



Development Services Intake
 450 Cypress Creek Road, Building 2
 Cedar Park, TX 78613
 Office: 512-401-5100
 Fax: 512-258-1471

Project Name: _____
 Submittal Date: _____
 PP Permit #: _____

(City will assign)



PRELIMINARY PLAN

APPLICATION & CHECKLIST

This application is to assist the applicant in preparing a proposal that meets City requirements pursuant to Chapter 12 of the City of Cedar Park Code of Ordinances.

APPLICATION COMPLETENESS CERTIFICATION All are required unless not applicable

PROVIDED
 applicant
 must check

REQUIRED DOCUMENTS	Completed and Signed Application/Checklist	<input type="checkbox"/>
	Upload plans in PDF format, using Arial font with a minimum resolution of 300dpi. All sheets must be facing the correct direction and pages shall be bookmarked with the title on each page.	<input type="checkbox"/>
	Four (4) paper copies of the Preliminary Plan	<input type="checkbox"/>
	One (1) paper copy of the drainage study	<input type="checkbox"/>
	One (1) paper copy of utility schematic plan	<input type="checkbox"/>
	One (1) paper copy of a tree survey. This tree survey is to be superimposed on top of the subdivision layout. The tree survey is to identify all protected and heritage trees (see Tree and Landscape Ordinance for definition) and all protected and heritage trees that are to be removed. If there are any protected trees to be removed, provide a protected tree replacement plan. The tree survey and protected tree replacement plan are required to be approved by the City prior to plat approval.	<input type="checkbox"/>
	One (1) copy of the parks proposal letter (residential subdivisions). If the park plan has been approved prior to this submission, submit a copy of the approved plan, if applicable.	<input type="checkbox"/>
	A tax map highlighting the subject property	<input type="checkbox"/>
	Copy of deed showing current ownership	<input type="checkbox"/>
	Planned Development (PD) Requirements Letter (if plat is part of an approved PD)	<input type="checkbox"/>
	TIA Determination	<input type="checkbox"/>
Annexation Petition and Letter requesting water and wastewater service where applicable	<input type="checkbox"/>	

APPLICANT NAME: _____ **SIGNATURE:** _____

By signing this I am acknowledging all required documents are provided in this submittal.



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INSTRUCTIONS

- » Fill out the following application and checklist and upload online at www.mygovernmentonline.org. Current applications and city ordinances are located on the City’s website (www.cedarparktexas.gov)
- » Submittals are due by NOON on the subdivision submittal date. See attached schedule. Incomplete applications cannot be accepted for review.
- » Place a check mark on each line if you have complied with that item. This checklist is only a guide. All Zoning requirements cannot be reflected on this checklist. If there are any questions regarding subdivision regulations, the applicant should consult the source law. City ordinances can be obtained from the City of Cedar Park at our website or City Hall.

SUBMITTAL REQUIREMENTS

All required materials completed and uploaded to www.mygovernmentonline.org

- A completed Application & Checklist Form with the owner’s original signature uploaded to www.mygovernmentonline.org. Clearly identify the uploaded document as the application.
- Uploaded plans in PDF format merged/combined together, using an Arial font with a minimum resolution of 300 dpi, pages shall be bookmarked with the title of each page.
- Four (4) prints of Preliminary Plan and all documents that were uploaded online (that includes the proposed preliminary plan, and all other items required on this application). These MUST be uploaded online. Clearly identify each uploaded document.
- One (1) copy of each: ___ Drainage Study and ___ Utility Schematic/Plan. These MUST be uploaded online. Clearly identify each uploaded document as a drainage study and utility schematic plan.
- One (1) copy of parks proposal letter (residential subdivisions). If the park plan has been approved prior to this submission submit a copy of the approved plan. Clearly identify the uploaded document as a parks proposal letter or approved plan.
- One (1) copy of a tree survey and a .PDF. This tree survey is to be superimposed on top of the subdivision lot layout. The tree survey is to identify all protected and heritage trees (see Tree and Landscape Ordinance for definition) and all protected and heritage trees that are to be removed. If there are any protected or heritage trees to be removed, provide a protected and heritage tree replacement plan. The tree survey and protected and heritage tree replacement plan are required to be approved by the City prior to plat approval. Clearly identify the uploaded document as a tree survey.
- A tax map highlighting the subject property. Clearly identify the uploaded document as a tax map.
- Copy of deed showing current ownership. Clearly identify the uploaded document as a deed.
- Is this plat part of an approved PD? Yes or No _____ If yes, name of the PD _____
 If yes, provide a letter, outlining PD development requirements and how they are addressed on the plat. Clearly identify the uploaded document as a PD requirements letter.
- TIA Determination
- Annexation Petition and Letter requesting water and wastewater service where applicable.

