



**Final Plat and Replat – Application Checklist**  
*Incomplete submissions will NOT be accepted*

**Application Completeness Requirements:**

- Development Application signed by owner
- This checklist (signed by applicant or authorized representative)
- Certification of Exhibits Checklist
- Metes and Bounds Description (field notes) - on 8 ½” by 11” paper including surveyor seal and signature.
- Letter of Intent (see certification of exhibits)
- 1 copy of the City Certified Final Plat (or Replat) exhibit full size 18” by 24” (see certification of exhibits)
- Index sheet if plat is more than one sheet (see certification of exhibits)
- 6 copies of the City Certified Final Plat (or Replat) 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)
- 1 copy of City Certified Drainage Report (see certification of exhibits)
- Proof of notice to the applicable school district (s)
- Proof of notice to Hays Emergency Services District 9
- Review certification from Caldwell-Hays ESD 1
- Utility Provider Certifications – Required to notify all providers of proposed subdivision. Must provide utility certification for availability and review of plat for easements from at least one utility provider of each utility.
  - Water (County Line SUD)
  - Sanitary Sewer (County Line SUD/Plum Creek Utility)
  - Electric (Bluebonnet Electric Cooperative, Pedernales Electric Cooperative)
  - Natural Gas (Centerpoint Energy, Universal Natural Gas)
  - Telecommunications (Charter Communication, Granite Telecommunications, Jive Communications, AT&T/Southwestern Bell)
- TxDOT Letter of No Objection to Access and Drainage – required if the development abuts TxDOT right-of-way
- 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)

Preparer’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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