CEDAR PARK
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: _____
FPD Permit #:_____

(City will assign)

FPD

DIRECTOR APPROVAL - SHORT FORM FINAL PLAT

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
	Completed and Signed Application/Checklist	☐
REQUIRED DOCUMENTS	Upload plat 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.	☐
	One (1) print of the Final Plat	☐
	One (1) paper copy of the drainage study	
	One (1) paper copy of utility schematic plan	☐
	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.	☐
	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.	☐
	A tax map highlighting the subject property	☐
	Copy of deed showing current ownership	☐
	Planned Development (PD) Requirements Letter (if plat is part of an approved PD)	☐
	Mailing labels with property owners mailing addresses in word format (if applicable)	☐

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)
» Provide 1 hard copy of the submittal package to Development Services Intake Staff, 512-401-5100.
» Submittals are due by NOON on the subdivision submittal date. 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.
» Submit the completed application package and all subsequent documentation and updates Online with a hard copy to: Development Services intake / 450 Cypress Creek Road, Building 2 / Cedar Park, Tx 78613

SUBMITTAL REQUIREMENTS

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

- [x] 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 plat 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.
- [ ] One (1) print of the Final Plat and all documents that were uploaded online (that includes the proposed preliminary plat, 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.

- [ ] Mailing labels with property owners mailing address in word format (if 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,	$ _____
Public Works (Engineering) Review Fee: $50.00 plus,	$ _____
Fire Marshal Review Fee: $50.00 plus,	$ _____
Professional Fee: $200.00 non-refundable base professional fee recovery* plus,	$ _____
GIS Digitizing Fee: $25.00	$ _____

TOTAL FEE (due at the time of application)**
*Additional fees may be charged for professional expenses incurred (Ordinance CO-01-01-25-M.1)
** Does not include the cost of County recording fees $ _____

(Note: Original reproducible 18" x 24" is retained by the applicant until all comments have been received and responses prepared)

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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 PLAT INFORMATION

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

☐ Existing boundary lines of land to be subdivided are drawn with a heavy line
☐ Scale 1"-100' is labeled on plat.
☐ North Arrow
☐ A Northing and Easting coordinate noting the survey Point of Beginning displayed in feet using the NAD 1983 State Plane Texas Central FIPS 4203 coordinate system.
☐ 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 plat:

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 plats 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 plat, show easements graphically instead of note.

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REQUIRED PLAT INFORMATION (CON'T)

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

- ☐ Name and right-of-way width of adjacent streets.
- ☐ Plat conforms to ordinance conditions of a short form plat, which may be approved by the Director of Planning. The plat involves four or fewer lots, no new streets or ROW dedication, no extension of utilities, no variances and does not involve a plat vacation or replat with a public hearing.
- ☐ Block letters (Blocks are bounded by streets)
- ☐ 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.***
- ☐ Lot lines and numbers
- ☐ Locations of all permanent monument and control points to which all dimensions, bearings, and similar data shall be referred.
- ☐ Perimeter field notes (beginning point to be **original** corner of original survey from which this plat is part, not original/1st subdivision plat.)
- ☐ A certificate signed and sealed by the surveyor indicating that the plat complies with Chapter 12, Sec. 12 of the City Code of Cedar Park and that all easements of record as found on the title policy or discovered with a title search prepared in conjunction with the most recent purchase of property. Permanent/waterproof ink with legible seal.
- ☐ 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 plat map. A note identifying the data source and source date is included on the plat. OR -- a note on the plat 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 plat a 25' foot landscape and pedestrian access easement adjacent to any of the roadways identified as a Major Corridor.
- ☐ Note for recording plat in Williamson Co. and/or Travis Co. Clerk's Office at the bottom, right corner of the last sheet.
- ☐ Note for Commissioner's Court approval statement (if located outside the City limits).
- ☐ The following is provided: Owner's dedication statement signed and acknowledged by owners and any person holding a lien on the property dedicating all additional ROW, streets, alleys, easements, parks and other open spaces to public use, or, when the subdivider has made provision for perpetual maintenance thereof, to the inhabitants of the subdivision. **If** there is no lien holder, a letter from the owner stating such is enclosed. All signatures with permanent/waterpoof ink and legible notary seals.
- ☐ 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)
- ☐ Name and signature line for the Chairman and Secretary of the Planning and Zoning Commission attesting approval of the plat.
- ☐ Name and signature line for the Director of Development Services attesting to the approval and authorization for recordation of the plat are provided.
- ☐ Note for signature by Director of Environmental Services for Williamson County if the subdivision is not within the Cedar Park city limits and all or part is located in Williamson County:

  (If in Travis County and not within city limits, provide appropriate note.)

  Williamson County Health Department Approval:

  Based upon the representations of the engineer or surveyor whose seal is affixed hereto, and after a review of the plat as represented by the said engineer or surveyor, I find that this plat complies with the requirements of Edward's aquifer regulations for Williamson County, the Williamson County flood plain regulations and Williamson County on-site sewage facility regulations. This certification is made solely upon such representations and should not be relied upon for verification of the facts alleged. The Williamson County Health Department and Williamson County disclaim any responsibility to any member of the public for independent verification of the representations, factual or otherwise, contained in this plat and the documents associated with it.

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REQUIRED PLAT INFORMATION (CON'T)

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

- ☐ 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.)
- ☐ If located in the City limits: provide the following note: ***Prior to construction of any improvements on lots in this subdivision, building permits will be obtained from the City of Cedar Park.***
- ☐ 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.
- ☐ 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 plat does not comply with existing zoning, a re-zoning application is enclosed.
  Current zoning (if inside City) _____
- ☐ Signature block for engineer
- ☐ Electronic copy of final plat, provided in .dwg or .dgn format.