FEE SUMMARY

May be paid online once the submittal has been accepted. Fees must be paid prior to review.

Planning Department Review Fee: \$500.00 plus \$48.00 per lot or acre (whichever is greater) plus,	\$ _____
Public Works (Engineering) Review Fee: \$750.00 plus \$10.00 per lot or acre (whichever is greater) plus,	\$ _____
Fire Marshal Review Fee: \$50.00 plus,	\$ _____
Professional Fee: \$200.00 non-refundable base professional fee recovery* plus,	\$ _____
GIS Digitizing Fee: \$25.00	\$ _____
TIA Fee (if applicable)	\$ _____
(A) 2,000 - 5,000 trips per day → \$1,500	\$ _____
(B) 5,001 - 10,000 trips per day → \$2,400	\$ _____
(C) 10,001 - 15,000 trips per day → \$3,300	\$ _____
(D) 15,001 + trips per day → \$3,700	\$ _____
(E) TIA Revision → 1/2 current TIA fee	\$ _____

TOTAL FEE (due at the time of application)

*Additional fees may be charged for professional expenses incurred (Ordinance CO-01-01-25-M.1) \$ _____



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OWNER INFORMATION

Owner's Name: _____
 Address: _____
 Phone: _____ Cell: _____ Email: _____

Owner's Signature: _____ Date: _____
The signature of the owner authorizes City of Cedar Park staff to visit and inspect the property for which this application is being submitted and that all required documents are provided in this submittal. Note: The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

- I will represent my application before the Planning Division and/or Planning and Zoning Commission.
- I hereby authorize the person named below to act as my agent/applicant in processing this application before the Planning Division and/or Planning and Zoning Commission.

Agent/Applicant Name: _____
 Address: _____
 Phone: _____ Cell: _____ Email: _____

REQUIRED PLAN INFORMATION

The following information shall be shown on the plan and/or submitted with the plan:

- Existing boundary lines of land to be subdivided are drawn with a heavy line
- Scale 1"=100' is labeled on plan. (if over 100 acres, 1"= 200' for the overall plan)
- North Arrow
- Location Sketch on front sheet
- Subdivision title at the top of the first sheet
- The following data is completed on this form and placed on the first sheet of the plan:

Owner _____	
Address: _____	

Phone: _____	Mobile: _____
Acreage: _____	
Survey: _____	
Number of lots and proposed use (if more than one use is planned for the lots, provide land use summary showing # of lots are planned for each use): _____	
Date: _____	
Surveyor: _____	
Phone: _____	Mobile: _____
Engineer: _____	
Phone: _____	Mobile: _____

