



Final Plat and Replat 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)
- Metes and Bounds Description (field notes) - on 8 ½" by 11" paper including surveyor seal and signature.
- Proof of property ownership- a tax certificate showing that all the taxes have been paid on the subject property
- Application fees in the form of a check made payable to City of Uhland (Final Plat/Replat fee = + per acre + per lot; plus Plan Review fee initial submittal, \$200 each subsequent review)
- Letter of Intent (see letter of intent requirements below)
- 1 copy of the Final Plat (or Replat) exhibit in 18"x24" – prepared in accordance with this checklist
- Traffic Impact Analysis Determination Form
- Traffic Impact Analysis (if required by TIA Determination Form)
- Drainage Report
- 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.
 - o Water (County Line SUD)
 - o Sanitary Sewer (County Line SUD/Plum Creek Utility)
 - o Electric (Bluebonnet Electric Cooperative, Pedernales Electric Cooperative)
 - o Natural Gas (Centerpoint Energy, Universal Natural Gas)
 - o Telecommunications (Charter Communication, Granite Telecommunications, Jive Communications, AT&T/Southwestern Bell)
- 1 detailed set of infrastructure drawings and specifications bearing the signature and seal of a professional engineer
- 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 and 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 Old Spanish Trail
 Umland, TX 78640
 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.

Final Plat and Replat Technical Requirements

Use the following technical checklist in preparing a final plat or replat:

Applicant	Final Plat and Replat Exhibit Technical Requirements <i>**Do not leave any items unchecked**</i>	
	1)	Title block containing proposed name of the subdivision, complete legal description including survey name and abstract number, acreage, city, county, and preparation date.
	2)	The names and addresses of the, property owners, registered professional land surveyor, and engineer responsible for the preparation of the plat.
	3)	A location/vicinity map showing the following in all directions within a one-mile radius of the subdivision. <ul style="list-style-type: none"> a. Existing streets b. Existing water courses c. City and County limits
	4)	A graphic and written scale, appropriate for level of detail (typical 1" = 100').
	5)	North arrow.
	6)	Legend containing all symbols and abbreviations used.
	7)	Topography in two-foot contour interval tied to City Control Monuments or USGS Benchmarks. Where conditions make the use of two-foot contours impractical, alternate intervals may be used upon approval of the City Engineer.
	8)	The location of the city limit lines and the outer border of the extraterritorial jurisdiction if either traverses the subdivision or is contiguous to a subdivision boundary.
	9)	Identify all boundary survey monumentation on the plat. Tie proposed tract to the parent tract monumentation with bearings and distances.
	10)	The total acres being subdivided.
	11)	The size of each lot being created.
	12)	Lot and block numbers of all proposed lots and blocks.
	13)	Dimensions for all lot and boundary lines.

14)	The locations, dimensions, and purposes of all existing and proposed easements within or abutting the boundary of the subdivision, including recording information for all existing easements and rights-of-way and all bearing and distance information on proposed easements including easements filed by separate instrument.
15)	Ties to well-established points, such as property corners at street intersections, and georeferenced coordinates based on NAD83. <i>For subdivisions of five acres or less, provide a minimum of one tie and one georeferenced point. Space the ties and georeferenced points as evenly as feasible around the perimeter of the subdivision.</i>
16)	Areas to be dedicated for right-of-way including dimensions, area, providing bearings and distances of centerline.
17)	Show the names of all proposed streets.
18)	Subdivision name and recording information for all adjacent properties. List the owner name and recording information for all adjacent property which is unplatted.
19)	Name and location of watercourses on or adjacent to the proposed subdivision.
20)	Location of existing and proposed FEMA 100-year floodplain and floodway limits.
21)	The location of any existing water wells or septic systems including leach fields, with notations indicating whether they will remain, be capped, or removed.
22)	The location and results of percolation tests shall be shown on each lot which is to utilize an on-site water disposal system or water distribution and sanitary sewer plan including proposed pipe sizes and grading. The name and address of the person performing such percolation tests shall be noted on the plat.
23)	Boundary lines and acreage of the land to be dedicated to the City for public parkland.
24)	Replat Only - Graphic depiction of the area being replatted.
25)	Any additional information as required to clarify the proposal.
Standard Notes to be included on the Plat	
26)	Plat note including the locations of sidewalks on both sides of the street (except where sidewalks are not required by this ordinance).
27)	Plat note including the installation of double swing gates across all utility easements.
28)	According to Flood Insurance Rate Map, Panel _____, dated _____, the property is located in Zone(s) _____ and is/is not within the 100-year floodplain.
29)	If floodplain exists on the property, provide the following note: All development shall be in accordance with the floodplain ordinance in effect at the time of site improvement and building construction.
30)	List the total number of lots and the total number of buildable lots.
31)	Open Space Note: 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.
32)	All utility provider notes (as applicable)
33)	Any applicable notes required by TxDOT if the property is adjacent to a TxDOT right-of-way.
34)	State any and all waivers granted for the plat
35)	Replat only – statement for the purpose of the replat
Acknowledgements and Certificates	
36)	Certificate, signature, and seal of the registered professional land surveyor that surveyed the land
37)	Certificate, signature, and seal of the professional engineer
38)	Certificate for recording the plat/plan in County Clerk's office
39)	A certificate of ownership and dedication to the City of all streets, easements, alleys, parks, and playgrounds or other dedicated public uses, signed and acknowledged before a notary public by the owners and any holders of liens against the property

40)	<p>Certification by City Engineer:</p> <p>I, the undersigned, City Engineer of the City of Uhland, 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.</p> <p style="text-align: center;">(seal)</p> <p>_____</p> <p>City Engineer</p>
41)	<p>Certification by Planning and Zoning Commission:</p> <p>This plat of _____ (Subdivision name) _____ has been submitted to and considered by the Planning and Zoning Commission of the City of Uhland, and hereby approved.</p> <p>By _____ Date _____</p> <p style="padding-left: 40px;">Chairman</p> <p>_____ Date _____</p> <p style="padding-left: 40px;">Secretary</p>

Preparer's Signature: _____ Date: _____

Printed Name: _____

Company Name: _____