



CITY OF DRIPPING SPRINGS

PHYSICAL: 511 Mercer Street • MAILING: PO Box 384

Dripping Springs, TX 78620

• 512.858.4725 • www.cityofdrippingsprings.com

SUBDIVISION APPLICATION

Case Number (staff use only): _____ - _____

PLAT TYPE (*check all that apply*)

- Concept Plan Preliminary Plat Final Plat
- Amended Plat Replat Plat Vacation
- Construction Plans

CONTACT INFORMATION

APPLICANT NAME _____

COMPANY _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____ EMAIL _____

OWNER NAME _____

COMPANY _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____ EMAIL _____

WAIVER REQUEST

I agree to comply with all platting requirements of the City of Dripping Springs and understand that the plat will not be administratively approved or forwarded to the Planning and Zoning Commission for consideration unless and until all plat comments are satisfactorily addressed. I understand that staff will not unreasonably or arbitrarily postpone approval of my plat and voluntarily waive my right to the 30-day statutory requirement that plat applications be acted upon within 30 days of the official filing date. If an applicant chooses not to agree to this waiver, the item will be acted on within the 30-day requirement. However, if the City staff and applicant have not had adequate time to ensure compliance with all City requirements due to the hurried processing time then the application may be denied by the Planning and Zoning Commission until all requirements are met causing delay in the project.

Signature of Applicant: _____ Date: _____

Printed Name: _____

PROPERTY INFORMATION

PROPERTY OWNER NAME	
PROPERTY ADDRESS	
CURRENT LEGAL DESCRIPTION	
TAX ID#	
LOCATED IN	<input type="checkbox"/> CITY LIMITS <input type="checkbox"/> EXTRATERRITORIAL JURISDICTION
CURRENT LAND ACREAGE	
SCHOOL DISTRICT	
ESD DISTRICT(S)	
ZONING/PDD/OVERLAY	
EXISTING ROAD FRONTAGE	<input type="checkbox"/> PRIVATE NAME: _____ <input type="checkbox"/> STATE NAME: _____ <input type="checkbox"/> CITY/COUNTY (PUBLIC) NAME: _____
DEVELOPMENT AGREEMENT? <i>(If so please attach agreement)</i>	<input type="checkbox"/> YES (SEE ATTACHED) <input type="checkbox"/> NOT APPLICABLE NAME: _____

ENVIRONMENTAL INFORMATION

IS PROPERTY OVER THE EDWARDS AQUIFER RECHARGE ZONE?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS PROPERTY OVER THE BARTON SPRINGS CONTRIBUTING ZONE TO THE EDWARDS AQUIFER?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS PROPERTY WITHIN A FEMA FLOODPLAIN AS DEFINED BY THE MOST CURRENT FIRM?	<input type="checkbox"/> YES <input type="checkbox"/> NO

PROJECT INFORMATION

PROPOSED SUBDIVISION NAME		
TOTAL ACREAGE OF DEVELOPMENT		
TOTAL NUMBER OF LOTS		
AVERAGE SIZE OF LOTS		
INTENDED USE OF LOTS	<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL/OTHER	
# OF LOTS PER USE	RESIDENTIAL: _____ COMMERCIAL: _____ INDUSTRIAL/OTHER: _____	
# OF ACREAGE PER USE	RESIDENTIAL: _____ COMMERCIAL: _____ INDUSTRIAL/OTHER: _____	
LINEAR FEET (ADDED) OF PROPOSED ROADS	PUBLIC: _____ PRIVATE: _____	
ANTICIPATED WASTEWATER SYSTEM	<input type="checkbox"/> CONVENTIONAL SEPTIC SYSTEM <input type="checkbox"/> CLASS I (AEROBIC) PERMITTED SYSTEM <input type="checkbox"/> PUBLIC SEWER	
WATER SOURCES	SURFACE WATER	GROUND WATER*
	<input type="checkbox"/> PUBLIC WATER SUPPLY <input type="checkbox"/> RAINWATER	<input type="checkbox"/> PUBLIC WELL <input type="checkbox"/> SHARED WELL <input type="checkbox"/> PUBLIC WATER SUPPLY

*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 NOT APPLICABLE

COMMENTS:

TITLE: _____

SIGNATURE: _____

PUBLIC UTILITY CHECKLIST

ELECTRIC PROVIDER NAME _____

VERIFICATION LETTER ATTACHED NOT APPLICABLE

COMMUNICATIONS PROVIDER NAME _____

VERIFICATION LETTER ATTACHED NOT APPLICABLE

WATER PROVIDER NAME (IF APPLICABLE) _____

VERIFICATION LETTER ATTACHED NOT APPLICABLE

SEWER PROVIDER NAME (IF APPLICABLE) _____

VERIFICATION LETTER ATTACHED NOT APPLICABLE

GAS PROVIDER NAME (IF APPLICABLE) _____

VERIFICATION LETTER ATTACHED NOT APPLICABLE

PARKLAND DEDICATION?	AGRICULTURE FACILITIES (Final Plat)?
<input type="checkbox"/> YES <input type="checkbox"/> NOT APPLICABLE	<input type="checkbox"/> YES <input type="checkbox"/> NOT APPLICABLE

COMPLIANCE WITH OUTDOOR LIGHTING ORDINANCE? *

(See attached agreement).

