

Date Received by City: \_\_\_\_\_

Received By Staff Initials: \_\_\_\_\_



144 Wilcox Drive  
Eddy, TX 76524  
(254) 859-5964

<https://bruceville-eddy.us/>

## FINAL PLAT APPLICATION

### MEETINGS REQUIRED

(AS APPLICABLE PER SUBDIVISION ORDINANCE)

INFORMAL CONSULTATION

STAFF CONFERENCE PRE-DEVELOPMENT APPLICATION & MEETING

MEETING DATE: \_\_\_\_\_

MEETING DATE: \_\_\_\_\_

NOT SCHEDULED

NOT SCHEDULED

### CONTACT INFORMATION

APPLICANT NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

OWNER NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

*Note: All information on forms must be filled out completely, properly signed in wet ink and original copy delivered to City, and all fees paid before submittal can be reviewed for a completeness check. Notice of acceptance with filing date with the City will be emailed to applicant and owner according to the information submitted. The City's website has a Calander dictating when Plat Submissions are accepted (on the First Business Day of each month), and the designated day is the only acceptance day for its corresponding month and corresponding monthly City Council meeting agenda (held every fourth Thursday monthly). Review of applications are started on the Plat Submission Date.*

<b><u>PROPERTY INFORMATION</u></b>	
PROPERTY OWNER NAME	
PROPERTY ADDRESS	
CURRENT LEGAL DESCRIPTION	
TAX ID #	
LOCATED IN	<input type="checkbox"/> City Limits <input type="checkbox"/> Extraterritorial Jurisdiction
CURRENT LAND ACREAGE	
SCHOOL DISTRICT	
ESD DISTRICT(S)	
ZONING or PDD	
EXISTING ROAD FRONTAGE	<input type="checkbox"/> Private                      Name: _____ <input type="checkbox"/> State                              Name: _____ <input type="checkbox"/> City/County (public)      Name: _____
DEVELOPMENT AGREEMENT? (If so, please attach agreement)	<input type="checkbox"/> Yes (see attached) <input type="checkbox"/> Not Applicable Development Agreement Name: _____

<b><u>COMPLIANCE INFORMATION</u></b>	
WILL THE PROPOSED USE CONFORM TO EXISTING ZONING OR PDD?	<input type="checkbox"/> YES <input type="checkbox"/> NO
WILL PUBLIC AND/OR PRIVATE IMPROVEMENTS MEET CITY STANDARDS?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS PROPERTY WITHIN A FEMA FLOODPLAIN AS DEFINED BY THE MOST CURRENT FIRM?	<input type="checkbox"/> YES <input type="checkbox"/> NO

**PROJECT INFORMATION**

PROPOSED SUBDIVISION NAME	
TOTAL ACREAGE OF DEVELOPMENT	
TOTAL NUMBER OF LOTS	
AVERAGE SIZE OF LOTS	
INTENDED USE OF LOTS	<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL/OTHER: _____
# OF LOTS PER USE	RESIDENTIAL: _____ COMMERCIAL: _____ INDUSTRIAL: _____
ACREAGE PER USE	RESIDENTIAL: _____ COMMERCIAL: _____ INDUSTRIAL: _____
LINEAR FEET (ADDED) OF PROPOSED ROADS	PUBLIC: _____ PRIVATE: _____
ANTICIPATED WASTEWATER SYSTEM	<input type="checkbox"/> CONVENTIONAL SEPTIC SYSTEM <input type="checkbox"/> CLASS I (AEROBIC) PERMITTED SYSTEM <input type="checkbox"/> PUBLIC SEWER
WATER SOURCES	<input type="checkbox"/> PUBLIC WATER SUPPLY <input type="checkbox"/> PRIVATE WELL <input type="checkbox"/> SHARED WELL <input type="checkbox"/> RAIN WATER

\*IF DOING GROUND WATER PROVISION FOR THE DEVELOPMENT USING GROUNDWATER RESOURCES, THE SOUTHERN TRINITY GROUNDWATER CONSERVATION DISTRICT MUST BE NOTIFIED IF THE DEVELOPMENT IS IN MCLENNAN COUNTY.

