



PLAT APPLICATION
FINAL-SHORT FORM-AMENDED)
Must be accompanied by a
Master 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: _____

Incomplete submittals will not be accepted for review

(Check One) Final Plat (not Replat/Resubdivision) Short Form Final Plat Amended Plat

FEES All required fees may be provided by cash, check made payable to: City of Hutto, or via MyGovernmentOnline.

REQUIRED FOR SUBMITTAL

All items listed must be included with application, unless otherwise noted.

- 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.
- Copy of the approved 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.

- A purpose statement indicating the reason for the application.
- Copy of recorded final plat.
- 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

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 APPLICATION

REVIEW CRITERIA

- The subdivision does not "cut away" a non-conforming use from an adjacent lot to increase its lifespan.
- The subdivision is compatible with existing and permitted land uses in the surrounding area.
- The subdivision preserves and/or enhances the character of Hutto.
- The newly created parcels will meet minimum lot size standards and minimum access standards.
- A preliminary plat and final plat may not be submitted simultaneously.

ADDITIONAL REVIEW CRITERIA FOR FINAL PLATS:

- Subdivision improvements plans may be submitted concurrently, but not without, a final plat.

ADDITIONAL REVIEW CRITERIA FOR SHORT FORM PLATS:

- New streets are not required.
- Off-site improvements are not required.
- Drainage improvements are not required.

ADDITIONAL REVIEW CRITERIA FOR AMENDED PLATS:

- New lots will not be created.
- Resulting lots meet the required minimum lot size and lot width of the underlying zoning district. If existing plat is non-conforming, amending the plat shall not increase non-conformity.
- It shall not create a non-conforming setback for any existing buildings.
- Access, drainage, utility easements or right-of way serving the property or other properties in the area will not be adversely affected.
- Covenants and deed restrictions applied to the original plat convey to the amended plat. This shall be noted on the plat.
- "Quitclaiming" land to an adjacent property owner without approval by formal subdivision review is prohibited.

PLAT CONTENT REQUIREMENTS

- Proposed name of development. Cannot be the same as any other subdivision within Williamson County and must be named to match the approved Preliminary Plat.
 - 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, if applicable.
 - 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.

- 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:
 - 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.
 - 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
 - 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 ____%.

PROCESSING

- Application intake, staff review and determination that it is complete, potential meeting scheduling.
- Staff review, comments issued, applicant submits update addressing all comments (step may repeat).
- All final documents related to commission action are required 10 days prior to scheduled meeting date.
- Documents are to be recorded with the Williamson County Clerk, fees may apply.