



## Preliminary Plat – Certification of Exhibits Checklist

*Incomplete submissions will NOT be accepted*

### Application Completeness Requirements:

- Development Application signed by owner
- This checklist (signed by applicant or authorized representative)
- Proof of property ownership- Tax certificate showing that all of the taxes for the property have been paid
- Application fees in the form of a check made payable to City of Umland (Preliminary Plat = \$)
- Documentation of any prior or proposed annexation, zoning change, or development agreement
- Metes and Bounds Description (field notes) - on 8 ½” by 11” paper including surveyor seal and signature.
- Proof of notices to applicable Emergency Services District (s)
- Proof of notices to applicable School District (s)
- Letter of Intent (see letter of intent requirements below)
- Index sheet if the plat is more than one sheet
- 1 full size copy of the preliminary plat 18” x 24”
- 6 copies of Preliminary Plat exhibit – prepared in accordance with this checklist
- Traffic Impact Analysis Determination Form
- Traffic Impact Analysis (if required by TIA Determination Form)
- Preliminary Erosion Control Plan
- Preliminary Drainage Report
- Preliminary Cost Estimate for all improvements
- Letters of Serviceability: All utility providers – All utility providers (Bluebonnet Electric Cooperative, Centerpoint Energy, Charter Communications, County Line SUD, Frontier Communications, Granite Communications, Jive Communications, Pedernales Electric Cooperative, Plum Creek Utility, Southwestern Bell, Universal Natural Gas)

\*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 identical to the hard copy submittal (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)

## Letter of Intent Requirements

*The letter of intent is a narrative to describe the plat request and generally should contain the following:*

- Describe in detail the location of the property (including distance from nearest intersection). Additionally, include the County Appraisal District property identification no. and address when available.
- Define acreage of subject property and current zoning district
- General description of the proposed development
- Specify proposed land uses with specific operations defined.
- Please specify if the proposed development will be developed in phases.
- Detail any special considerations.
- Any additional information from the owner/applicant to thoroughly describe the request

## Preliminary Plat Technical Requirements

Use the following technical checklist in preparing a preliminary plat:

Apply and	Preliminary Plat Exhibit Technical Requirements <i>**Do not leave any items unchecked**</i>	
	1)	A complete legal description by metes and bounds of the land being subdivided
	2)	Name of the subdivision, if any;
	3)	The names of the landowner or owners
	4)	Names and addresses of the property owners, engineer and surveyor responsible for preparation of the Plat
	5)	A location map showing the relation of the subdivision in all directions within a one-mile radius of the subdivision a. Existing Streets b. Existing water courses
	6)	A scale
	7)	North point, with north to the top of the sheet if possible
	8)	The bearing of record
	9)	Two-foot contour interval surveys tied to City Control Monuments or USGS Bench Marks, where conditions exist that make the use of two-foot contours impractical, alternate intervals may be used upon approval of the City Engineer.
	10)	The location of the City limit lines and the outer border of the City's extraterritorial jurisdiction if either traverses the subdivision or is contiguous to the subdivision boundary.
	11)	The total acres be subdivided
	12)	The size of each lot being created
	13)	The location of the subdivision in reference to an original corner of the original survey of which said land is a part;
	14)	Subdivider's ownership boundaries (drawn in heavy lines) with overall dimensions and bearings;
	15)	Lot and block lines
	16)	Lot and block numbers of all proposed lots and blocks
	17)	Dimensions for front, rear, and side lot lines
	18)	The location of building setback lines, including front, rear, and side setback lines shown by dashed lines for each lot
	19)	Locations, dimensions, and purposes of all recorded easements
	20)	Locations, dimensions, and purposes for all proposed easements
	21)	If the plat is planned to be developed in phases, designation and boundaries of each phase of development and the proposed order of development
	22)	Approximate ties to well established points
	23)	The names and classification of all proposed streets and alleys
	24)	The location of right of way widths of all proposed streets and alleys
	25)	Complete curve data between all lot corner pins: a. Delta b. Arc length c. Radius d. Tangent e. Point of curve f. Point of reverse curve g. Point of tangent h. Log chord with bearing
	26)	Any right-of-way dedication as required by the State, County, or City
	27)	Name and location of adjacent subdivisions
	28)	Name and location of adjacent watercourses on or adjacent to the proposed subdivisions
	29)	The property lines and names of property owners on all adjoining undescribed tracts
	30)	The centerline of watercourses, creeks, and drainage structures within the subdivision
	31)	The centerline watercourses, creeks, and drainage structures adjacent to the subdivision
	32)	Pertinent drainage data and the limits of areas subject to flooding shall be shown, delineating the 100-year flood if applicable

33)	Subdivisions in an area having special flood hazards shall be shown on the plat: a. A flood zone for that area which is subject to inundation by the 100-year flood b. The surface elevation of the 100-year flood at intervals of every 500 lineal feet and this must be based on a certified engineering survey taking into consideration the full development of the watershed c. Minimum slab elevations of all lots the about the 100-year floodplain (lots to be built in the 100-year flood plain require a LOMR be submitted and approved by FEMA, or a no rise certification be provided by a professional engineer and approved by the City Engineer.)
34)	The location of existing water wells or septic systems including leach fields, with notations indicating whether they will remain or be capped or removed
35)	A soil test of the subject property
36)	A preliminary erosion control plan
37)	A preliminary drainage study
38)	A site or site development plan
39)	A construction plan
40)	A phasing plan
41)	If required, a traffic impact analysis
42)	If required, a traffic control plan
<b>Standard Notes to be included on the Preliminary Plat</b>	
43)	Plat note indicating the location of sidewalks on both sides of all streets (except where sidewalks are not required by this ordinance
44)	Plat note indicating the installation of double swing gates across all utility easements.
45)	Plat note restricting the percentage of the area of each lot which may be covered by impervious surfaces
46)	All open space, common areas, greenbelts, drainage easements or other areas identified as private shall be the responsibility of the owner or owner's successors and/or assigns provided such successor or assign is approved by the City
47)	All utility provider notes (as applicable)
48)	Name of the school district in which the subdivision is located
49)	Emergency Services District (s) in which the subdivision is located
50)	Any applicable notes required by TxDOT if the property is adjacent to a TxDOT right-of-way.
51)	State any and all waivers requested for the plat
<b>Acknowledgements and Certificates</b>	
52)	Owner's Acknowledgement
53)	Certificate of Platting Surveyor

54)	Certificate of Platting Engineer
55)	Utility provider certification (where applicable)
56)	Certification by City Planner:  I, the undersigned, City Planner of the City of Umland, Texas hereby certify that this subdivision plat conforms to all requirements of the subdivision regulation and the City as to which this approval is required.  _____ City Planner
57)	Certification by City Engineer:  I, the undersigned, City Engineer of the City of Umland, Texas hereby certify that this subdivision plat conforms to all requirements of the subdivision regulation and the City as to which this approval is required.  _____ City Engineer  (seal)

