

## **FINAL PLAT/REPLAT CHECKLIST**

**This checklist is intended to provide a general guideline. Due to the unique circumstances of different projects, additional information may be required by the City. The following items must be included in the submittal package in order for plans to be reviewed:**

1. A completed application form.
2. A check made payable to the City of Lakeway for the amount shown in the fee ordinance.
3. Supporting documents and plan sets.
4. Construction Fiscal (must be submitted prior to recordation of the final plat).
5. Parkland Fees (must be submitted prior to recordation of the final plat).

**\*Other fees may apply. Please check with Lake Travis Fire Rescue (LTFR) and with the water/wastewater district that the project is located in. If project is within the extraterritorial jurisdiction (ETJ) of the City, application will also have to be made with Travis County TNR.**

The plans shall be drawn using computer-aided drafting at a legible scale. Please submit a copy of all supporting documents, one (1) 18"x24" plan set, and one (1) CD of all files (including plans) in pdf format to the City. Contact all other reviewing entities for information regarding their requirements for application, review fees, and the number of plan copies to be submitted.

Plans submitted without an Engineer's seal will not be accepted for review. Review comments will either be emailed or faxed to the Project Engineer separately from each entity reviewing the project submittal. Review time may take up to four (4) weeks for each submittal. Plans should not be re-submitted for review until all comments have been received from each entity.

### **Include the appropriate number of copies of the following supporting documents:**

- A. A summary letter to include:
  1. The name and contact information of the owner, the acreage and legal identification of the property.
  2. A project overview, including existing and proposed land use and summary of development, impact on adjacent land uses, traffic generation, etc.
- B. A Traffic Impact Analysis (TIA) Determination Worksheet and/or TIA. (If a TIA is required, two (2) bound copies and a CD of the report in PDF format must be submitted).
- C. Letters from all utility providers confirming the availability of service.
- D. Copies of approved TXDOT and/or Travis County TNR permits regarding driveway and street locations (if necessary).
- E. Letters of approval from 911 Addressing for proposed street names.
- F. Letter of approval from the Postmaster regarding proposed mailbox kiosk location.
- G. All easement and other legal documents.
- H. A copy of the deed and any deed restrictions.

**At a minimum, the plan set shall consist of the following:**

1. The proposed name of the subdivision.
2. The summary information on the first sheet is to include:
  - a. The names, addresses and phone/fax numbers of the owner of record, engineer and/or surveyor, and primary contact person.
  - b. The total acreage.
  - c. The total number of lots (distinguish between residential and other uses).
  - d. The total linear feet and acreage of new streets.
3. The date, north arrow, scale and location map.
4. The benchmark description.
5. An index with sequencing of all sheets.
6. The applicable plat notes.
7. The metes and bounds of the subdivision and lot boundary lines.
8. A table listing lot numbers and their corresponding lot sizes.
9. The survey ties to adjacent subdivisions and across boundary street rights-of-way.
10. A survey tie to the corner of an original survey.
11. Right-of-way dedication(s).
12. The section or phase boundaries and numbers.
13. The lot boundary lines with dimensions, lot numbers, and block letters.
14. The public utility easements (PUE's) on all lots.
15. The street right-of-way widths, center line radius, minimum property line radii at all right-of-way intersections, tangent lengths between all curves in right-of-way.
16. A chart for proposed roadways as follows:

Street Name	Street Class	ROW Width	Pavement Width	Shoulder Width	Design Speed
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17. The sidewalks and/or golf cart paths depicted in dotted lines in the right-of-way.
18. The delineation of jurisdictional boundaries.
19. The adjacent properties depicted with dashed lines, including:
  - a. The names of contiguous subdivisions including lot layout.
  - b. The owner, acreage and legal identification of undivided tracts.
20. The existing features including:
  - a. The location, name and description of all existing or recorded streets, alleys, reservations, easements or other public rights-of-way within the subdivision, intersecting or contiguous to its boundaries.
  - b. The location, name and description of all existing or recorded lots, parks, public areas, permanent structures and other sites within or contiguous to the subdivision.
21. The 100-year floodplain or a note stating that no portion of the plat lies within the 100-year floodplain.
22. Minimum floor slab elevations for all lots adjacent to any drainage ways (must be a minimum of one foot above the 100-year floodplain).
23. Labeled waterways and required buffer zones.
24. All proposed and existing drainage easements.
25. All Critical Environmental Features and related Buffer Zones.

26. Any required landscape buffer zone.
27. All permanent concrete monuments at all primary control points.
28. All notes and certifications required for Travis County Commissioners' Court approval (if outside City limits).
29. Applicable plat certifications.
30. Certification by a Registered Surveyor.

After all comments have been satisfactorily addressed, seventeen (17) folded copies of the Final Plat must be submitted for Zoning and Planning Commission and City Council consideration. Following approval by the City Council, the subdivider shall have the plat recorded with the Travis County Clerk and shall return one (1) 18"x24" mylar copy, seventeen (17) 18"x24" bond copies and a CD of pdf and CAD (dwg) files of the recorded plat to the city.