



PRELIMINARY PLAT APPLICATION

City of Hutto Development Services
500 W. Live Oak Street Hutto TX 78634
512-759-3479 Planning
512-759-4038 Engineering
planning@huttotx.gov
www.huttotx.gov

PROJECT NAME:

\_\_\_\_\_

PROJECT ADDRESS:

\_\_\_\_\_

Total acreage

\_\_\_\_\_

Proposed use

\_\_\_\_\_

Location:

\_\_\_\_\_

If this Preliminary Plat is a revision, provide the name of the approved plat/plan:

\_\_\_\_\_

Incomplete submittals will not be accepted for review

In General:

Annexation and/or Zoning must be approved prior to Preliminary Plat Submittal.

A Preliminary Plat and Final Plat may not be submitted simultaneously.

Subdivision improvements plans may not be submitted without an approved preliminary plat.

The subdivision does not "cut away" a non-conforming use from an adjacent lot to extend the non-conforming use.

The subdivision is compatible with existing and permitted land uses in the surrounding area.

The subdivision preserves and/or enhances the character of Hutto.

REQUIRED FOR SUBMITTAL

- Completed Master application and Plat application with owner's original signature.
Applicant has coordinated with staff on submittal requirements
Date of Pre-Development Meeting:
Copy of deed/proof of ownership, proof of signatory authority for corporations.
Traffic Impact Analysis (TIA) Determination or approved TIA, or City Engineer's written approval of a TIA deferral. UDC 10.312.11 and 10.615.4.1
Service Extension Request approval documentation
Engineer's summary letter describing any service extensions, streets, and other public facilities proposed with the application.
Copy of completed LOMA/CLOMAR/LOMAR as applicable.
Documentation from Williamson County 911/Addressing approving the street names.10.615.3 UDC
Written verification from all utility providers that the project is within their service area and the ability to provide services to the development.
A tree inventory and survey, showing the location, size, species and condition of existing protected trees on a lot, superimposed over proposed lot lines and other improvements. 10.407.8.2.3 UDC
Copy of proposed/existing deed restrictions, restrictive covenants or other private limitations.
Copy of all dedicated easements affecting the property.
Parkland letter of intent - if parkland is proposed to be conveyed to the City, the dedication must be approved by the Parks Advisory Board and Parks and Recreation Director (10.609.5.1 UDC)

- Utility summary describing existing and proposed water and wastewater facilities with a utility schematic.
- Drainage Study and summary letter of facilities and/or improvements
- If the subject property has been approved for a private wastewater treatment system or a septic tank system, provide documentation.
- Phase plan, if applicable, that meets the minimum requirements of 10.605.3 of the UDC
- Connectivity Index documentation for all residential projects per 10.613.3.3 of the UDC
- List of all property owners within 200 feet of the proposed tract with mailing addresses as recorded with the current tax roll and mailing labels on Avery 5160 sized labels (or similar) for notification.
- All submittal documents provided on a thumb drive or other electronic storage device.
- Two paper copies sized 18" x 24" and two (2) sized 11" x 17"

**FEES**  All required fees should be verified prior to submission. Payment may be provided by cash, check made payable to: City of Hutto, or via MyGovernmentOnline. WCESD #3 fees are separate and must be verified and paid directly to the ESD. [www.huttofirerescue.org](http://www.huttofirerescue.org)

|  |           |                               |
|--|-----------|-------------------------------|
| Plat Application Fee                                     |           | \$1,575                       |
| Number of development lots                               | x\$25/lot | \$                            |
| Number of other lots (alleys, drainage, open space, etc) | x\$25/lot | \$                            |
| Total acreage of right-of-way                            | x\$20/ac  | \$                            |
| GIS Fee  |           | \$25                          |
| Technology Fee   |           | included with application fee |
| Total Fee  |           |                               |

**WAIVER OF RIGHTS ACKNOWLEDGEMENT**

- CHECK HERE IF APPLICANT or AUTHORIZED AGENT WAIVES PROVISIONS OF TLGC §212.009(b). CHECKING THIS BOX ALLOWS THE APPLICATION TO REMAIN UNDER ACTIVE REVIEW WITHOUT REQUIRING A FORMAL WRITTEN REQUEST TO WAIVE SAID PROVISIONS IN THE EVENT THE APPLICANT CAN NOT ADDRESS ALL CITY REVIEW COMMENTS PRIOR TO 10 DAYS BEFORE A SCHEDULED MEETING, ACCORDING TO THE POSTED SUBMITTAL SCHEDULE FOR PLANNING AND COMMISSION. THE ALTERNATIVE IS THE APPLICATION PROCEEDS TO COMMISSION WITH A STAFF RECOMMENDATION OF DISAPPROVAL.

