



## CITY OF UHLAND SUBDIVISION APPLICATION

15 North Old Spanish Trail • Umland, Texas 78640 • (512) 398-7399 • Email [city@uhlandtx.us](mailto:city@uhlandtx.us)

(The applicant must fill in all applicable sections or the application will be incomplete)

Date of Application: \_\_\_\_\_

Please check the appropriate selection. A metes and bounds description must be attached: if the request is for a platted lot or the property is not platted.

For all Applications see:

### **Umland Subdivision Checklist: Attachment A**

Type of Plat: \_\_\_\_\_

#### **PROPOSED NAME OF PROJECT:**

\_\_\_\_\_

Property Address: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot #'s \_\_\_\_\_ Block \_\_\_\_\_

Survey Name: \_\_\_\_\_ Abstract # \_\_\_\_\_

Total Acreage of Lots: \_\_\_\_\_ Average size of Lots: \_\_\_\_\_

Total Acres of Development: \_\_\_\_\_

Intended Use of Lots: \_\_\_\_\_

# of Residential: \_\_\_\_\_ # of Commercial / Industrial: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

Proposed Zoning \_\_\_\_\_

Existing Use \_\_\_\_\_

Proposed Use \_\_\_\_\_

Frontage on Existing Road: \_\_\_\_\_

City/County (Public) Road: \_\_\_\_\_

State Road: \_\_\_\_\_

Private Road: \_\_\_\_\_

New Roads in Development (linear feet per individual street; number of streets, category)

(A list of proposed names for streets must be submitted at time of Preliminary)

Public Roads: \_\_\_\_\_

Private Roads: \_\_\_\_\_

PROPERTY ADDRESS / LOCATION: \_\_\_\_\_

CURRENT LEGAL DESCRIPTION: \_\_\_\_\_

CURRENT LAND AREA: \_\_\_\_\_

IS PROPERTY WITHIN A FEMA FLOODPLAIN AS DEFINED BY THE MOST CURRENT FIRM?

YES

NO

**PROPERTY OWNER INFORMATION**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street City State Zip

CONTACT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

**ENGINEER / SURVEYOR / ARCHITECT INFORMATION:**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street City State Zip

SIGNATURE: \_\_\_\_\_

**AGENT / DESIGNATION:**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street City State Zip

SIGNATURE: \_\_\_\_\_

The undersigned hereby certifies that this application and accompanying data is true and correct. All provisions of laws and ordinances governing this property will be complied with whether specifies herein or not. The scheduling of this application on an agenda for consideration does not presume the approval of this application.

