

# APPLICATION & CHECKLIST – SHORT FORM FINAL PLAT/AMENDED PLAT

**Subdivision:** \_\_\_\_\_  
(Name of Subdivision)

\_\_\_\_\_  
(Submittal Date)

## INSTRUCTIONS:

- Fill out the following application and checklist completely prior to submission.
- Use the most current application from the City's website ([www.cityofkyle.com](http://www.cityofkyle.com)) or at city hall.
- Place a check mark on each line if you have complied with that item. Indicate with N/A if the item does not apply to your subdivision. *This checklist is only a guide. All state and local subdivision requirements cannot be reflected on this checklist.* If there are any questions regarding subdivision regulations, the applicant should consult the source law. City ordinances can be obtained from the City of Kyle at our website or city hall.

## REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

The following items are required to be submitted to the Planning Department or included on the subdivision plat in order for the Subdivision Application to be accepted for review.

- \_\_\_ 1. Completed and signed application/checklist.
- \_\_\_ 2. \_\_\_ Prints of final plat (5 prints of plat within City, 10 prints when in ETJ)
- \_\_\_ 3. Is this plat a part of an approved PUD? Y/N If yes, name of PUD: \_\_\_\_\_
- \_\_\_ 4. Provide letter and 2 copies, outlining PUD development requirements and how they are addressed on the plat.
- \_\_\_ 5. A tax map highlighting the subject property.
- \_\_\_ 6. Copy of deed showing current ownership.
- \_\_\_ 7. Project Summary Letter
- \_\_\_ 8. Application Review Fee: \$453.29 plus \$6.04 per lot.

**Total Fee:** \_\_\_\_\_ \*\*

\*\*Does not include the cost of producing necessary photographic mylars nor County recording fees.

\*\*\* A submittal meeting is required. Please contact Debbie Guerra at (512) 262-3959 to schedule an appointment.

(Note: Original reproducible 18" x 24" is retained by the applicant until all comments have been received and responses prepared.)

**The following information shall be shown on the plat and/or submitted with the plat:**

- \_\_\_\_\_ 1. Existing boundary lines of land to be subdivided are drawn with a heavy line.
- \_\_\_\_\_ 2. Scale 1"=100' is labeled on plat.
- \_\_\_\_\_ 3. North arrow.
- \_\_\_\_\_ 4. Location sketch on front sheet.
- \_\_\_\_\_ 5. Subdivision title at the top of the first sheet.
- \_\_\_\_\_ 6. The following data is completed on this form and placed on the first sheet of the plat:

<b>Owners:</b> _____ <b>Address:</b> _____ _____ <b>Phone:</b> _____ <b>Fax:</b> _____
<b>Acreage:</b> _____
<b>Survey:</b> _____
<b>Number of lots and proposed use (if more than one use is planned for the lots, provide land use summary showing # of lots are planned for each use):</b> _____
<b>Date:</b> _____
<b>Surveyor:</b> _____ <b>Phone:</b> _____ <b>Fax:</b> _____
<b>Engineer:</b> _____ <b>Phone:</b> _____ <b>Fax:</b> _____

- \_\_\_\_\_ 7. Property lines of adjacent properties, and, where applicable, the names and lot lines of adjacent approved preliminary plans and final plats with record references of final plats.
- \_\_\_\_\_ 8. Existing and adjoining easements, including type/kind, dimensions, and any recordation information. Proposed easements including notes to be located on the first sheet (map page) to read as follows: *A fifteen (15) foot PUE is hereby dedicated adjacent to all street ROW, a five (5) foot PUE is hereby dedicated along each side lot line and a seven and ten (10) foot PUE is hereby dedicated adjacent to all rear lot lines on all lots.* \*\*If the rear and side lot lines are not apparent on the plat, show easements graphically instead of the note.
- \_\_\_\_\_ 9. Name and right-of-way width of adjacent streets.
- \_\_\_\_\_ 10. Plat conforms to ordinance conditions of a short form plat, which may be approved by the Director of Planning. The plat involves four or fewer lots, no new streets or ROW dedication, no extension of utilities, no variances and does not involve a plat vacation or replat with a public hearing.
- \_\_\_\_\_ 11. Lot lines and numbers.
- \_\_\_\_\_ 12. Block letters. (Blocks are bounded by streets.)
- \_\_\_\_\_ 13. Locations of all permanent monuments and control points to which all dimensions, bearings, and similar data shall be referred.
- \_\_\_\_\_ 14. Building lines adjacent to street ROW and a note is provided on the first sheet as follows if inside the City limits: *Setbacks not shown on lots shall conform to the City of Kyle Zoning Ordinance.*
- \_\_\_\_\_ 15. Perimeter field notes (beginning point to be original corner of original survey from which this plat is a part, not original/1st subdivision plat).