- Property lines of adjacent properties, and, where applicable, the names and lot lines of adjacent approved preliminary plans and final plats with record references of final plats.
- Existing and adjoining easements, including type/kind, dimensions, and any recordation information. Proposed easements including notes to be located on the first sheet (map page) to read as follows: **A ten (10) foot PUE is hereby dedicated adjacent to all street ROW on all lots. A 5' PUE is hereby dedicated along each side lot line from the front property line to the front building line except where a side lot line is also the rear lot line of an adjacent lot in which case the 5' PUE is dedicated along the entire length of the side lot line. A seven and one half foot PUE is hereby dedicated adjacent to all rear lot lines.** **If rear and side lot lines are not apparent on the plan, show easements graphically instead of note.
- Name and right-of-way width of adjacent streets.
- Block letters (Blocks are bounded by streets)



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REQUIRED PLAN INFORMATION (CON'T)

The following information shall be shown on the plan and/or submitted with the plan:

- Building lines adjacent to street ROW and a note is provided on the first sheet as follows if inside the City limits: **Setbacks not shown on lots shall conform to the City of Cedar Park Zoning Ordinance.**
- The 100-year floodplain, floodway, velocity zones, reference marks, elevation data and other information which can be transferred from the Flood Hazard Boundary Map (FHBM) or the Flood Insurance Rate Map (FIRM) to the plan map. A note identifying the data source and source date is included on the plan. OR -- a note on the plan identifies that there are no identified flood hazard areas in the planned area and the appropriate FEMA map has been cited as the reference.
- If the subdivision is within the city limits and is within 500 feet of a roadway specified as a Major Corridor, provide the following note: **This subdivision shall comply with the Major Corridor standards of the City of Cedar Park Zoning Code.** Also, show and identify on the plan a 25' foot landscape and pedestrian access easement adjacent to any of the roadways identified as a Major Corridor.
- Show school district boundary if located on or adjacent to the proposed subdivision.
- Watershed information (if applicable):
 - Lake Travis watershed (watershed report is enclosed showing compliance with LCRA standards)
 - Edward's recharge zone (approval enclosed by TNRCC)
- Proposed water and wastewater utilities:
 - City of Cedar Park
 - Williamson/Travis County MUD #1
 - Private wells
 - Septic tanks or other individual sewage treatment system
 - Other -----
- Note prohibiting obstructions in drainage easements is provided.
- The following note regarding: **Sidewalks shall be installed on the subdivision side of [insert street name(s)]. Those sidewalks not abutting a residential, commercial or industrial lot shall be installed when the adjoining street is constructed. Where there are double frontage lots, sidewalks on the street to which access is prohibited are also required to be installed when the streets in the subdivision are constructed.** (Chapter 12, Sec. 12; Cedar Park Code)
- Survey ties across **all** boundary streets indicating existing ROW width/location (and, if necessary for purposes of determining intersection/driveway spacing, to the centerline of adjacent intersecting streets/driveways)
- Interior residential lots to be served by an organized sewer system are at least fifty (50) feet in width at the front building line and at all points to a distance of fifty (50) feet behind the front building line. Corner residential lots to be served by an organized sewage collection system shall be at least sixty (60) feet wide at the front building line and at all points to a distance of fifty (50) feet behind the front building line. (These provisions do not apply to townhouse lots.)
- Variance request and justification (if applicable) plus a check for \$100 for the first variance requested and \$50 for each additional variance requested.
- If inside the City limits, subdivision complies with Cedar Park zoning ordinance. If preliminary plan does not comply with existing zoning, a re-zoning application is enclosed.
 Current zoning (if inside City) -----
- Centerline radii of all curves in street ROW are labeled and checked for compliance with the minimum horizontal radii as required in Sec. 1.3.1, B of the Transportation Criteria Manual.
- ROW tangent spacing at intersections and between reverse curves is labeled.
- Location of the centerline of existing watercourses. ROW lines of existing railroads and other similar transportation features are shown.
- Existing adjoining lots and public areas.
- Names, location, width and dimension of proposed streets and alleys.
- The location, width and type of proposed easements.
- If the preliminary plan is only a part of a larger tract, a concept plan showing streets and land uses for the remainder of the tract is enclosed as part of a Development Plan application.
- The acreage of the proposed land uses for areas other than single family.
- Dimensions of lot lines
- Lot lines and numbers
- Note, limiting access to a specified roadway, if needed.
- Topographical information of not less than 5' contours spaced not more than 100 horizontal feet apart (based on USGS datum, datum specified by a note on the plan)
- The location, size and flow line of all existing drainage structures on the land being subdivided or adjacent to the land being subdivided or adjacent to the land being subdivided.
- Names and addresses of owners of adjacent properties.
- Final plan section boundaries within the preliminary plan.
- Lots, which are not served by an organized sewage collection system, are at least eighty five (85) feet wide at the building line and at all points for a distance of 75 feet to the rear of the building line.