**Is this Proposed Subdivision in the City Limits or ETJ?**

- City Limits
- ETJ

**SCHOOL DISTRICT:** \_\_\_\_\_

**EMERGENCY SERVICE DISTRICT (ESD):** \_\_\_\_\_

**SOURCE OF WATER**

Surface Water

- Public Water Supply
- Rainwater

Ground Water

- Private Well
- Shared Well
- Public Water Supply

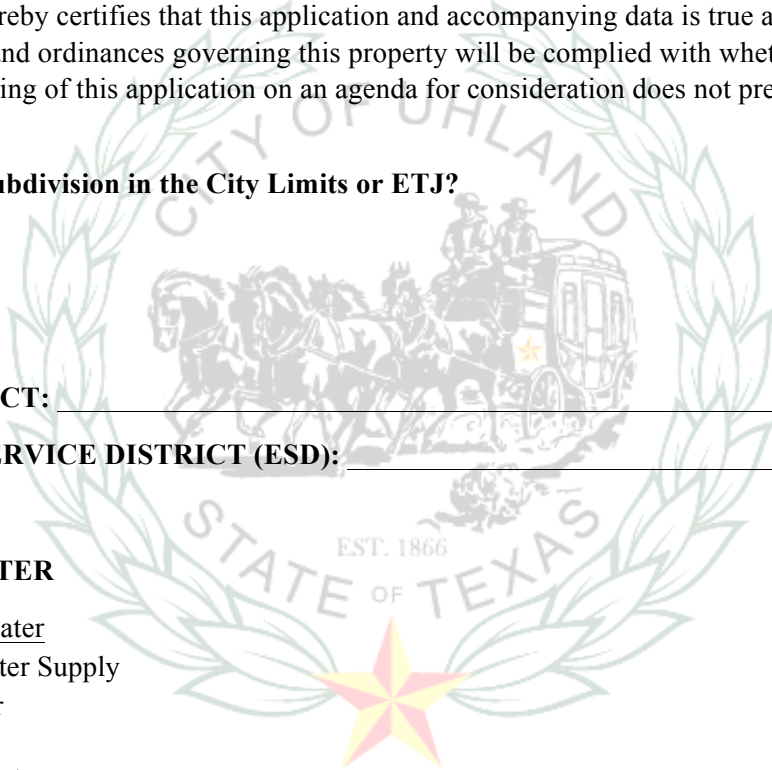
**ANTICIPATED WASTEWATER SYSTEM:**

- Conventional Septic System
- Class I (Aerobic) Permitted System
- Public Sewer

**PUBLIC UTILITY CHECKLIST**

**ELECTRIC UTILITY:**

Company Name: \_\_\_\_\_



Approved As-Is: \_\_\_\_\_ Easement Required: \_\_\_\_\_

Define Required Easement: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

**TELEPHONE UTILITY**

Company Name: \_\_\_\_\_

Approved As-Is: \_\_\_\_\_ Easement Required: \_\_\_\_\_

Define Required Easement: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

**WATER UTILITY (If Applicable)**

Company Name: \_\_\_\_\_

Approved As-Is: \_\_\_\_\_ Easement Required: \_\_\_\_\_

Define Required Easement: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

**SEWER UTILITY (If Applicable)**

Company Name: \_\_\_\_\_

Approved As-Is: \_\_\_\_\_ Easement Required: \_\_\_\_\_

Define Required Easement: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

- HAYS COUNTY ROAD & BRIDGE DEPARTMENT**
- CALDWELL COUNTY UNIT ROAD**

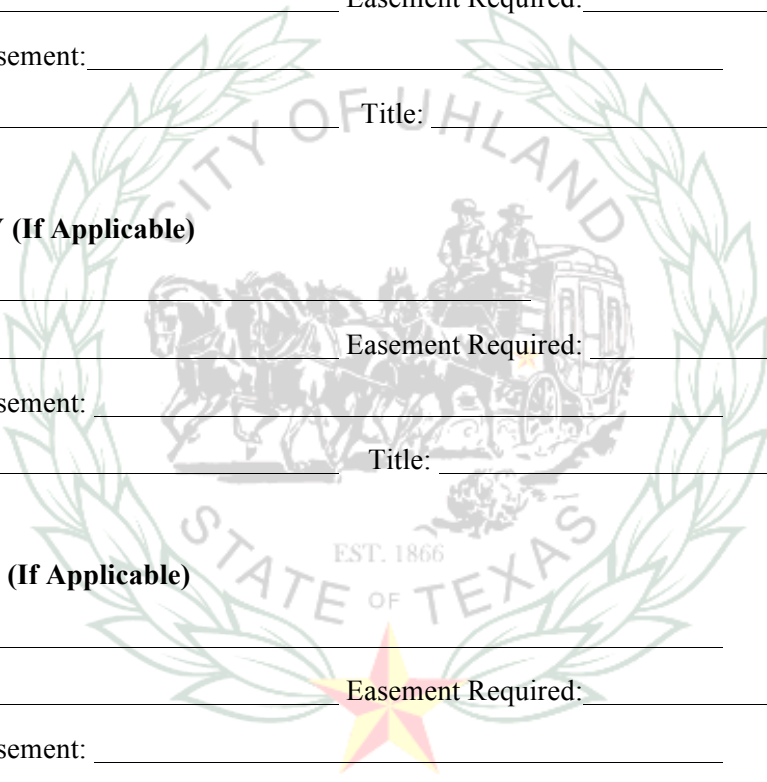
Approved Proposed Location for Driveway:

