

All required items and information (including all applicable below listed exhibits and fees) must be received by the City for an application and request to be considered complete. Incomplete submissions will not be deemed filed and complete. By signing below, I acknowledge that I have read through and met all requirements for a complete submittal:

Applicants Signature: _____ Date: _____

<u>FINAL, REPLAT, MINOR, AND AMENDING PLAT CHECKLIST</u>		
<u>Subdivision Ordinance, Section 5</u>		
STAFF	APPLICANT	
<input type="checkbox"/>	<input type="checkbox"/>	Completed application form – including all required notarized signatures
<input type="checkbox"/>	<input type="checkbox"/>	Application fee (refer to Fee Schedule)
<input type="checkbox"/>	<input type="checkbox"/>	Digital Copies/PDF of all submitted items
<input type="checkbox"/>	<input type="checkbox"/>	County Application Submittal – proof of online submission (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	ESD #6 Application <i>(if within City or Development Agreement)</i> or Proof of Submittal to Hays County Fire Marshal <i>(if in the ETJ)</i>
<input type="checkbox"/>	<input type="checkbox"/>	\$240 Fee for ESD #6 Application (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Billing Contact Form
<input type="checkbox"/>	<input type="checkbox"/>	Engineer’s Summary Report
<input type="checkbox"/>	<input type="checkbox"/>	Drainage Report – if not included in the Engineer’s summary
<input type="checkbox"/>	<input type="checkbox"/>	Geological Assessment Identifying Critical Environmental Features [Sub. Ord. 4.7(l)(4)] (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	OSSF Facility Planning Report or approved OSSF permit (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Final Plats (11 x 17 to scale)
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Current Configuration of Plat (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Preliminary Plat (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Proof of final acceptance of all public infrastructure by the jurisdiction that will own and maintain it; or posting of fiscal for public infrastructure.
<input type="checkbox"/>	<input type="checkbox"/>	Digital Data (GIS) of Subdivision
<input type="checkbox"/>	<input type="checkbox"/>	Tax Certificates – verifying that property taxes are current
<input type="checkbox"/>	<input type="checkbox"/>	Copy of Notice Letter to the School District – notifying of preliminary submittal
<input type="checkbox"/>	<input type="checkbox"/>	Outdoor Lighting Ordinance Compliance Agreement



<input type="checkbox"/>	<input type="checkbox"/>	Development Agreement/PDD (If applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Cost estimate of public infrastructure improvements (all public infrastructure improvements including water, wastewater, roads, drainage, curbs, sidewalks, etc.) (if applicable). *A Final Plat application will not be accepted if staff has not already approved this.
<input type="checkbox"/>	<input type="checkbox"/>	Documentation showing approval of driveway locations (TxDOT, County)
<input type="checkbox"/>	<input type="checkbox"/>	Documentation showing Hays County 911 Addressing approval (If applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Parkland Dedication fee (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	\$25 Public Notice Sign Fee
<input type="checkbox"/>	<input type="checkbox"/>	Ag Facility Fees - \$35 per residential LUE (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Proof of Utility Service (Water & Wastewater) or permit to serve
<input type="checkbox"/>	<input type="checkbox"/>	Geologic Assessment Identifying Critical Environmental Features [Sub. Ord. 4.7(I)(4)]
<input type="checkbox"/>	<input type="checkbox"/>	Pre-Application Meeting Form signed by City Staff