

**City of Rollingwood
SUBDIVISION SUBMITTAL REQUIREMENTS CHECKLIST**

2514 Rollingwood Dr.

ADDRESS: address change requested to 601 Riley Rd.

REVIEW DATE: 3/8/2021

| GENERAL SUBMITTAL REQUIREMENTS | Y/N/NA | REMARKS |
|--|--------|----------|
| Filing Date | | |
| Subdivision Title/Name <u>The Brickhouse at Riley Subdivision</u> | | |
| Filing fee: \$1800.00 Check # or Cash Inv. 126 | | |
| 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" = 50' |
| 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