



**APPLICATION FOR A
SUBDIVISION**

Proposed Name of Subdivision: _____

Name of Applicant: _____

Name of Property Owner: _____

Contact Address: _____

Telephone # : _____

Contact Email Address: _____

Person to Appear at P&Z / City Council (if required): _____

Property Address/Location: _____

Current Legal Description: _____

Current Land Area: _____

Name of Surveyor / Engineer / Architect: _____

Name of Company: _____

Address: _____

Telephone: _____

Email: _____

Type of Plat:

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Minor Plat | <input type="checkbox"/> Major Plat |
| <input type="checkbox"/> Amended Plat | <input type="checkbox"/> Plat Vacation |
| <input type="checkbox"/> Replat | |

IS THE PROPOSED SUBDIVISION IN THE CITY LIMITS OR EXTRA TERRITORIAL JURISDICTION?

City Limits ETJ

If proposed subdivision is in the City Limits, compliance with Lighting Ordinance is **mandatory**.
If proposed subdivision is in the ETJ, compliance is **mandatory** when required by a Development Agreement or as a condition of an Alternative Standard/Special Exception/Variance/Waiver.

Voluntary compliance is strongly encouraged by those not required by above criteria (*see Outdoor Lighting tab on the CODS webpage and online Lighting Ordinance under Code of Ordinances tab for more information*).

COMPLIANCE WITH LIGHTING ORDINANCE:

Yes (Required) Yes (Voluntary) No

Total Acreage of Development: _____ Total Acreage of Lots: _____

Intended Use of Lots: _____

of Residential: _____ # of Commercial/Industrial: _____

Total Number of Lots: _____ Average Size of Lots: _____

PARKLAND DEDICATION:

Acreage: _____ Proposed Cash in Lieu: _____

Ag Fee: _____

Frontage on Existing Road:

City/County (Public) Road: _____

State Road: _____

Private Road: _____

New Roads in Development (linear feet per individual street; number of streets, category)
(*A list of proposed names for streets must be submitted at time of Preliminary*)

Public Roads: _____

Private Roads: _____

IS PROPERTY WITHIN A FEMA FLOODPLAIN AS DEFINED BY THE MOST CURRENT FIRM?

Yes No

IS PROPERTY OVER THE EDWARDS AQUIFER RECHARGE ZONE?

Yes No

IS PROPERTY OVER THE BARTON SPRINGS CONTRIBUTING ZONE TO THE EDWARDS AQUIFER?

Yes No

SCHOOL DISTRICT: _____

SOURCE OF WATER

Surface Water

- Public Water Supply
- Rainwater

Ground Water

- Private Well
- Shared Well
- Public Water Supply

ANTICIPATED WASTEWATER SYSTEM:

- Conventional Septic System
- Class I (Aerobic) Permitted System
- Public Sewer

PUBLIC UTILITY CHECKLIST

(Fill out below or attach letters from the listed utility providers verifying their easements from the below utility providers)

ELECTRIC UTILITY:

Company Name: _____
 Approved As-Is: _____ Easement Required: _____
 Define Required Easement: _____
 Signature: _____ Title: _____

TELEPHONE UTILITY

Company Name: _____
 Approved As-Is: : _____ Easement Required: _____
 Define Required Easement: _____
 Signature: _____ Title: _____

WATER UTILITY (If Applicable)

Company Name: _____
 Approved As-Is: : _____ Easement Required: _____
 Define Required Easement: _____
 Signature: _____ Title: _____

If doing water provision for the development using groundwater resources, the Hays-Trinity Groundwater Conservation District must be notified:

HAYS-TRINITY GCD:

Notified: Yes No

Comments: _____
 Signature: _____ Title: _____

SEWER UTILITY (If Applicable)

Company Name: _____

Approved As-Is: _____ Easement Required: _____
Define Required Easement: _____
Signature: _____ Title: _____

HAYS COUNTY ROAD & BRIDGE DEPARTMENT

Approved Proposed Location for Driveway: Yes No
Required ROW Dedication: Yes No
Define Required ROW (if required):
Utilities to be placed in ROW: Yes No
Signature: _____ Title: _____

TEXAS DEPARTMENT OF TRANSPORTATION

Approved Proposed Location for Driveway: Yes No
Required ROW Dedication: Yes No
Define Required ROW (if required):
Utilities to be placed in ROW: Yes No
Signature: _____ Title: _____

WAIVERS TO BE REQUESTED:

(To be accompanied by letter from Owner making request)
Define briefly the waiver to be requested: *(Subdivision Ordinance, Vol. 2, Art. 15, Ch. 20, Subchapter A, Sec. 1.6)*

DEVELOPMENT AGREEMENT:

Yes No
Define Development Agreement briefly: _____

ZONING OF PROPERTY

Current Zoning: _____
Zoning Change to be requested:
Yes No
Define proposed zoning change briefly: _____
(To be accompanied by Application for Zoning Amendment)

Fiscal Security Requirements (if required): _____

APPLICANT'S SIGNATURE

(Note: An additional signature required on page 7 of the application verifying completeness. Applications should be submitted only when all required information is included in the submittal.)

