



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

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

## PRELIMINARY PLAT

### APPLICATION & CHECKLIST

#### INSTRUCTIONS:

- ✦ Fill out the following application 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.byrum@cityofjarrell.com](mailto:j.byrum@cityofjarrell.com).
- ✦ If there are any questions reach out to the Planning Department at (512)-746-4593 ext 127.

#### PROCESS:

The applicant may meet with the City Manager or designee at a pre-development conference to discuss the development plans. The applicant will submit the following items.

#### SUBMITTAL REQUIREMENTS:

The developer shall submit a Preliminary Plat Application that includes all of the following:

**NOTE: THE PRELIMINARY PLAT WILL NOT BE CONSIDERED AS "FILED" UNTIL ALL APPLICATION REQUIREMENTS HAVE BEEN MET.**

1. Completed application form with owner's original signature.
2. Subdivision name
3. Submittal date
4. Five (5) 11" x 17" paper copies of the Preliminary Plat.
5. One (1) copy of the Preliminary Plat in 8 ½" x 11" pdf format.
6. Five (5) copies of schematics that indicate utilities, streets and drainage together with the phases or sections that will be developed to ensure the orderly extension of utilities and streets.
7. Three (3) copies of Engineer's Reports.
8. If applicable, a City approved Traffic Impact Analysis.
9. One (1) copy of a letter from the Williamson County 911 Addressing Division indicating street name approval.



## APPROVAL PROCESS:

Once the application has been determined complete, the City Manager or designee will review the application for technical compliance with the code. The preliminary plat should demonstrate consistency with the Comprehensive Plan, Chapter 5 of the UDC, and utility serviceability. The City Manager or designee will combine his/her comments with the City Engineer's and provide a copy of the comments to the applicant. The applicant should respond to the comments at least 5 days prior to the Planning and Zoning Commission meeting.

## PRELIMINARY PLAT CONTENT (INFORMATION SHOWN ON PLAT):

Title of Subdivision; title must include the word "Revised" if changed after recordation

North Arrow

Plat should be at a scale of 1" = 100", and labeled

The following information shall appear in one place on the first sheet:

- Owners (if corporation, include name of responsible individual)
- Acreage
- Patent Survey
- Number of Blocks
- Number of Lots
- Linear Feet of New Streets
- Submittal Date
- Date of Planning Commission Review
- Surveyor
- Engineer
- Benchmark Description & Elevation:
  - Location map with North arrow
  - Boundary survey with bearings and distances
  - Lot and Block lines
  - Point of beginning labeled on plat and described in a metes and bounds description
  - A metes and bounds description; tie to corner of original survey; survey tie across adjacent streets to determine right-of-way width
  - Monumentation
  - Topographic and planimetric features, with two-foot (2') interval contour lines
  - Ownership boundaries in heavy lines
  - Numbers on all proposed lots and letters on proposed blocks
  - Dimensions for front \_\_\_\_\_, rear \_\_\_\_\_, side \_\_\_\_\_ lot lines
  - Depiction of the ultimate 100-year flood plain. If the tract is not within the 100-year flood plain, a note stating such *must* be shown
  - Dashed lines showing the names and widths of adjacent land subdivisions
  - Property lines and names of adjoining property owners of unsubdivided property
  - Streets
  - Easements
  - Watercourses
  - Street layout and right-of-way must be in accordance with the City of Round Rock thoroughfare Plan
  - Street names must be continuous from any adjacent subdivisions and only one cul-de-sac shall utilize a primary street name.
  - All drainage easements shall be labeled as "drainage and storm sewer" easements
  - Designation of any special purpose lots (i.e. park, landscaping, detention, ROW, etc.); labeled and the area shown in acres.
  - Show any additional PUEs (if applicable) with engineering data necessary for all utility providers including electric, telephone, gas, cable, drainage, water and wastewater
  - Plat note stating: building setbacks shall be in accordance with Chapter 4, Zoning, Lot Design Standards City of Jarrell Unified Development Code.
  - Plat note stating: sidewalks shall be constructed in accordance with Chapter 5, Subdivisions; Public Improvements City of Jarrell Unified Development Code with the Design and Construction Standards
  - Plat note stating: no obstructions, including but not limited to fencing or storage, shall be permitted in any drainage easements shown hereon
  - Plat note stating: a ten-foot (10') PUE abutting and along the streetside property line is hereby dedicated for all streetside property lots shown hereon



**FILING FEE CALCULATION:**

Filing Fee:	\$800.00
Plus \$10 per Lot	\$ _____
Plus \$20 per Acre	\$ _____
Review fee for the Jarrell Fire Department	\$ 100.00
<b>Staff Use ONLY:</b> Check #: _____      Additional Check #: _____	
<b>TOTAL FEE</b> (due at the time of application submission):	\$ _____



**PROPERTY INFORMATION:**

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

**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 the 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: \_\_\_\_\_

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City Manager / Designee Comments:

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Planning & Zoning Meeting is: \_\_\_\_\_

Recommendation of P&Z: \_\_\_\_\_

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City Council Meeting is: \_\_\_\_\_

Approved by City Council:     Yes     No

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