SOUTHERN TRINITY GCD NOTIFIED?       YES       NO

REVIEW COMMENTS: \_\_\_\_\_

\_\_\_\_\_

TITLE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**PUBLIC UTILITY CHECKLIST**

**ELECTRIC PROVIDER NAME** (if applicable): \_\_\_\_\_

VERIFICATION LETTER ATTACHED     NOT APPLICABLE

**COMMUNICATIONS PROVIDER NAME** (if applicable): \_\_\_\_\_

VERIFICATION LETTER ATTACHED     NOT APPLICABLE

**WATER PROVIDER NAME** (if applicable): \_\_\_\_\_

VERIFICATION LETTER ATTACHED     NOT APPLICABLE

**WASTEWATER PROVIDER NAME** (if applicable): \_\_\_\_\_

VERIFICATION LETTER ATTACHED     NOT APPLICABLE

**GAS PROVIDER NAME** (if applicable): \_\_\_\_\_

VERIFICATION LETTER ATTACHED     NOT APPLICABLE

**PARK LAND DEDICATED?**

YES     NOT APPLICABLE

## COMPLIANCE WITH OUTDOOR LIGHTING STANDARDS

*(Attach a copy of the PDD or Development Agreement if applicable)*

\*If proposed subdivision is in the City Limits, compliance with the Lighting Construction Details and Specification is required. If proposed subdivision is in the ETJ, compliance is required when set by a Development Agreement.

Voluntary compliance is strongly encouraged by those not required by above criteria.

YES (REQUIRED)

YES (VOLUNTARY\*)

NO

**APPLICANT'S SIGNATURE**

*Note: An additional signature is required on page 7 of the application verifying completeness. Applications should be submitted **only** when all required information is included in the submittal.*

The above information is true to the best of my knowledge. **I attest that the real property described is owned by me and all others as signed below.** If the below signed applicant is not the owner of said property, the signature of the property owner must be included below, or consent must be attached (If a corporation, please list title, and name of corporation.)

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Date

*Notary Stamp Here*

\_\_\_\_\_  
Property Owner Name

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

***All required items and information (including all applicable below listed exhibits and fees) must be received by the City for an application to be considered complete. Incomplete submissions will not be deemed filed or complete, & applicant will not receive emailed notice of acceptance and filed date. Major subdivisions installing new infrastructure that will transfer ownership of the new infrastructure to the City must pay for engineering plan review and related inspections to the City until all construction is completed and officially accepted by the City via issuance of a Letter of Acceptance and more (See City Code of Ordinance Chapter 10A). By signing below, I acknowledge that I have read through and met all requirements for a complete submittal:***

**Applicants Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b><u>FINAL PLAT CHECKLIST</u></b>		
<b>STAFF</b>	<b>APPLICANT</b>	
<input type="checkbox"/>	<input type="checkbox"/>	New Water Meter Service Study (studied within 60 days)
<input type="checkbox"/>	<input type="checkbox"/>	Completed application form with all required notarized signatures (& signed above)
<input type="checkbox"/>	<input type="checkbox"/>	Application fees: <i>Final Plat</i> \$500 plus \$10 per lot for Residential or \$20 per lot for Non-Residential. NOTE Above notice of ongoing <i>Engineer Plan Review &amp; Inspection Costs</i> . <i>Replat</i> \$500 plus \$10 per lot. <i>Variance</i> \$500 plus \$2 per lot.
<input type="checkbox"/>	<input type="checkbox"/>	Digital Copies/PDF existing, preliminary, & proposed plats, plans, all submitted items
<input type="checkbox"/>	<input type="checkbox"/>	Digital Data (GIS) of Large Subdivision
<input type="checkbox"/>	<input type="checkbox"/>	County Application Submittal & proof of payment, if applicable
<input type="checkbox"/>	<input type="checkbox"/>	Billing Contract Form with signature
<input type="checkbox"/>	<input type="checkbox"/>	Engineer's Land Study Report (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Drainage Study if not included in Land Study (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Final Plats (10 copies required); 2 sepia mylars 18"x24"; 5 construction plans 24"x36"
<input type="checkbox"/>	<input type="checkbox"/>	Tax Certificates – verifying that property taxes are current
<input type="checkbox"/>	<input type="checkbox"/>	Outdoor Lighting Standards Compliance Agreement (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Development Agreement/PDD (If applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Proof of Utility Service from Providers (water & wastewater) or permit to serve
<input type="checkbox"/>	<input type="checkbox"/>	Documentation showing approval of driveway locations (TxDOT, County,)
<input type="checkbox"/>	<input type="checkbox"/>	Proof of final acceptance of all public infrastructure by the jurisdiction that will own and maintain it; or posting of fiscal surety for public infrastructure.