- \_\_\_\_\_ 16. A certificate signed and sealed by the surveyor indicating that the plat complies with Ordinance #439 of the City Code of Kyle and that all easements of record as found on the title policy or discovered with a title search prepared in conjunction with the most recent purchase of property. Permanent/waterproof ink with legible seal.
- \_\_\_\_\_ 17. The 100-year floodplain, floodway, velocity zones, reference marks, elevation data and other information which can be transferred from the Flood Hazard Boundary Map (FHBM) or the Flood Insurance Rate Map (FIRM) to the plat map. A note identifying the data source and source date is included on the plat. OR--a note on the plat identifies that there are no identified flood hazard areas in the platted area and the appropriate FEMA map has been cited as the reference.
- \_\_\_\_\_ 18. If the subdivision is within the Central Business District provide the following note: *"This subdivision shall comply with the Central Business District of the City of Kyle."*
- \_\_\_\_\_ 19. Note for recording plat in Hays County Clerk's Office at the bottom, right corner of the last sheet.
- \_\_\_\_\_ 20. The following is provided: Owner's dedication statement signed and acknowledged by owners and any person holding a lien on the property dedicating all additional ROW, streets, alleys, easements, parks, and other open spaces to public use, or, when the subdivider has made provision for perpetual maintenance thereof, to the inhabitants of the subdivision. **If** there is no lien holder, a letter from the owner stating such is enclosed. All signatures with permanent/waterproof ink and legible notary seals.
- \_\_\_\_\_ 21. Watershed information (if applicable):
- \_\_\_\_\_ 22. Proposed water and wastewater utilities:
- \_\_\_\_\_ City of Kyle
  - \_\_\_\_\_ Monarch Water Company
  - \_\_\_\_\_ County Line Water Supply Corporation
  - \_\_\_\_\_ private wells
  - \_\_\_\_\_ septic tanks or other individual sewage treatment system
  - \_\_\_\_\_ other \_\_\_\_\_
- \_\_\_\_\_ 23. Plat note prohibiting obstructions in drainage easements is provided.
- \_\_\_\_\_ 24. The following plat note regarding: *Sidewalks shall be installed on the subdivision side of [insert street name(s)]. Those sidewalks not abutting a residential, commercial or industrial lot shall be installed when the adjoining street is constructed.*
- \_\_\_\_\_ 25. Survey ties across **all** boundary streets indicating existing ROW width / location (and, if necessary for purposes of determining intersection/driveway spacing, to the centerline of adjacent intersecting streets/driveways).
- \_\_\_\_\_ 26. Name and signature line for the Chairman of the Planning and Zoning Commission indicating approval of the plat.
- \_\_\_\_\_ 27. Name and signature line for the City Engineer indicating approval of the plat are provided.
- \_\_\_\_\_ 28. Name and signature line for the City Secretary indicating approval and authorization for recordation of the plat are provided.

\_\_\_\_ 29. Provide the following note: *Prior to construction of any improvements on lots in this subdivision, site development permits and building permits will be obtained from the City of Kyle.*

**Please Note:** The signature of owner authorizes City of Kyle staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. **Note: The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.**

(Check One:)

\_\_\_\_ *I will represent my application before the Planning Department and/or Planning & Zoning Commission.*

\_\_\_\_ *I hereby authorize the person named below to act as my agent in processing this application before the Planning Department and/or Planning & Zoning Commission.*

Owner's Name (printed)	Phone	Fax
Owner's Address	City	State Zip
Owner's Signature	Date	Email Address
Agent's Name: _____		
Company: _____		
Mailing Address: _____		
Street	City	State Zip
Phone	Fax	Email address