



Minor Plat / Replat Application
Land Use Code Appendix B, Section 821

Complete the application below Application Date:
Please print the following information:

Applicant's Name: Telephone:
Applicant's Fax: E-mail:
Mailing Address:

Owner's Name: Telephone:
Owner's Fax: E-mail:
Mailing Address:

Engineer/Surveyors Name: Telephone:
Engineer/Surveyors Fax: E-mail:
Mailing Address:

Legal Description of Property: Lots: Block: Subdivision:
Zoning on Property:
Purpose of Minor Plat/Replat Application:

Office Use Only
checkboxes

The applicant will submit the following information with this application:

- A. All required documents on the reverse side of this application
B. Application Fee: Base: \$200.00 \$200.00
lots x \$45.00 each (max 4 lots)
GIS: \$15.00 \$ 15.00
Total:

Owner Statement (if applicant is not owner):

I HEREBY CERTIFY THAT THE APPLICANT LISTED ABOVE IS AN AUTHORIZED AGENT FOR ME IN MATTERS PERTAINING TO FILING OF THIS MINOR PLAT APPLICATION. I waive the statutory time limits in accordance with Section 212.009 of the Texas Local Government Code.

Applicant's Signature Owner's Signature (notarized) Date

STATE OF TEXAS:
COUNTY OF BURNET:
Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared
Owner, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed.
Given under my hand and seal of office, this day of , 20.

Notary Public in and for the State of Texas

My Commission Expires On:

Minor Plat / Replat Application Materials

Required Complete

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Tax certificate showing legal owner (with no taxes due) |
| <input type="checkbox"/> | <input type="checkbox"/> | Survey: Five (5) copies of minor plat/replat area, 18"x24", One (1) copy at 11"x17, and One (1) copy at 8 ½" x 11" sealed by a licensed surveyor
A copy of all application materials for a minor plat shall be submitted to the City Planner for review in the same manner as for a final plat, or the application shall be deemed incomplete. (Section 2.11.a) |
| <input type="checkbox"/> | <input type="checkbox"/> | Digital copy of survey on CD or flash drive |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Letters from applicable local utility companies stating that each utility company has reviewed the construction plat and stating any requirements, including easements, they may have |
| <input type="checkbox"/> | <input type="checkbox"/> | Title and Label: the minor plat shall be entitled and clearly state that it is a "minor plat" or "replat" |

General information regarding minor plats:

Upon receipt of a favorable recommendation for approval by the City Planner may approve a minor plat, or may, for any reason, elect to present the minor plat to the Planning and Zoning Commission and City Council for consideration and approval. Any decision made on the minor plat by the City Planner shall be approval of the plat. Should the City Manager (or designee) refuse to approve the minor plat, then the plat shall be referred to the Planning and Zoning Commission for review, and City Council for approval, within the time period required by State law. (Section 2.11.b.)

The minor plat shall be filed at the County in the same manner as prescribed for a final plat, and approval of a minor plat shall expire if all filing materials are not submitted to the City and if the plat is not filed at the County within the time periods specified for a final plat. (Section 2.11e.)

Notice, a public hearing, and the approval of other lot owners are not required for the approval a minor plat. (Section 2.11.c.)

Staff's Signature

Date