

# VOBC Subdivision Plat Submission Checklist

Must be used with VOBC Ordinance

#231121.001

February 5, 2024

Introduction: The VOBC subdivision process is outlined in section 6(d) of the Subdivision Ordinance and generally consists of 4 steps. The application and plat submission portion that this checklist is associated with is generally part of the 4th step of that subdivision process. Therefore it is important that the applicant has made themselves familiar with the ordinance and the required steps which need to precede the plat submission prior to completing this application and checklist and submitting the plat.

## Subdivision Plat Application Contacts

**1. Owner Information** (The holder(s) of a legal or equitable interest in the subject property as shown by the deed records of Hays County)

Full Legal Name: \_\_\_\_\_

Mailing Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**2. Applicant Information** (A person seeking approval of an application; can be the owner or a designated representative of the owner)

Applicant Name: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**3. Designated Contact** (The individual who the owner or applicant has chosen to receive all communications of the application)

Designated Contact Name: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**5. Consultants** (Consultants working on Subdivision)

Licensed Professional Engineer: \_\_\_\_\_

Email Address: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Registered Professional Land Surveyor: \_\_\_\_\_

Email Address: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Attorney: \_\_\_\_\_

Email Address: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

# Plat Requirements Checklist

(From ORD #231121.001 section 8(b))

Subdivision plat with the following information (if applicable)	Included (Yes/No)	VOBC Staff Use
The plat shall be drawn to a scale as indicated on a legend included thereon and shall on an eighteen inch by twenty-four inch (18” x 24”) paper, 5 copies must be submitted		
The name of the subdivision, which shall not duplicate an existing or pending subdivision and shall include the name of the Village of Bear Creek.		
A complete legal description by metes and bounds of the land being subdivided.		
The total acreage of the land being subdivided, the total number of proposed subdivision, and the total acreage of each proposed lot.		
The name of the owner (and address unless given in a letter of transmittal). If owner is a partnership, corporation or other entity other than an individual, the name of the responsible individual such as president or vice-president.		
The name of the registered engineer and/or registered public surveyor responsible for preparing the plat.		
North point, north to be at the top of the sheet if possible.		
Date, each revision shall bear a new date.		
Ownership boundaries shall be drawn in very heavy lines and shall include overall dimensions and bearings.		
Boundary lines and adjacent right of way lines of the proposed subdivision shall drawn with dashed lines.		
A tie to an appropriate landmarks as is required according to standard survey protocol.		
The name and location of adjacent subdivisions, streets, easements, pipelines, watercourse, etc. and the property lines and name of adjoining property owners.		

Subdivision plat with the following information (if applicable)	Included (Yes/No)	VOBC Staff Use
Existing and topographic and planimetric features within the subdivision, including watercourses and ravines, high banks, width of existing or proposed easement, if in the flood plain, contour lines at two (2) foot intervals and any other features pertinent to the subdivision.		
Proposed features including approximate width and depth of all lots, location of building lines, easement and schematic plans and outline specifications for damage, sewage facilities and water facilities.		
The one-hundred (100) year flood elevations and flood plain and floodway boundaries. Drainage easement to cover the limits of the 100-year Flood Plain and all waterways draining fifty (64) acres or more.		
Complete dimension of front, rear and side lot lines.		
Building setback lines for all lots		
All right of way and easement to be dedicated to the City and size and dimensions of each.		
A survey of the property shall show the lines of all adjacent land, streets and easements with their names and width		
The dimensions of the subdivision and each street, alley, square, park, other part of the tract intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the street, alley, square, park, or other part.		
<p>For Final Plats in addition to the foregoing items, the following:</p> <ol style="list-style-type: none"> <li>1. The engineer's or surveyor's certificate using the language in Section 9(d)(1), ORD #231121.001.</li> <li>2. A certificate of ownership and dedication to the required public of all right of way and easements, signed and acknowledged before a notary public by the owner(s) of the land and any holders liens against the land.</li> <li>3. A certificate of approval to be signed by the Mayor and City Secretary using the language in Section 9(d)(3), ORD #231121.001.</li> <li>4. Flood Plain Certification certificate of a registered professional engineer placed on the face of the plat using</li> </ol>		

Subdivision plat with the following information (if applicable)	Included (Yes/No)	VOBC Staff Use
<p>the language set forth in Section 9(d)(4), ORD #231121.001.</p> <p>5. An abstractor's certificate accompanying the plat that shall state the names and addresses of all current owners and lien holders of property described in the final plat. Such certificate shall be dated no sooner than ten (10) days prior to submission of the final plat. The final plat shall not be reviewed or approved until receipt of this certification.</p> <p>6. The location of the subdivision with respect to a corner of the survey or tract or an original corner of the original survey of which it is a part.</p> <p>7. Any and all notes or indexes required by Hays County Commissioners Court or Hays County Clerk to record the plat in the Hays County Records.</p>		
<p>For Replats and Amended Plats a copy of the currently recorded Plat shall be submitted.</p>		
<p>For Resubmittal Applications, a cover letter describing how each reason for disapproval of the Plat or Plan is being remedied or how each condition of a conditional approval is being satisfied; identifying the location in the Resubmittal Application where each remedy or response to a condition can be found; and identifying whether any other changes to the Application have been made.</p>		