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The following information shall be shown on the plat and/or submitted with the plat:

- Sight distance at all intersections complies with the Transportation Criteria Manual Sect. 1.3.1, D, 6 and Table 1-1.
- Curb return radii at intersections of street ROW comply with Transportation Criteria Manual Sec. 1.3.1, D, 3.
- Cul-de-sacs are designed so that stormwater drainage will be contained within the ROW of the cul-de-sac. Cul-de-sacs are oriented so that stormwater drainage will drain down the throat of the cul-de-sac to connect with street ROW rather than through a drainage easement located between or through lots, unless such an orientation is not feasible.
- Local residential streets are designed to avoid straight sections in excess of 800 feet in length and residential collector streets are designed to avoid straight sections in excess of 1,200 feet in length.
- Subdivision complies with the City of Cedar Park Roadway Plan.
- A statement by the surveyor indicating that all easements of record are shown or noted on the plan. (Easements with a legal description should be shown graphically).

2019 SUBDIVISION SUBMITTAL SCHEDULE / REVIEW DATES

* Submittal Deadline MONDAY by Noon (unless holiday)	Comment Letter Sent Out TUESDAY	Update #1 Resubmittal MONDAY by noon (unless holiday)	P&Z Packet Published FRIDAY by Noon	P&Z Meeting Date TUESDAY
December 17, 2018	December 26, 2018	January 2, 2019	January 11, 2019	January 15, 2019
January 22, 2019	January 29, 2019	February 4, 2019	February 15, 2019	February 19, 2019
February 11, 2019	February 19, 2019	February 25, 2019	March 8, 2019	March 13, 2019
March 18, 2019	March 26, 2019	April 1, 2019	April 12, 2019	April 16, 2019
April 22, 2019	April 30, 2019	May 6, 2019	May 17, 2019	May 21, 2019
May 20, 2019	May 28, 2019	June 3, 2019	June 14, 2019	June 18, 2019
June 17, 2019	June 25, 2019	July 1, 2019	July 12, 2019	July 16, 2019
July 22, 2019	July 30, 2019	August 5, 2019	August 16, 2019	August 20, 2019
August 19, 2019	August 27, 2019	September 3, 2019	September 13, 2019	September 17, 2019
September 16, 2019	September 24, 2019	September 30, 2019	October 11, 2019	October 15, 2019
October 21, 2019	October 29, 2019	November 4, 2019	November 15, 2019	November 19, 2019
November 18, 2019	November 26, 2019	December 12, 2019	December 13, 2019	December 17, 2019
December 23, 2019	December 31, 2019	***January 6, 2020	***January 17, 2020	***January 21, 2020
***January 21, 2020	***January 28, 2020	***February 3, 2020	***February 14, 2020	***February 18, 2020
***February 18, 2020	***February 25, 2020	***March 2, 2020	***March 13, 2020	***March 17, 2020

Red = Date changed due to holiday

Resubmit update no later than 14 days prior to P&Z meeting.

Subdivisions that are not able to clear comments by the day before the "P&Z Packet Published" date shown on the above schedule will revert to the standard development submittal schedule and will require submittal of a "Voluntary Waiver of Right for 30-Day Action Letter".

***2020 Meeting dates are tentative and have not been approved. Please verify.