The above information is true to the best of my knowledge. I attest that the real property described is owned by me and all others as signed below. If the below signed applicant is not the owner of said property, the signature of the property owner must be included below or consent must be attached *(If a corporation, please list title, and name of corporation.)*

Applicant Name

Applicant Signature

Date

Notary

Date

Notary Stamp Here

Property Owner Name

Property Owner Signature

Date

WAIVER REQUEST (Optional)

“I hereby agree to waive the 30-day requirement for action to be taken on this plat per the Code of Ordinances, Volume 2, Article 15: “Development”, Chapter 20: “Subdivisions, Section 3.4.2.” *(Further ref.: Local Gov’t Code Ch. 212.009)*

Applicant Signature

Date

SUBDIVISION SUBMITTAL CHECKLIST:

PRELIMINARY

Section 3.7, Subdivision Ordinance

Application Submittal for Review

- Completed Application Form *(including all required signatures)*
- Application Fee (refer to Fee Schedule) \$_____

- PDF/Digital Copies of:
 - Preliminary Plats
 - Engineer's Summary Report

When submitting digital files, a coversheet must be included outlining what digital contents are included
- Billing Contact Form
- ESD#6 Application
- Preliminary Plats (3 copies required)
- Development Agreement *(if applicable)*
- Facility Planning Report *(if applicable and if not being served by a public wastewater system)*
- Tax certificates/receipts *(verifying that property taxes are current)*
- Preliminary Drainage Study
- List of Property Owners within 300'
- Engineer's Summary Report (3 copies)
- Water Supply Letter (WTCPUA/City of DS/DS WSC/MUD/WCID)
- Water Availability Study *(reviewed and approved by the County or its agent, possibly the Hays-Trinity Groundwater District)*
- Utility Service Provider letters *(PEC, AT&T or Verizon, Time Warner – cable/telephone; gas service, if applicable; wastewater – if in a MUD or WCID, or in the City's service area; if new MUD, WCID, or private wastewater service planned, than a letter of intent from developer stating this will be satisfactory.)*
- TXDOT Permit or Permit Application (showing either approval, or as submitted)
- Copy of a Notice Letter to the School District (notifying of preliminary submittal)
- Lighting Ordinance Compliance Agreement – signed with attached photos/drawings *(required if marked "Yes (Required)" on above Lighting Ordinance Section of application)*

FINAL

Section 5.2, Subdivision Ordinance

Application Submittal for Review

- Completed Application Form *(including all required signatures)*
- Engineer's Summary (2 copies)
- Application Fee (refer to Fee Schedule) \$ _____
- Billing Contact Form
- Final Plats (3 copies – 24"x36")
- Coversheet listing the contents of digital submittal (with attached CD or USB *see below*)
- PDF and/or digital copies of:
 - Subdivision Plat
 - Construction Plans
 - Engineer's Summary Report
 - Final Plat
 - Construction Drawings
 - Projected Digital (GIS) data of Subdivision
 - When submitting digital files, a coversheet must be included outlining what digital contents are included***
- Construction Drawings (1 reduced – half-size; 3 full-size) *(as applicable)*
- "Letter of Satisfactory Completion" (of public improvements) – *only if the improvements are built without fiscal surety for the construction before the approval of the final plat.*

- Letters from utility companies verifying their easements (*only applicable if not completed within the Application*)
- Cost estimate of public improvements (*If in City limits, all public improvements to include water, wastewater (as applicable for sewer), roads, drainage, curbs, sidewalks, etc.*)
- List of Property Owners within 300' and corresponding property map, shaded to show 300' boundary
- Drainage Study (if not included in Engineer's Summary Report) (*if applicable*) (2 copies)
- Geotech Report (*if applicable*) (2 copies)
- Tax Certificates / Tax receipts (*verifying that property taxes are current*)
- Lot Closure Reports
- Subdivision Closure Reports
- Copy of a Notice Letter to the School District (revised for final submittal)
- Ag Facility Fees (\$35 per LUE)
- ESD#6 Application
- ESD #6 Application Fee of \$240
- Lighting Ordinance Compliance Agreement – signed with attached photos/drawings (*required if marked "Yes (Required)" on above Lighting Ordinance Section of application*)

For Projects within the ETJ, please include the following items in a **separate, sealed and labeled envelope** per the City of Dripping Spring's 1445 Agreement with Hays County:

- Final Plat
- Construction Plans (as applicable)
- County Application (and required exhibits)
- County Application Fee

Submittal for P&Z and Council

- Fiscal sureties for construction or maintenance of public improvements (*a maintenance fiscal needs submitting if the improvements are already built, in which case there would also be the Letter of Satisfactory Completion; the construction fiscal would be needed if the developer is going to build the improvements after the approval of the Final Plat. If project is in the ETJ, the City waives the fiscal surety as this is governed by the County's regulations*)

Public Notice

Regardless of schedule for Review Submittal or P&Z and Council Agendas, signs are required to be posted within 48 hours of the submittal of the complete application. The Public Notice sign must be picked up at the City Offices when the application is turned in for a deposit fee of \$100. Once a permit has been issued, signs in good condition can be returned for a \$75 refund.

- Public Notice Sign (\$100 deposit)

*All required items and information (including all applicable above listed exhibits and fees) must be received by the City in order for an application and request to be considered complete. **Incomplete submissions will not be reviewed or scheduled for any further action until all deficient items or information has been received.** By signing below, I acknowledge that I have read through and met the above requirements for a complete submittal:*

Signature of Applicant

Date