S. Postal Service and to "911" for approval.
 - (M) Evidence of contractual agreement between the property owner and any investor-owned utility provider that will be providing utility service to the subdivision.
 - (N) Copy of executed improvement agreement.
 - (O) Copy of any applicable executed development agreement.
 - (P) Approved engineer's summary report.
 - (Q) One (1) full-size set of approved site development permit plans if improvements have not been constructed (24" x 36").
 - (R) TxDOT letter of acknowledgement and approval of access points.
 - (S) Application for any required NPS pollution control annual operating permit.
 - (T) Request to defer construction of public improvements until after approval of the final plat if not approved with preliminary plat approval, with associated security.
 - (U) Proof of village approval to defer construction of public improvements until after approval of the final plat.
 - (V) Proof of village approval of proposal to provide dedicated park land.
 - (W) Copy of separate instruments.
 - (X) Fee payment.
- (2) All information that is required for a preliminary plat, except for submission of a site plan, provided that such site plan was already submitted and approved with the preliminary plat; and except that physical features of or on the land, such as topography, buildings, structures, water bodies and tree cover, shall not be shown on the final plat. In addition to these items, the final plat shall also provide a place for the county clerk of Travis County to stamp the date and location where the plat will be filed ("Volume or Cabinet _____, Page or Slide _____") in the lower right-hand corner of the plat drawing.
 - (3) All aspects of the final plat shall conform to the standards of Travis County for plats with respect to clarity, sheet size, lettering size and reproducibility. It is the applicant's responsibility to be familiar with the county's standards for filing plats and to comply with same.
 - (4) Certificates, approval blocks, plat notes and other language shall comply with the village's separate guidelines available at the office of the village, as referenced in section **9.03.052(e)** of this article.
- (d) Standards for approval. No final plat shall be reviewed by the commission or approved by the council unless the following standards have been met:
- (1) The plat substantially conforms with the approved preliminary plat, site plan, and other studies and

plans, as applicable;

- (2) The construction and installation of required public improvements and village utilities has been approved and the improvements have been accepted by the village as conforming to the village's regulations and design standards, or the proper assurances for construction of the improvements have been submitted and approved by the village, as provided in the village's site development ordinance; and
 - (3) The plat conforms to applicable zoning, subdivision and other development related regulations, including the nonpoint source pollution control ordinance, on-site sewage facility rules, if applicable, and any other applicable codes or ordinances of the village that are related to development of a land parcel.
- (e) When all of the improvements are found to be constructed and completed in accordance with the approved site development permits and with the village's standards, and upon receipt by the village of a maintenance bond or certificate of deposit, in accordance with the village's site development ordinance from each contractor, three (3) sets of "as-built" or "record drawing" plans and one (1) set of "as-built" or "record drawing" sepias shall be submitted with a letter stating the contractor's compliance with this article. After such letter is received, the village shall receive and accept for the village the title, use and maintenance of the dedicated improvements according to the village's site development ordinance. The final plat shall not be recommended by the commission or approved by the council prior to receipt of the above letter and other items, nor prior to acceptance or approval of the improvements by the village.
- (f) Timing of public improvements.
- (1) The council may permit all or some of the public improvements to be installed, offered for dedication, or accepted by the village after approval of the final plat by the village if there exists a compelling reason that is consistent with the public health, safety or welfare to do so.
 - (2) The council may permit or require the deferral of the construction of public improvements if, in its judgment, deferring the construction would not result in any harm to the public or would offer significant advantage in coordinating the site's development with adjacent properties and off-site public improvements. The deferred construction of any required public improvement(s) must be recommended by the commission and approved by the council at the time of preliminary plat approval, and the necessary assurances for completion of the improvements, in accordance with the village's site development ordinance, shall be a condition of approval of the preliminary or final plat.
 - (3) If the council does not require that all public improvements be installed, offered for dedication, or accepted by the village prior to approval of the final plat, the applicant shall provide assurances or security for the completion of the improvements, as provided in the village's site development ordinance.
- (g) Effect of approval. Approval of a final plat authorizes the applicant, upon fulfillment of all requirements and conditions of approval and upon completion of construction of all required improvements, or submission of the proper assurances for construction of same as provided by the village's site development ordinance, to submit to the village the final copies, or mylars, of the plat for filing at Travis County. Lots may be sold only when the final plat has been approved by the council and the plat has been filed with and recorded by the Travis County clerk. No conveyance or sale of any portion or lot of the property may occur until after the final plat is recommended by the commission and approved by the council and filed with and recorded by the Travis County clerk.
- (h) Revisions to approved final plat prior to filing at the county. Occasionally, minor revisions are needed before the final plat can be filed at the county. Such minor revisions as correction of bearings or distances, correction of minor labeling errors, [and] addition of erroneously omitted informational items and labels may

occur on the record plat prior to filing it without the council having to reapprove the final plat. Major revisions, such as obvious corrections or reconfiguration of lot lines or easements, relocation of driveways or access easements or fire lanes, any modification to the perimeter or boundary of the property, and relocation or addition or deletion of any public improvement, including corresponding easement, shall necessitate resubmission and reapproval of the plat as a “revised final plat.” The procedures for such reapproval shall be the same as for a final plat, and such reapproval may constitute a new project thus necessitating submission of a new application form, payment of new fees, and other requirements.

- (i) Subsequent to final plat approval by the council, the applicant shall return copies of the final plat, as approved, with any other required documents and necessary fees attached thereto, to the village within thirty (30) calendar days following approval, in accordance with requirements established by the village. All easements shall be included on the plat, including the recording information for those easements that are filed or recorded as separate instruments, as required by utility companies and the village prior to filing the final plat, and a copy of letters from each applicable utility company shall be submitted to the village stating that the plat contains the proper easements. All necessary filing materials, including mylars, reductions or blueline copies, as required by the county clerk of Travis County, in addition to mylar copies and a computer disk containing the digital plat file(s) required by the village, shall be returned to the village with the required fees. If the required copies and materials are not returned to the village within the specified 30-day time frame, the approval of the final plat shall be null and void unless an extension is granted by the council. The village shall file the final plat at the office of the county clerk of Travis County within thirty (30) calendar days following receipt of all filing materials, including filing fees. The village shall, after the photographic mylar copies and the original final plat have been duly recorded in the official county records, return the original final plat to the applicant within five (5) working days by notifying the applicant that the original final plat is available at the village office.
- (j) The village shall keep one (1) photographic mylar copy of the recorded final plat on file as a public record.

(Ordinance 2004-O-31, sec. 31.117, adopted 10/19/04)