



CITY OF UHLAND

15 North Old Spanish Trail

Umland TX. 78640

512-398-7399

city@uhlandtx.us

Umland 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



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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

Preliminary Plat continued page 2

- 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



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Final Plat

- Completed Application Form
- Zoning confirmed (if applicable)
- Plat - three 11" x 17" 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

Final Plat continued – Engineering Sheets page 2

- 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’



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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



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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 Umland, Texas (or within the Extraterritorial Jurisdiction of the City of Umland, 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 $\frac{3}{4}$ of Council for approval
 - Plat Vacation
 - If previous plat vacated (public hearing not required)



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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 Plat 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



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Plat Vacation By owner

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



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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



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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.