

**CITY OF BASTROP, TEXAS**

**ORDINANCE NO. 2023-31**

**PLAT SUBMISSION REQUIREMENTS**

**AN ORDINANCE OF THE CITY OF BASTROP, TEXAS, AMENDING THE BASTROP CODE OF ORDINANCES CHAPTER 14, THE BASTROP BUILDING BLOCK (B3) TECHNICAL MANUAL, ARTICLE 4.1 PLAT SUBMISSION; AND PROVIDING FOR FINDINGS OF FACT, REPEALER, SEVERABILITY, CODIFICATION, EFFECTIVE DATE, PROPER NOTICE AND MEETING.**

**WHEREAS,** pursuant to Texas Local Government Code Section 51.001, the City Council of the City of Bastrop (City Council) has general authority to adopt an Ordinance or police regulation that is for the good government, peace, or order of the City and is necessary or proper for carrying out a power granted by law to the City; and

**WHEREAS,** pursuant to Texas Local Government Code Chapters 211, 212, 214, and 217, the City Council has general authority to regulate planning, zoning, subdivisions, and the construction of buildings; and

**WHEREAS,** the City Council finds certain amendments to the Bastrop Code of Ordinances necessary to meet changing conditions and are in the best interest of the City; and

**WHEREAS,** the City Council finds the attached amendments are necessary and proper for the good government, peace, or order of the City to adopt an ordinance providing requirements for plat submissions.

**NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Bastrop, Texas:**

**Section 1. Findings of Fact:** The foregoing recitals are incorporated into this Ordinance by reference as findings of fact as if expressly set forth herein.

**Section 2. Amendment:** Chapter 14 of the Bastrop Code of Ordinances, the Bastrop Building Block (B3) Technical Manual, Article 4.1 Plat Submission is hereby amended, and after such amendment, shall read in accordance with *Attachment "A"*, which is attached hereto and incorporated into this Ordinance for all intents and purposes. Any underlined text shall be inserted into the Code and any struck-through text shall be deleted from the Code, as shown in each of the attachments.

**Section 3. Repealer:** To the extent reasonably possible, ordinances are to be read together in harmony. However, all ordinances, or parts thereof, that are in

conflict or inconsistent with any provision of this Ordinance are hereby repealed to the extent of such conflict, and the provisions of this Ordinance shall be and remain controlling as to the matters regulated.

**Section 4. Severability:** Should any of the clauses, sentences, paragraphs, sections, or parts of this Ordinance be deemed invalid, unconstitutional, or unenforceable by a court of law or administrative agency with jurisdiction over the matter, such action shall not be construed to affect any other valid portion of this Ordinance.

**Section 5. Codification:** The City Secretary is hereby directed to record and publish the attached rules, regulations, and policies in the City's Code of Ordinances as authorized by Section 52.001 of the Texas Local Government Code.

**Section 6. Effective Date:** This ordinance shall take effect upon the date of final passage noted below, or when all applicable publication requirements, if any, are satisfied in accordance with the City's Charter, Code of Ordinances, and the laws of the State of Texas.

**Section 7. Proper Notice & Meeting:** It is hereby officially found and determined that the meeting at which this Ordinance was passed was open to the public, and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, Texas Government Code, Chapter 551. Notice was also provided as required by Chapter 52 of the Texas Local Government Code.

*[Signatures on the following page]*

**PASSED & APPROVED on First Reading** by the City Council of the City of Bastrop, on this, the 12th day of September 2023.

**PASSED & APPROVED on Second Reading** by the City Council of the City of Bastrop, on this, the 19th day of September 2023.

**APPROVED:**

*by:* \_\_\_\_\_  
Lyle Nelson, Mayor

**ATTEST:**

\_\_\_\_\_  
Ann Franklin, City Secretary

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Alan Bojorquez, City Attorney

**ATTACHMENT A**

**Amendment to B3 Technical Manual Article 4.1 Plat Submission**

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**ARTICLE 4.1 PLAT SUBMISSION**  
 .....

(a) The Applicant shall submit a plat of the entire area being subdivided. Each application shall contain the following documents in order to be deemed administratively complete. If all items are not present, the application will not be accepted. The submission will be considered a filed application on the next Uniform Submittal Date after which the submission has been considered administratively complete.

(1) Completed and signed Planning Application.

(2) Agent Authorization Letter.

(3) Signed Project Description Letter explaining proposed project, including number of lots existing and proposed, and if those lots are residential or commercial. If submission is for Vacating Plat, the Project Description Letter must provide evidence that the current plat does not meet the proposed development, granting the vacation would not be detrimental to the public health, safety, or welfare or otherwise injurious to the other property in the area, does not substantially conflict with the Comprehensive Plan and the purposes of the B<sup>3</sup> Code or B<sup>3</sup> Technical

Manual, and would not generally apply to other properties in the area, and contain signatures of owners of all lots within the original subdivision, if not under common ownership.

(4) Bastrop Central Appraisal District Map highlighting the subject property.

(5) Copy of deed showing current ownership.

(6) Copy of current tax statement of account or tax receipt showing taxes have been paid.

(7) Plat prints, collated and folded:

	<b>Prints</b>	<b>#</b>	<b>Size</b>
(a)	Plat	8	24" x 36"
(b)	Preliminary Drainage Study (if submitting a Preliminary Plat)	8	11" x 17"
(c)	Infrastructure Plan	8	24" x 36"

	<b>Prints</b>	<b>#</b>	<b>Size</b>
(d)	Letter outlining Special District requirements and how those required are addressed on the plat, if Place Type zoning is derived from a Special District	8	8.5" x 11"

(8) Utility Easement Release approvals from all utility providers.

(9) Proof of ability to serve by each proposed utility or completed utility evaluation by the City, if utility is provided by the City.

(10) **Digital Submittal:** Digital submittals shall be provided on a labeled CD/DVD or flash drive in the format specified below in addition to the hard copy submittal. Application will not be accepted if not in the specified format listed below. The CD/DVD or flash drive will not be returned to the Applicant.

A. **PDF 1** - Main Application Materials shall be one document and include:

- ii. Title page called Application - (Specify Project Name),
- iii. Completed Application,
- iv. Agent Authorization Form,
- v. Waiver Letter, and
- vi. Project Description Letter.

B. **PDF 2** - Plats & Utilities shall be one document and include:

- i. Title page called Plat Details - (Specify Project Name),
- ii. Plat(s),
- iii. Drainage study, and
- iv. Infrastructure Plan.

C. **PDF 3** - Remaining Checklist Items shall be one document and include:

- i. Title page called Checklist Items - (Specify Project Name),

- ii. Tax map,
- iii. Deed(s),
- iv. Tax certificate, and
- v. Special District information (if applicable).

D. **GIS or AutoCAD Files** - Properties with four (4) or more lots should include files that show new parcel layout and easements formatted in a GIS geodatabase file or shape file; AutoCAD d w g fi l e s p a t i a l l y r e f e r e n c e d u s i n g NAD\_1983\_StatePlane\_Texas\_Central\_FIPS\_4203\_Feet. should be Parcels\_ProjectName and Easements\_ProjectName.

- (11) Plat filing fee shall be paid at the time of the submission as set forth in City of Bastrop Code of Ordinances - Appendix A, Fee Schedule .
- (12) Copy of original plat, if filing an Amending Plat or Replat.
- (13) Proof of approved variances and warrants, if any.
- (14) All other required submittals and approvals required by this chapter.

(15) Proof that all contractors have been paid.

(16) Include a shape file of the platted property only if said property has four (4) or more lots.