** 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).*

YES (REQUIRED)* YES (VOLUNTARY)* NO

APPLICANT'S SIGNATURE

*Note: An additional signature is required on page 6 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

SUBDIVISION APPLICATION SUBMITTAL

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 accepted.** By signing below, I acknowledge that I have read through and met all requirements for a complete submittal:

Applicant Signature

Date

For Projects within the ETJ, per the City of Dripping Springs Interlocal Cooperation Agreement with Hays County, a county subdivision application must also be submitted for review.

PLEASE SUBMIT AN APPLICATION TO THE COUNTY (at www.mygovernmentonline.org):

- SCREENSHOT/PROOF OF SUBMITTAL– INCLUDED IN DIGITAL SUBMISSION TO CITY
- NOT APPLICABLE

PRELIMINARY PLAT CHECKLIST

Section 3.7, Subdivision Ordinance

STAFF	APPLICANT	
		Completed Application Form - including all required notarized signatures
		Application Fee (<i>refer to Fee Schedule</i>) \$
		Digital Copies/PDF of all submitted items - please provide a coversheet outlining what digital contents are included on the CD/USB drive.
		County Application Submittal - proof of online submission (<i>if applicable</i>)
		ESD #6 Application (<i>if applicable</i>)
		\$240 Fee for ESD #6 Application (<i>if applicable</i>)
		Billing Contact Form
		Engineer's Summary Report
		Preliminary Drainage Study
		Preliminary Plats (3 copies required -11 x17)
		Tax Certificates- verifying that property taxes are current
		Copy of Notice Letter to the School District - notifying of preliminary submittal
		Outdoor Lighting Ordinance Compliance Agreement
		Development Agreement/PDD (<i>if applicable</i>)
		Utility Service Provider Letters
		Driveway Permit Application (TxDOT, County, City) - showing either approval, or as submitted
		Parkland Dedication Submittal (narrative, fees,)
		\$25 Public Notice Sign Fee

FINAL, REPLAT, & AMENDED PLAT CHECKLIST

Section 3.7, Subdivision Ordinance

STAFF	APPLICANT	
		Completed Application Form - including all required notarized signatures
		Application Fee (<i>refer to Fee Schedule</i>) \$
		Digital Copies/PDF of all submitted items – please provide a coversheet outlining what digital contents are included on the CD/USB drive.
		County Application Submittal - proof of online submission (<i>if applicable</i>)
		ESD #6 Application (<i>if applicable</i>)
		\$240 Fee for ESD #6 Application (<i>if applicable</i>)
		Billing Contact Form
		Engineer’s Summary
		Drainage Report – if not included in Engineer’s Summary Report
		Geotech Report (<i>if applicable</i>)
		Water Quality Maintenance Plan
		Pesticide & Fertilizer Management Plan
		Integrated Pest Management Plan
		Final Plats (1 copy of half sized plans to scale)
		Copy of Current configuration of plat (<i>if applicable</i>)
		Copy of Preliminary Plat (<i>if applicable</i>)
		Construction Plans (1 reduced - half-size to scale) (<i>as applicable</i>)
		Digital Data (GIS) of Subdivision
		Tax Certificates - verifying that property taxes are current
		Copy of Notice Letter to The School District - revised for final submittal
		Outdoor Lighting Ordinance Compliance Agreement
		Development Agreement/PDD (<i>if applicable</i>)
		Utility Service Provider Letters – verifying their easements
		Driveway Permit Application (TxDOT, County, City) - showing either approval, or as submitted
		Cost Estimate of Public Improvements (<i>If in City Limits, all public improvements to include water, wastewater (as applicable to sewer), roads, drainage, curbs, sidewalks, etc.) (if applicable)</i>)
		<p>“Letter of Satisfactory Completion” (<i>see below</i>) (<i>if applicable</i>)</p> <p style="padding-left: 40px;">Article 28 Sec. 5.2 “Letter of Satisfactory Completion” (<i>of the public improvements from the City, and other required information, including documentation that all required public improvements have been constructed and installed in accordance with City standards, letters from utility companies verifying their easements, and submission of the proper assurances or escrow funds for the completion of the improvements will be considered incomplete, shall not be accepted for submission by the City, and shall not be considered by the City Administrator or scheduled on a P&Z or City Council agenda until the proper information is provided to City staff.</i>)</p>
		Ag Facility Fees - \$35 per residential LUE (<i>if applicable</i>)
		Parkland Dedication Fees (<i>if applicable</i>)
		\$25 Public Notice Sign Fee