

Date Received by City: _____

Received By Staff Initials: _____



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

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

PRELIMINARY 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 and 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.

<u>PROPERTY INFORMATION</u>	
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: _____

<u>COMPLIANCE INFORMATION</u>	
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:** _____

For projects within the ETJ, a county subdivision application must also be submitted for review to the City. Fees for the County must also be paid and proof included with submittals to the City of Bruceville-Eddy.

PRELIMINARY PLAT CHECKLIST

STAFF	APPLICANT	
<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>Preliminary Plat</i> \$500 plus \$10 per lot for Residential or \$20 per lot for Non-Residential. <i>Land Study</i> \$500 plus \$10 per acre (for 5 acres or more only). <i>Engineering review fee</i> \$1,000 deposit; actual cost depends on review hrs.
<input type="checkbox"/>	<input type="checkbox"/>	Digital Copies/PDF of plat, plans, & all submitted items with coversheet of content
<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"/>	Preliminary Plats (10 copies required)
<input type="checkbox"/>	<input type="checkbox"/>	Tax Certificates – verifying that property taxes are current (DUE before FINAL PLAT)
<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"/>	Utility Service Provider “Will Serve” Letters
<input type="checkbox"/>	<input type="checkbox"/>	Documentation showing approval of driveway locations (TxDOT, County,)

<input type="checkbox"/>	<input type="checkbox"/>	Documentation showing County 911 addressing approval (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 "Preliminary Plat- For Review Only"
<u>PRELIMINARY PLAT INFORMATION REQUIREMENTS</u>		
<input type="checkbox"/>	<input type="checkbox"/>	It shall contain the name of the proposed subdivision, the name and address of the subdivider and the Engineer or surveyor responsible for the design or survey, tract designation, and other descriptions according to the abstract and survey records of McLennan County, Texas.
<input type="checkbox"/>	<input type="checkbox"/>	Vicinity map, north arrow, scale and date.
<input type="checkbox"/>	<input type="checkbox"/>	The boundary lines of tract, shown accurate in scale, shall be shown.
<input type="checkbox"/>	<input type="checkbox"/>	It shall show the names of adjacent subdivisions or names of record owners of adjoining parcels, the location, widths, and names of all existing or platted streets, easements or other public ways within or adjacent to the tract, existing railroad rights-of-way, and other important features such as section lines, political subdivision or corporate limits and school district boundaries.
<input type="checkbox"/>	<input type="checkbox"/>	It shall show all parcels intended to be dedicated for public use or reserve in the proposed subdivision, together with the purpose and conditions or limitations of such reservations.
<input type="checkbox"/>	<input type="checkbox"/>	It shall show the layout, streets, alley and easements names and width of proposed streets, alleys and easements.
<input type="checkbox"/>	<input type="checkbox"/>	It shall show the layout[,] numbers and approximate dimensions of proposed lots and all building lines.
<input type="checkbox"/>	<input type="checkbox"/>	The location of proposed screening walls shall be clearly indicated.

☐	☐	A complete topographic map showing existing structures of the proposed area to be subdivided shall be submitted with the preliminary plat. Elevation contours of the tract shall be at intervals of five (5) feet of [or] less, referenced to sea level datum.
☐	☐	Existing culverts, utilities or other underground structures within the tract and immediately adjacent thereto with pipe sizes and location indicated shall be shown.
☐	☐	The probable deed restrictions, estimated maximum day and maximum monthly water demand, on-site and off-site utility systems, on-site and off-site drainage system, on-site and off-site street improvements shall be shown or provided with sufficient detail for evaluation by the City engineer.
	NOTE:	It is to be understood that the approval of the preliminary plat by the City Council does not constitute official acceptance of the proposed subdivision by the City. There shall be no work done in the field on the proposed subdivision until the final plat and construction plans have been accepted.
	NOTE:	Following review of the preliminary plat and other materials submitted, the 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 preliminary plat expires at the end of six (6) months unless the final plat has been submitted for approval. The subdivider may apply in writing for an extension prior to the end of such Six (6) month period. This period may be extended six (6) months but not beyond a total of one year.

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