- Yes
- No

Required ROW Dedication:

- Yes
- No

Define Required ROW (if required):



Utilities to be placed in ROW:

- Yes
- No

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

**TEXAS DEPARTMENT OF TRANSPORTATION**

Approved Proposed Location for Driveway:

- Yes
- No

Required ROW Dedication:

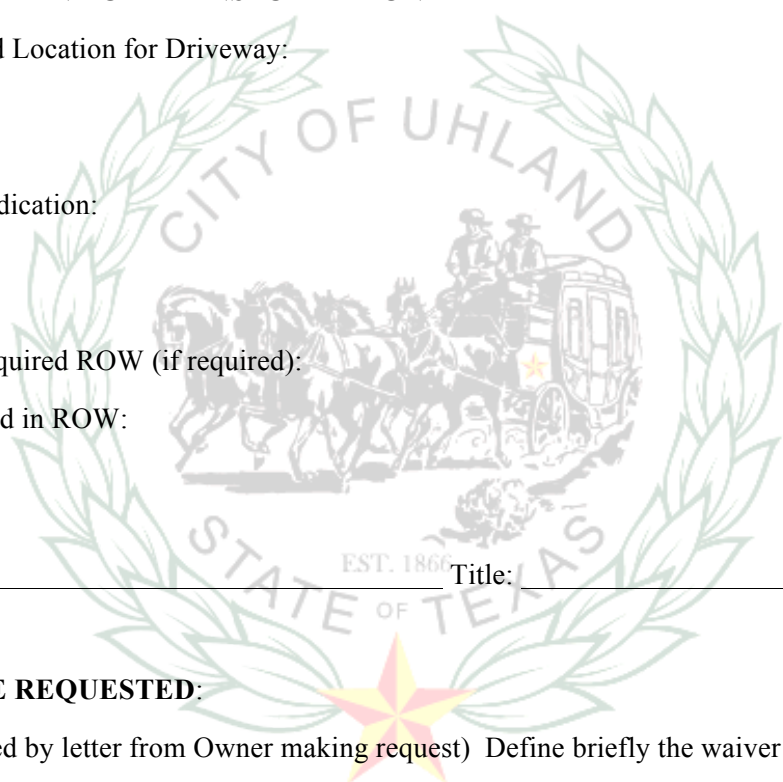
- Yes
- No

Define Required ROW (if required):

Utilities to be placed in ROW:

- Yes
- No

Signature: \_\_\_\_\_ Title: \_\_\_\_\_



**WAIVERS TO BE REQUESTED:**

(To be accompanied by letter from Owner making request) Define briefly the waiver to be requested:

\_\_\_\_\_

\_\_\_\_\_

**DEVELOPMENT AGREEMENT:**

- Yes
- No

Define Development Agreement briefly: \_\_\_\_\_

**ZONING OF PROPERTY:**

Current Zoning: \_\_\_\_\_

Zoning Change to be requested:

- Yes
- No

Define proposed zoning change briefly: \_\_\_\_\_

(To be accompanied by applicable documentation)

**FISCAL SECURITY REQUIREMENTS (if required):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT'S SIGNATURE**

The above information is true to the best of my knowledge. I attest that the real property described is owned by me and all others as signed below. (If a corporation, please list title, and name of corporation.)

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Notary: \_\_\_\_\_

Date: \_\_\_\_\_



**THE FOLLOWING SECTION IS ONLY APPLICABLE FOR PLAT APPLICATIONS**

Waiver from Texas Local Government Code Section 212.009:

This section of the Texas Local Government Code requires that a plat be considered by the planning and zoning Commission within 30 days of acceptance of the plat application and subsequently, the plat must be acted on by the City Council within 30 days pf the action by the Planning and Zoning Commission.