<input type="checkbox"/>	<input type="checkbox"/>	Documentation showing County 911 addressing approval (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Cost estimate of public infrastructure improvements (all public infrastructure improvements including water, wastewater, roads, drainage, curbs, sidewalks, etc.) (if applicable).
<input type="checkbox"/>	<input type="checkbox"/>	Park land Dedication Submittal (narrative & possible fees if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	ITE Trip Generation Report, or a Traffic Impact Analysis (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	OSSF Facility Planning Report or approved OSSF permit ( <i>if applicable</i> )
<input type="checkbox"/>	<input type="checkbox"/>	ST Groundwater Conservation District or other GCD approval of water well?
<input type="checkbox"/>	<input type="checkbox"/>	Staff Conference Pre-Development Form & meeting held (\$250 plus \$10 per acre)
<input type="checkbox"/>	<input type="checkbox"/>	Plat drawn to scale of 1" = 100' or larger; legend stating "Final Plat"

**PLAT INFORMATION REQUIREMENTS**

<input type="checkbox"/>	<input type="checkbox"/>	It shall contain the subdivision name or identifying title and name of the City, county and state in which the subdivision is located; the name and address of the record owner and subdivider.
<input type="checkbox"/>	<input type="checkbox"/>	The boundary lines with accurate distances and bearings and the exact location and width of all existing or recorded streets interacting with the boundary of the tract.
<input type="checkbox"/>	<input type="checkbox"/>	An accurate location of the subdivision with the reference to the abstract and survey records of McLennan County.
<input type="checkbox"/>	<input type="checkbox"/>	The layout including: 1. Street names[.] 2. Length of all arcs, radii, internal angles, points of curvature, length and bearing of the tangents. 3. All easements for the right-of-way provided for public services, utilities, drainage and any limitations of the easements. 4. All lot numbers and lines with accurate dimensions in the feet and hundredths of feet and with bearings and angles to street and alley lines.
<input type="checkbox"/>	<input type="checkbox"/>	The accurate location, material and approximate size of all monuments.

<input type="checkbox"/>	<input type="checkbox"/>	The accurate outline of all property which is offered for dedication for public use with the purpose indicated thereon, and for all property that may be reserved by deed covenant for the common use of the property owners in the subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	Building setback lines.
<input type="checkbox"/>	<input type="checkbox"/>	Private restrictions.
<input type="checkbox"/>	<input type="checkbox"/>	North arrow, scale and date[.]
<input type="checkbox"/>	<input type="checkbox"/>	<p>Certification by a Registered Public Surveyor to the effect that the plat represents a survey made by him and that all the monuments shown thereon actually exists, and that their location, size [and] material description are correctly shown.</p> <p>THE CERTIFICATE TO BE PLACED ON THE PLAT SHALL BE IN THE FOLLOWING FORM:</p> <p>Know All Men By These Presents:</p> <p>That I, _____, do hereby certify that I prepared this plat and the field notes made a part thereof from an actual and accurate survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with the Subdivision Regulations of the City of Bruceville-Eddy, Texas.</p> <p>Professional Seal and Date</p> <p>_____</p> <p>Name, Title &amp; Registration No.</p>
<input type="checkbox"/>	<input type="checkbox"/>	A certificate of ownership and dedication of all streets, alleys, parks and playgrounds to public use forever, signed and acknowledged before a Notary Public by the Owner and Lien Holder of the land along with a complete and accurate description of the land subdivided and the streets dedicated.
<input type="checkbox"/>	<input type="checkbox"/>	Additional certificates to properly dedicated easements or rights-of-way as may be necessary.

<input type="checkbox"/>	<input type="checkbox"/>	<p>Drainage easements, utility easements and public open space restriction statements to be placed on plats:</p> <ol style="list-style-type: none"> <li>1. Drainage Easements Restriction (DER) - No construction, or filling without written approval of the City of Bruceville-Eddy, McLennan County, Texas shall be allowed within drainage easement. No obstruction of the natural flow of water shall occur. All owners of property affected by such construction or filling shall be a party to the request.</li> <li>2. Utility Easements (UE) - any public utility, including the City of Bruceville-Eddy, McLennan, County, Texas shall have the right to move and keep moved all or part of any building, fences, trees, shrubs, other growths or improvements which in any way endanger or interfere with the construction, maintenance, or efficiency or interfere with the construction, maintenance, or efficiency [sic] of its respective systems on any of the easements for the purpose of construction, reconstruction, inspection, patrolling[,] maintaining and adding to or removing all or part of its respective systems without the necessity at any time of procuring the permission of anyone.</li> <li>3. Public Open Space Restriction (POSR) - No structure, object or plant of any type may obstruct vision from a height of thirty (30) inches to a height of eleven (11) feet above the crown of the road, including but not limited to buildings, fences, walks, signs, trees, shrubs, cars, trucks, etc., in the public open space easement as shown on the plat with the exception of one Utility Pole and one Street Sign and or one Fire Hydrant. The easement will remain in effect until vacated by an order issued by the City of Bruceville-Eddy, McLennan County, Texas, and the property is replatted.</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	<p>Proper blanks for certification of approval to be filled out by the City Council.</p>