**FOR DEPARTMENT USE ONLY:**

| Submittal date | Date accepted for review | Payment | Fees paid | PZ Mtg. date | CC Mtg. date |
|----------------|--------------------------|---------|-----------|--------------|--------------|
|                |                          |         |           |              |              |

## **PLAT CONTENT REQUIREMENTS**

- Proposed subdivision name listed at the top of each page. Title “revised” if the preliminary plat has changed after approval and reference the prior approved plat if the name has changed/is changing.
- Schematic drawn at a scale of 1” = 100’, include a scale bar and numeric scale
- Location map and north arrow
- Legend with all acronyms, symbols, and line types defined
- Proposed phasing must be legible on the schematic and meet the requirements of 10.605.3 UDC
- Plat title and page numbers on each page. Scale and north arrow on each page with the plat schematic.
- Label each lot number and each block alphanumerically (i.e. Lot 1, Block A)
- Dimensions for front, side and rear lot lines.
- Identify adjacent city limit, ETJ and/or County line, if applicable.
- Owner’s name and deed or plat reference and property lines of all adjacent properties. Include adjacent lots in dashed lines.
- In one area on the first page:
  - Name and contact information of developer, owner of record, and authorized agent (engineer, consultant, etc).
  - Acreage of total site, lots by type, and right-of-way.
  - Plat title and page numbers on each page. Scale and north arrow on each page with the plat schematic.
  - Linear feet of new streets
  - Total number of blocks and lots
- Identify building setback lines as a separate diagram on the plat for all residential subdivisions.
- For residential subdivisions, show compliance with 10.403.3 with a width to depth ratio of 1:3, as determined by the smallest rectangle enclosing the extreme limits of the lot.
- Show greenlink lots when applicable per 10.613.3.6 of the UDC.
- Provide the required connections as defined in 10.613.3.8 of the UDC.
- Block lengths must be no more than 1,000 ft. except along major arterials. 10.613.5.2 UDC
- Double frontage residential lots are discouraged, where impossible, a minimum of a 10ft. deep lot or easement shall be dedicated along the secondary frontage for landscaping and subdivision wall and a non-vehicular access easement shall be included to prohibit vehicular access or crossing. 10.613.3.5.3
- Location, dimensions, and widths of all /existing/dedicated streets, alleys, railroads or easements. All subdivisions must provide for adequate roads 10.615.4.6 UDC.
- Locations, bearings, distances and widths of proposed streets, alleys, railroads, easements and Right-of-Way dedication. All subdivisions must provide for adequate roads 10.615.4.6 UDC.

- Locations, dimensions, names and descriptions of all existing/proposed streets, alleys, parks, open space, blocks, lots, reservations, easements and right-of way.
- Locations, dimensions and holders of all existing/proposed easements, right-of-way and utilities within, intersecting or contiguous with the subdivision. Survey ties across all adjacent streets to determine right-of-way widths. Complete curve and line data, when applicable.
- Label all ROW widths.
- New street names shall meet the standards of 10.615.3 of the UDC. Provide a street table with the name, classification, Right-of-Way width, tree yard, sidewalk width, and driveway distance from the corner measurement per 10.611 of the UDC or as modified within an approved PUD.
- Lot Table shown on the plat for residential subdivisions that includes the lot and square foot size of each lot contained in the plat. Call out non-residential lots with their use (landscaping, drainage, ROW, etc.) and show area in acres.
- Topography lines at the following intervals: slope < 5% use 1' intervals; slope = 5% to 10% use 2' intervals; slope > 10% use 5' intervals.
- Location of existing hydrologic and topographic features
- Location of areas subject to flooding, especially in the 100-yr flood plain, shown as drainage easement.
- Location of centerline in watercourses, creeks and drainage structures.
- Delineate the riparian setback per 10.403.4.3 of the UDC
- Bearings and distances of the land being subdivided and described in metes and bounds. Boundary shall be shown as a bold, solid line.
- Label the point of beginning on the plat.
- For ETJ plats: Signature on plat of the Williamson County and Cities Health District for projects utilizing individual on-site wastewater (septic) systems.
- Surveyor: signature and seal.
- Engineer: signature and seal.
- Show all appropriate signature blocks: owner(s), lien holders, etc.

**REQUIRED PLAT NOTES (AS THEY APPLY)**

- No building, fencing, landscaping or structures are allowed within any drainage easement unless expressly permitted by the City of Hutto.
- Building setback lines shall conform to UDC requirements, as amended.
- A 10' P.U.E. is hereby dedicated along and adjacent to all street side property lines for water, sewer, and storm sewer.
- A 5' P.U.E. is hereby dedicated along and adjacent to all street side property lines for utilities other than water, sewer, and storm sewer lines.
- A 3' P.U.E. is hereby dedicated on each side of all interior side lot lines for utilities other than water, sewer, and storm sewer lines.
- No lot in this subdivision shall be occupied until connection is made to public water and wastewater utilities.
- Street lighting shall be provided by the developer in conformance with the UDC requirements, as amended.
- Sidewalks shall be constructed on both sides of all streets within and bounding this subdivision, in conformance with the UDC, as amended.

