



**Preliminary Plat – Application Checklist**  
*Incomplete submissions will NOT be accepted*

**Application Completeness Requirements:**

- Development Application signed by owner
- This checklist (signed by applicant or authorized representative)
- Metes and Bounds Description (field notes) - on 8 ½” by 11” paper including surveyor seal and signature.
- Proof of ownership- Tax Certificate showing that all taxes for the property have been paid.
- Certification of Exhibits Checklist
- Documentation of any prior or proposed annexation, zoning change, or development agreement
- Proof of notices to applicable Emergency Services District (s)
- Proof of notices to applicable School District (s)
- Letter of Intent (see Preliminary Plat – Certification of Exhibits Checklist for requirements)
- 1 copy of the City Certified Preliminary Plat exhibit full size 18” by 24” (see certification of exhibits)
- 6 copies of the City Certified Preliminary Plat exhibit reduced to 11” by 17” (see certification of exhibits)
- Traffic Impact Analysis Determination Form
- City Certified Traffic Impact Analysis - if required by TIA Determination Form (see certification of exhibits)
- City Certified Preliminary Drainage Report (see certification of exhibits)
- Letters of Serviceability – All utility providers (listed above)

\*City of Umland has franchise agreements with the following utilities:

1. Bluebonnet Electric Cooperative
2. Centerpoint Energy
3. Charter Communications
4. Granite Telecommunications
5. Jive Communications
6. Pedernales Electric Cooperative
7. Southwestern Bell
8. Universal Natural Gas

- TxDOT Letter of No Objection to Access and Drainage – required if the development abuts TxDOT right-of-way or other third party in charge of road attachments.
- Digital copy in .pdf format of entire application submission (application, checklist, exhibits, etc.) in Dropbox or OneDrive
- Any additional information required by this application, City Staff, City Council, City Codes & Ordinances and State Statutes, needed to evaluate this request

**Submittal Information**

- Prior to application submittal, we require setting up a pre-development meeting.
- Pre-Development Meetings are held on the dates shown here: [2023-Staff-Pre-Development-Meetings-Calendar5617.pdf \(cityofuhland.com\)](#) Email the City Administrator and Planner, [city@uhlandtx.us](mailto:city@uhlandtx.us) and [planner@uhlandtx.us](mailto:planner@uhlandtx.us), for the pre-development meeting form.
- Application must be submitted in accordance with the City’s Plat & Subdivision Master Plan Calendar.
- INCOMPLETE APPLICATIONS AND SUBMITTALS WILL BE REJECTED; an application may be deemed incomplete after initial staff review.

Questions shall be directed to, and complete applications shall be submitted in person to the following:

City of Umland  
Planning Department  
15 North Old Spanish Trail  
Umland, TX 78640  
[planner@uhlandtx.us](mailto:planner@uhlandtx.us)

Preparer’s Signature: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

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