<input type="checkbox"/>	<input type="checkbox"/>	<p>Dedication Deed. Accompanying the final plat shall be a dedication deed or certificate of dedication executed by all persons, firms, or corporations owning an interest in the platted property, and acknowledged in the manner prescribed by the laws of the State of Texas for conveyance of real property. Two (2) true copies must be furnished with the original. The wife of each married man executing such dedication deed or certificate of dedication shall join her husband therein unless satisfactory proof be provided showing that the property to be subdivided does not constitute any portion of such party's homestead and positively designates and identifies such party's actual homestead. In the case of lien holders, and except for judgment liens, there shall be executed a subordination agreement whereby all lien holders subordinate their liens to all public streets, alleys, parks, school sites and any drainage or utility easement, rights-of-way, or other public areas shown on the final plat of such subdivision as being set aside for public uses and purposes. The dedication deed or certificate of dedication shall, in addition to the above requirements, contain the following:</p> <ol style="list-style-type: none"> <li>1. An accurate metes and bounds description of the tract of land subdivided (the description placed on the final plat should be used for this purpose). Also a description of the limits of each owner's land and the lots, plots, and building sites of the subdivision included within the boundary of each owner's land.</li> <li>2. A statement and express representation that the parties joining in such dedication deed or certificate of dedication are the sole owners of such tract of land.</li> <li>3. An express dedication to the public for public use forever over the streets, alleys, easements, rights-of-way, parks, school sites and other public places shown on the attached plat.</li> <li>4. A positive reference and identification of the final plat of such subdivision by the name of such subdivision, date of the plat, and the surveyor who prepared the plat[.]</li> </ol>
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<input type="checkbox"/>	<input type="checkbox"/>	<p>Construction plans for all proposed improvements including but not limited to:</p> <ol style="list-style-type: none"> <li>1. Plan and profile of proposed streets.</li> <li>2. Plan and profile of on-site and off-site proposed drainage facilities, including storm sewers where required.</li> <li>3. Proposed street lighting plan and any, utility pole relocations.</li> <li>4. Plan and profile of on-site and off-site proposed sanitary sewer facilities.</li> <li>5. Plan of on-site and off-site proposed water facilities.</li> <li>6. The Construction Plans shall be prepared by or under the supervision of a Registered Professional Engineer in the State of Texas and shall bear his seal on each sheet.</li> <li>7. The plans shall contain all necessary information for construction of the project, including screening walls. All materials specified shall conform to the specification set forth in Appendix A and the engineering design standards and master plan as adopted by the City.</li> <li>8. Each sheet of the plans shall contain a title block including space for the notation of revisions. This space is to be completed with each revision to the plan sheet and shall clearly note the nature of the revision and the date the revision was made.</li> <li>9. After review of the plat and plans by the City Engineer, the plat shall be submitted to the City Council for their consideration. City Council shall, within thirty (30) days (or such a longer period as may be agreed upon by the subdivider and the City), act thereon as submitted, or as modified and, if approved, the City Council shall express its approval or if disapproved, shall express its disapproval and state the conditions required to receive approval. The City Engineer or his designated representative will approve all plans to the Engineer for the owner for use by the Contractors. Each construction contractor shall maintain one (1) set of the plans, stamped with City approval, on the project at all times during construction. If construction has not commenced within one (1) year after approval of the plans, re-submittal of plans may be required by the City Engineer for meeting current standards and engineering requirements.</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	<p>REPLATTING found in Chapter 10 § 11  SUBMITTALS REQUIRED FOR CONSTRUCTION found in Chapter 10 § 12  SUBDIVISION CONSTRUCTION found in Chapter 10 § 13  ACCEPTANCE OF THE SUBDIVISION found in Chapter 10 § 14  AS-BUILT PLANS found in Chapter 10 § 15  FILING OF PLAT found in Chapter 10 § 116</p>

## BILLING CONTACT FORM

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Project Applicant Name: \_\_\_\_\_

### Billing Contact Information

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Type of Project/Application (check all that apply):

- Prelim Plat, Final Plat, Replat
- Development Agreement
- Zoning
- Conditional Use Permit
- Variance
- Street Closure Permit

*Applicants are required to pay all associated costs associated with a project's application for a permit, plan, certificate, variance, or agreement, regardless of City approval. Associated costs may include, but are not limited to, public notices and outside professional services provided to the City by engineers, attorneys, surveyors, inspectors, landscape consultants, lighting consultants, architects, historic preservation consultants, and others, as needed/required. Please see the City of Bruceville-Eddy's online Fee Schedule for more details. Fees must be paid in full in order to have your application filed with the City of Bruceville-Eddy; full payment is required before any processing can begin. By signing below, I am acknowledging that the above listed party is financially accountable for the payment and responsibility of these fees.*

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date