- Trees shall be installed on both sides of all streets within and bounding this subdivision, in conformance with the UDC, as amended.
- Water and wastewater service for this subdivision will be available through the City of Hutto after the appropriate water and wastewater system improvements are installed to this site. The City of Hutto assumes no obligations for installing any water and wastewater improvements required to serve this site.
- In order to promote drainage away from a structure, the slab elevation should be built at least one-foot above the surrounding ground, and the ground should be graded away from the structure at a slope of 1/2" per foot for a distance of at least 10 feet.
- Utility providers for this development are:  
 Water: \_\_\_\_\_  
 Wastewater: \_\_\_\_\_  
 Electric: \_\_\_\_\_  
 Gas (Natural or Propane): \_\_\_\_\_
- Utility Notes
  - o Within CCN
    - Water and wastewater will be available through the City of Hutto after the appropriate water and wastewater systems are installed to this site. The City of Hutto assumes no obligations for installing any water and wastewater improvements required to serve this site.
  - o Outside CCN
    - Water will be available through \_\_\_\_\_ after the appropriate water system is installed to this site. Wastewater will be available through \_\_\_\_\_ after the appropriate wastewater system is installed to this site. \_\_\_\_\_ assumes no obligations for installing any water and wastewater improvements required to serve this site.
  - o If applicable
    - Wastewater Service will be provided by On Site Sewage Facility until such time that public wastewater service lines are extended to within 400' of the platted property boundary. The owner shall be required to at their expense connect to City of Hutto public sewer within 180 days of receiving written notification from the City of Hutto in accordance of this requirement.
- Floodplain Notes:
  - o No fences, structures, storage, or fill shall be placed within the limits of the ultimate 1% annual chance floodplain; unless approved by the City Engineer. Fill may only be permitted by the City Engineer after approval of the proper analysis.
  - o No portion of this tract is encroached by any special flood hazard areas inundated by the 1% annual chance floodplain as identified by the U.S. Federal Emergency Management Agency boundary map (Flood Insurance Rate Map) community panel number \_\_\_\_\_, effective date \_\_\_\_\_, for \_\_\_\_\_ County, Texas."

OR

  - o A portion of this tract is encroached by special flood hazard areas inundated by the 1% annual chance floodplain as identified by the U.S. Federal Emergency Management Agency boundary map (Flood Insurance Rate Map) community panel number \_\_\_\_\_, effective date \_\_\_\_\_, for \_\_\_\_\_ County, Texas."
- Finish floor elevation for residential lots adjacent to the proposed/existing ponds, proposed/existing channels or existing 100-yr floodplain shall be a minimum of two (2) feet above the ultimate 100-year floodplain or 100-year water surface elevation, whichever is greater.
- All subdivision construction shall conform to the City of Hutto Unified Development Code, construction standards, and generally accepted engineering practices.
- On-site stormwater detention facilities will be provided to reduce post-development peak rates of discharge of the 2, 10, 25 and 100-year storm events.

- All easements on private property shall be maintained by the property owner or his or her assigns.
- All drainage lots shall be owned and maintained by the Homeowner's association.
- Amenity, open space and greenlink lots will be owned and maintained by the Homeowners Association.
- Greenlink lots shall be developed in conformance with the UDC, as amended.
- This subdivision is zoned \_\_\_\_\_ (list the specific zoning)
- If applicable, "Subdivision walls shall be located and constructed in accordance with Chapter 4 of the UDC, as amended."
- If applicable, "This Preliminary Plat conforms to the Conceptual Plan in Planned Unit Development [insert name] as approved by City Council on [insert date]."

**ADDITIONAL NOTES FOR RESIDENTIAL PLATS:**

- All lots in this subdivision are restricted to single family residential use, unless otherwise indicated.
- The maximum impervious coverage per residential lot is \_\_\_\_%.

**ADDITIONAL NOTES FOR COMMERCIAL PLATS:**

- The maximum impervious coverage per non-residential lot is \_\_\_\_%.

# Parkland Letter of Intent

PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

Total acreage \_\_\_\_\_ Proposed zoning \_\_\_\_\_

Location: \_\_\_\_\_

Preliminary Plat

Final Plat

## **Parkland Contribution**

All parkland dedication and or fees in lieu of dedication shall be in conformance with 10.609 of Hutto's Unified Development Code, as amended. Potential parkland dedication must be approved by the Parks and Recreation Director or designated agents at the conceptual plan stage, and approved by the Parks Advisory Board and Parks and Recreation Director at the preliminary plat stage.

Number of park acres *required* to be conveyed:

\_\_\_\_\_

Number of park acres *proposed* to be conveyed:

\_\_\_\_\_

## **AND / OR**

Amount required for Fee in Lieu of Parkland Conveyance:

\_\_\_\_\_

## **Property owner or authorized agent**

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

## **FOR DEPARTMENT USE ONLY:**

| Submittal date | Date accepted for review | Payment | Fees paid | Parks Mtg. date | Approved |
|----------------|--------------------------|---------|-----------|-----------------|----------|
|                |                          |         |           |                 |          |