Because 30 days is generally not enough time for a plat application to be processed, the City requests that all applicants for a plat sign a waiver to the statutory 30-day period.

Failure of an applicant to sign a waiver to the statutory 30-day period identified in Section 212.009 of Texas Local Government Code could result in the supplication being forwarded to the Planning and Zoning Commission and, subsequently, the City Council with a recommendation of denial

I hereby waive the statutory 30-day period identified in Section 212.009 of Texas Local Government Code to allow adequate time for review and processing of this plat application.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**OFFICE USE ONLY:**

Permit Number \_\_\_\_\_ Valuation \_\_\_\_\_

Fees \_\_\_\_\_ Cash \_\_\_\_ Check \_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

Building Official \_\_\_\_\_ Date \_\_\_\_\_

**THE FOLLOWING SECTION IS ONLY APPLICABLE FOR VARIANCE APPLICATIONS.**

Please provide a brief response to each of the questions below in order to provide a complete explanation and justification of the variance request. For a more detailed explanation on the criteria for review, please see Section 3.9(10) of the UDC.

1. What extraordinary or special conditions affect the property such that strict application of the provisions of the Unified Development Code will deprive the applicant of a reasonable use of the property? \_\_\_\_\_
2. Is the variance necessary for the preservation of a substantial property right of the applicant? \_\_\_\_\_
3. Will the granting of the variance be detrimental to the public health, safety or welfare, or injurious to other property in the area, or to the City in administering the unified Development Code? \_\_\_\_\_
4. Does a property or other properties in your vicinity have the same condition(s) that you are applying for a variance? Please justify that the condition(s) that create the need for your variance do not generally apply to other property in the vicinity? \_\_\_\_\_
5. Are the conditions that create the need for the variance a result of the applicant's own actions? \_\_\_\_\_
6. Will the granting of the variance substantially conflict with the Comprehensive plan and the purpose of the Unified Development Code? \_\_\_\_\_
7. Based on the conditions that create the need for the variance, will application of the Unified Development Code to the property effectively prohibit or unreasonably restrict the utilization of the property? \_\_\_\_\_

# CITY OF UHLAND

15 North Old Spanish Trail

Uhland TX. 78640

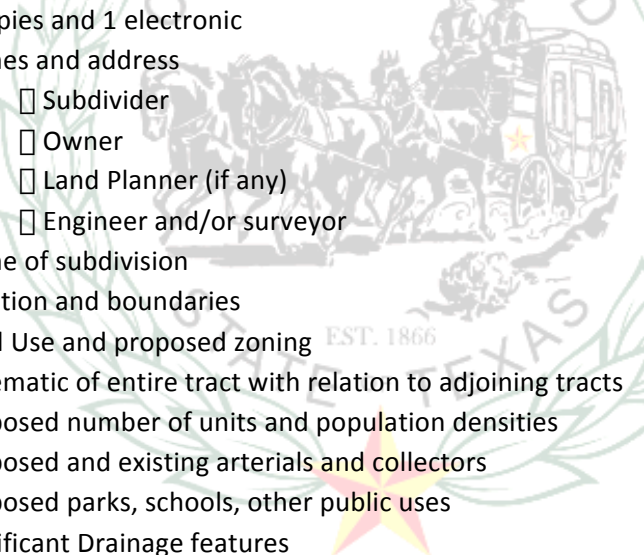
512-398-7399

[city@uhlandtx.us](mailto:city@uhlandtx.us)

## Uhland Subdivision Check List

### Attachment: A

#### Concept Plan

- 
- 3 copies and 1 electronic
  - Names and address
    - Subdivider
    - Owner
    - Land Planner (if any)
    - Engineer and/or surveyor
  - Name of subdivision
  - Location and boundaries
  - Land Use and proposed zoning
  - Schematic of entire tract with relation to adjoining tracts
  - Proposed number of units and population densities
  - Proposed and existing arterials and collectors
  - Proposed parks, schools, other public uses
  - Significant Drainage features
  - Proposed dedication of land or rights of way for public use

