



City of Jarrell  
 161 Town Center Blvd.  
 Jarrell, Texas 76537  
 Fax (512) 746-4593  
[www.cityofjarrell.com](http://www.cityofjarrell.com)

Subdivision Name: \_\_\_\_\_

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

**FINAL PLAT**  
**APPLICATION & CHECKLIST**

**INSTRUCTIONS**

- Fill out the following application and checklist completely prior to submission.
- Use the most current application from the City’s website ([www.cityofjarrell.com](http://www.cityofjarrell.com)) or at City Hall.
- City ordinances can be obtained at City Hall or by emailing the City Planner at [j.moyer@cityofjarrell.com](mailto:j.moyer@cityofjarrell.com).

**PROCESS:**

The applicant will make a submittal to the City Manager or designee in accordance with the checklist (See Appendix A). The City Manager or designee will determine if the application is complete and notify the applicant within 5 days of the original submittal of any outstanding items. It is the applicant’s responsibility to have a complete package. Once the application is complete, the City Manager or designee will disseminate the package to reviewing entities. The City Manager or designee will notify Williamson County Engineering Department of any plat applications that are proposed in the ETJ.

**SUBMITTAL REQUIREMENTS:**

The Developer shall submit a Final Plat Application that includes all of the following: **NOTE: THE FINAL PLAT WILL NOT BE CONSIDERED "FILED" UNLESS ALL APPLICATION REQUIREMENTS ARE MET.**

- \_\_\_ 1. Completed application form with owner’s original signature.
- \_\_\_ 2. Subdivision name
- \_\_\_ 3. Submittal date
- \_\_\_ 4. 2 paper copies 11” x 17” of the Final Plat with the title of the Minor Plat appearing on the outside. (Final Plat content located on the City’s website at [www.cityofjarrell.com](http://www.cityofjarrell.com) under Community Development Appendix A: Subdivision, Site Plan, Variance Forms and checklists)
- \_\_\_ 5. 1 copy of the Final Plat in pdf format.
- \_\_\_ 6. A copy of the deed(s) identifying the owners of the property.
- \_\_\_ 7. 2 Engineer’s Reports or a letter from the Developer, if applicable, certifying that no changes have been made to the Engineer’s Report since its previous submittal.
- \_\_\_ 8. Certification from a Surveyor that the property boundary closes as per minimum standards set forth by the Texas Board of Professional Land Surveying code, as amended, specifically Sections 663.13 – 663.23 which include provisions requiring 1:10,000 + .010 feet precision for monuments found or set within the corporate limits of any city in Texas.

**APPROVAL PROCESS:**

The City Manager or designee will review the plat for compliance with the UDC. The other significant component of the review pertains to the status of the public improvements. In order for the final plat to be approved, the improvements must be in place and inspected to the City Engineer’s satisfaction, or fiscal surety must be provided in accordance with Section 7.05.03 of the UDC (Below).

**7.05.03 Requirements Prior to Final Acceptance for Maintenance** A. The landowner or developer shall ensure that all of the facilities constructed in accordance with the requirements of this Code will perform and remain in good working order and in accordance with the design performance criteria of each such facility, for one (1) year commencing on the date of approval of final completion by the City Manager or his designee.

Prior to final acceptance for maintenance of the completed improvements by the City Manager, the landowner or developer shall require any construction contractors with whom he contracts for furnishing materials and for installation of the improvements required under this Code, to provide written guarantees to the City, and shall himself be required to furnish to the City, a written guarantee, that all workmanship and materials shall be free of defects for a period of one (1) year from the date of acceptance by the City Manager. The guarantee shall be either in the form of a one (1) year warranty bond executed by a corporate surety licensed to do business in the State of Texas, conditioned that the improvements are free from defects in materials and workmanship, or an irrevocable letter of credit from a financial institution authorized to do business in Texas, and approved by the City Manager, committing funds for the correction and repair of any defects in materials or workmanship. Said bonds or letters of credit shall be in the amount of at least twenty (20) percent of the total construction cost. The financial institution shall be reviewed and approved in advance and the letters of credit or bonds shall conform to forms or criteria approved in advance by the City Council. The one- (1) year assurance period shall commence on the date of approval of final completion of the improvements by the City Manager or his designee.

**FILING FEE CALCULATION:**

Filing Fee:	\$ 500.00
Plus \$20 per Lot	\$ _____
<i>Staff Use Only:</i> Check No. _____ Additional Check No. _____	
<b>TOTAL FEE (due at the time of application submission):</b>	<b>\$ _____</b>

**PROPERTY INFORMATION:**

Property Address: \_\_\_\_\_

Property Acreage: \_\_\_\_\_

Legal Description: \_\_\_\_\_

County Short ID#: \_\_\_\_\_

CURRENT ZONING: \_\_\_\_\_

**APPLICANT INFORMATION:**

**Please Note:** The signature of owner authorizes City of Jarrell 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. 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, the owner, will represent this application with the City of Jarrell.

\_\_\_ I, the owner, hereby authorize the person named below to act as my agent in processing this application with the City of Jarrell.

**OWNERSHIP INFORMATION:**

**Property Owner:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

*(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.)*

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_ **Pager:** \_\_\_\_\_

*I hereby request that my property, as described above, be considered for a Minor Plat and I give City Staff and elected or appointed representative's permission to visit the site described in this application:*

**Owner's Signature:** \_\_\_\_\_

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

**AGENT INFORMATION:**

If an agent is representing the owner of the property, please complete the following information:

**Project Agent:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_ **Pager:** \_\_\_\_\_

*I hereby authorize the person named above to act as my agent in processing this application:*

**Owner's Signature:** \_\_\_\_\_

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

*I hereby attest that I prepared this application/checklist and that all information shown hereon is correct and complete to the best of my knowledge.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date

*Do not write below - Staff Use Only*

Accepted for Processing by: \_\_\_\_\_ Date: \_\_\_\_\_

Application Approved:  Yes  No

If no, reason for disapproval: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City Manager/Designee Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_