

**City of Rollingwood
SUBDIVISION SUBMITTAL REQUIREMENTS CHECKLIST**

2605 Rollingwood Dr.-

ADDRESS: Address Change Requested to 407 Inwood Rd.

REVIEW DATE: 3/8/2021

GENERAL SUBMITTAL REQUIREMENTS	Y/N/NA	REMARKS
Filing Date 3/8/2021		
Subdivision Title/Name <u>Second Replat of Lot AA DGE Addition</u>		
Filing fee: \$1500.00 Check # _____ or Cash Inv. 139		
Plat Application with signature by record owner or duly authorized agent	Y	
Current original Tax Certificate(s) issued by Travis County indicating that all taxes have been paid (tax receipts are not acceptable)	Y	
Certified copy of <u>owner's deed</u> (or contract to purchase for a preliminary plat)	Y	
Draft of separate restrictive covenants required by ordinance or those desired by applicant to be referenced on plat	N/A	
Variance requests and justifications, if known	N/A	
ITEMS REQUIRED TO BE SHOWN ON PLAT		
Name of owners and mailing addresses	Y	
Subdivision plat with <u>original signature</u> by record owner, <u>notarized</u> as indicated	Y	
A signature block with date for: Chair, City Planning and Zoning Commission.	Y	
A signature block with date for: Mayor, City of Rollingwood attesting approval of the plat.	Y	
Sketch showing location of the subdivision in relation to major streets or roadways, and containing a north arrow	Y	
North Point Scale: 1" = 100'	Y	1" = 40'
Lot and block numbers	Y	
Show 2-ft contours	Y	
Statement indicating that the property is located in the City of Rollingwood (see example below in item 1, Supplemental Checklist Information)	Y	
Recording certificate for Travis County Clerk with short "Filed for Record" note (see wording below in item 2, Supplemental Checklist Information)	Y	
Restriction prohibiting occupancy of any lot until the individual on-site disposal system is approved. All external lines providing service to the proposed subdivision are required to be in place before taps are sold.	Y	
Restriction prohibiting occupancy of any lot until connection is made to a public water/wastewater system or other water system approved by the City of Rollingwood.	Y	
Certification bearing the name, original signature, seal, address, and signature date of public surveyor or professional engineer registered in the State of Texas attesting that requirements of survey-related items on the plat are correct.	Y	
Certification bearing original signature, seal and signature date of engineer responsible for flood plain and other engineering items; also references to the Federal Insurance Rate Map, panel number and date of study must be shown.	Y	
Statement by the record owner dedicating all streets, alleys, easements, parks, and other open spaces to public use. For privately held streets, a statement indicating that provisions for perpetual maintenance and taxation will be provided.	Y	
Names, locations, sizes of existing and proposed streets, alleys, and easements bordering or traversing the subdivision.	Y	
Names, locations, and sizes of boundary streets.	Y	
Names, addresses and property lines of adjoining owners (with deed references and adjoining subdivisions with lot and block number and plat reference for finals only)	Y	
Acreage or square footage of overall subdivision plus acreage and square footage of individual commercial lots	Y	
Accurate limits of the 100-year flood plains for all creeks and major drainage channels based on existing channel conditions and assuming fully developed watershed conditions	Y	
Building setback lines	Y	
Minimum floor slab elevations for all lots adjacent to a waterway.	N/A	
Survey tie across all existing streets bordering or traversing the subdivision to verify right-of-way width (or provide a copy of the street deed if street is dedicated by separate instrument).	Y	
Centerline radii, radii at all intersection corners, and tangents between proposed reverse curves for all proposed streets.	Y	
Location of all permanent concrete monuments and primary control points to which all dimensions, bearings, and similar data shall be referred, shown in feet and hundredths of a foot.	Y	

Recommend approval 3/8/2021.