#### Preliminary Plat

- Location map
- Boundary map
- Name, location and recording information of adjacent subdivisions or property owners
- The location, widths and names of all streets, alleys and easements
- Location of all existing property lines, existing lot and block numbers and date recorded, easements of record with recording information
- Proposed arrangement and square footage of lots, including
  - Lot numbers
  - Block numbers



- Building setbacks
- Proposed parks, schools, other public uses
- Graphic scale, date, north arrow oriented to the top or left side of the sheet
- 2' contour map with floodplain or note stating no floodplain present
- Areas contributing drainage to the proposed subdivision
  - locations proposed for drainage discharge from the site shall be shown by directional arrows;
  - location and size of all watercourses; and
  - 100-year floodplain according to Federal Emergency Management Agency (FEMA)
  - easement requirements; Drainage ways; Bridges; Culverts, canals and laterals; Existing structures; and
- Outline of major wooded areas or the location of protected trees as defined in the City's Landscape Ordinance.
- The location of proposed water and wastewater utilities, drainage structures, and ponds;
- Proposed phasing of the development
- Zoning and all adjacent zoning
  
- Application Checklist confirming:
  - 4 prints of preliminary plan
  - Drainage study and utility schematic
  - Planned Unit Development, copies of the adopting ordinance
  - A copy of the deed
  - Application review fee
  - Traffic Impact Analysis Worksheet
  - Tree survey (?)
  - Letter requesting annexation (?)
  - A project description or summary letter
  - Fees submitted
  - Notice to School
  - Notice to ESD

### Final Plat

- Completed Application Form
- Zoning confirmed (if applicable)
- Plat - three 18" x 24" copies of the plat and one electronic copy
- Location and size of buildings, existing and proposed
- Title block (lower right corner)
  - Name, address, phone of owner
  - Name, address, phone of engineer
  - Name, address, phone of surveyor

- Scale
- Date of preparation
- Location
- Final monumentation
  - Flood hazard areas identified
  - Letter of map revision by FEMA
- Certificates
  - Statement by owner & notarized that legally owned
  - Surveyor's engineer's certificate, notarized
  - Place for Mayor approval signature
  - Place for utility providers (?)
  - Completed and signed check list with:
    - 4 prints of preliminary plan
    - Construction plans
    - Tax Certificate
    - Permits from other agencies (FEMA, TxDOT, TCEQ)
    - Fiscal Surety (if applicable)
    - Fees
- Engineering Sheets
  - Engineer's report
    - a. Nature and scope of project
    - b. Proposed Use
    - c. Minimum lot sizes, widths, depths and number of lots
    - d. How utilities will be provided
    - e. Letters from utility providers on ability to serve
  - Description of any required waivers Title sheet with list of all plans
  - Plat
  - Existing conditions plan (unless shown on Plat)
    - Topography
    - Vegetation and trees per landscape ordinance
    - Natural or man-made features
  - Grading plan
  - Storm drainage plan
  - Traffic Control plan (if required)
  - Screening and retaining wall plans
  - Landscape and irrigation plans (if applicable)
  - Paving plan
    - Streets and alleys
    - Culverts and canals
  - Scale of 1" = 20' or 1" = 40'

### **Preliminary Plat Revisions**

- Minor Changes (adjustments in alignment, lengths, paving detail, add utility)
- Amendments (all not deemed minor)

### **Final Plat Recording**

- Signatures – Mayor, attest
- City cause to record upon
  - Improvements complete
  - If improvements deferred security provided
- Maintenance bond
- Mylar copies
- Recording fees
- County Clerk required materials (if any)
- Home Owner Association Agreement

### **Final Plat Revisions**

- Minor changes – administrative
- Major changes – resubmit to Planning Commission

### **Minor Plats (administrative)**

- Copies of plat 3 11" x 17"
- Application form with original notarized signature of owner
- Application fee
- All taxes paid certificate
- Drainage plan
- Title page – "Minor Plat" clearly stated

### **Plat Exemption**

- Fees
- Name, address, phone of owner or applicant
- Description of activity
- Scale drawing of site, location of improvements, proposed development
- Basis for exemption

## Replat without Vacating

- Application form with original notarized signature of owner
- Original subdivision and boundaries
- Title Block  
Final Plat" of the \_\_\_\_\_ Subdivision, Block \_\_\_\_\_, Lot(s) \_\_\_\_\_, Being a Replat of Block \_\_\_\_\_, Lot(s) \_\_\_\_\_ of the \_\_\_\_\_ Subdivision within the City of Uhland, Texas (or within the Extraterritorial Jurisdiction of the City of Uhland, Texas), as recorded in Volume/Cabinet \_\_\_\_\_, Page/Slide \_\_\_\_\_ of the Plat Records of County, Texas
- Public Hearing
- Council Approval
- Engineering revisions not required
- Conditions for replat
  - Zoned for residential use for 5 years for not more than 2 units/lot or
  - Any lot in the plat limited by deed restrictions to residential use (2)
- Notice
  - Written notice to 200' owners
    - a. Protest valid if 20% of abutting owners
    - b. Requires ¾ of Council for approval
  - Plat Vacation  
If previous plat vacated (public hearing not required)

## Amending Plat

- All final plat requirements
  - Application form
  - Fees
  - three 11" x 17" copies of the plat and one electronic copy
  - Taxes paid certificate
  - Title "Amended Plat" (remove Final Pat or Replat references)
  - Administrative approval:
    - Correct an error in a course or distance shown on the preceding plat
    - Add a course or distance
    - Correct an error in a real property description
    - Indicate monuments set after the death, disability, or retirement from practice of the engineer or surveyor responsible
    - scrivener or clerical error
    - an error in courses and distances of lot lines between two adjacent lots
      - Both lot owners join in the application and
      - Neither lot is abolished and
      - Relocate a lot line to eliminate an inadvertent encroachment

- a. changes to the preceding plat in a residential area to create six or fewer lots in the subdivision or a part of the subdivision
  - a. The changes do not affect applicable zoning
  - b. does not attempt to remove or modify recorded covenants or restrictions or easements
  - c. The City Council approves the changes, after holding a public hearing
- b. Staff Determines to present to Planning Committee or Council

**Plat Vacation By owner**

- Application form
- Fees
- three 11" x 17" copies of the plat and one electronic copy
- Taxes paid certificate

**Construction Plans**

- Grading and slope stabilization
- Drainage facilities, including provisions for drainage way protection
- Water and wastewater plans approved by the utility provider
- Streets, sidewalks, curb ramps, and other rights-of-way;
- Bikeway and transit improvements (where applicable);
- Survey monuments;
- Street lights;
- Traffic control signs, pavement markings, and traffic signalization; traffic calming devices (where applicable);
- Landscaping; and;
- Parkland and open space

**Traffic Impact Analysis**

- Traffic Impact Analysis
- Request for waiver with TIA Worksheet

**Waiver or variance**

- Application or petition
- Fees

## Maintenance Bond

- be made payable to the City;
- amount determined by the City to be adequate to ensure proper construction
- conditioned upon construction
- form acceptable to the City;
- performance bonds
  - Executed by such sureties as are authorized to do business Texas
  - signed by an agent, and must be accompanied by a certified copy of the authority
  - obtained from surety or insurance companies that are duly licensed or authorized in the State of Texas to issue performance bonds for the limits and coverage required and approved as per ratings of the Texas Department of Insurance, or a successor agency;
- letter of credit,
  - be irrevocable;
  - a term sufficient to cover the completion, maintenance and warranty periods, but in no event less than two (2) years; and
  - require only that the City present the issuer with a
    - a. sight draft
    - b. certificate signed by an authorized representative of the City certifying the City's right to draw funds under the letter of credit.

