



- [ ] 7. Lot and block numbers must be systematically and sequentially arranged.
- [ ] 8. Adjacent property must be referenced by book and page of Travis County Plat Records with lot and block numbers. Unplatted adjacent land must be referenced by property owner, acreage and volume and page of Travis County Real Property Records.
- [ ] 9. All existing and proposed easements must be shown and labeled. Existing easements must reference the holder of easement and recording information. Provide one (1) copy of all existing separate instrument easement documents.
- [ ] 10. A letter, statement, or other instrument from holder of privately held easement or fee strip stating their approval of crossing or modification of the easement.
- [ ] 11. Reference any covenants or restrictions imposed on the land by volume and page of Travis County Real Property Records. Provide one (1) copy of covenants/restrictions.
- [ ] 12. The names and right-of-way widths of all adjacent streets must be shown.
- [ ] 13. The name, linear footage and width of each street being platted must be listed.
- [ ] 14. Bearings and distance for every street, lot line and easement whether curved or tangent. The radius, central angle, arc, chord, chord bearing, and tangent distance for all curves. Dimensions shown in feet and hundredths of a foot and angles must be shown in degrees, minutes, and seconds.
- [ ] 15. Location of all permanent monuments and control points, including County line monumentation, if applicable, set as described in Section 82.204(c)(12) and shown on plat as per Section 82.204(c)(12) of Travis County's Standards.
- [ ] 16. All drainage easements must be shown in accordance with the Preliminary Plan.
- [ ] 17. Dedication of 100 year flood plain in drainage easements clearly delineated using bearings and distances.
- [ ] 18. Contain all natural drainageways in drainage easements when drainage leaves or crosses existing or proposed right-of-way or when natural drainageways cross multiple lots or as determined by Travis County TNR. Clearly delineated using bearings and distances. Or provide a grading plan and the following plat note: Construction on Lot(s) \_\_\_\_\_, will not cause ponding, erosion or increased flow on adjacent properties.
- [ ] 19. If there is a drainage easement, add note: "No objects, including but not limited to buildings, fences, landscaping or other structures in drainage easements except as approved by Travis County and the City of \_\_\_\_\_."
- [ ] 20. For any lot affected by the 100 year flood plain, a Minimum Finished Floor Elevation must be established for each affected lot in accordance with Travis County's Standards. If multiple base flood elevations are shown for a single lot, include the following plat note: Finished flood elevation on lot \_\_\_\_ shall be one (1) foot above the highest adjacent FEMA flood plain base flood elevations shown hereon.
- [ ] 21. One or more benchmark monumented in subdivisions which contain or are bounded by flood plain or where new street are dedicated.
- [ ] 22. The acreage of each Lot served by an onsite sewage system must be noted.
- [ ] 23. Total acreage and number of lots listed on plat.
- [ ] 24. The usage of each lot that is not single family residential must be noted on plat.

- [ ] 25. Preamble describing exact legal description and referencing applicable statute.
- [ ] 26. Surveyor certification is on the plat.
- [ ] 27. County Clerk 's Affidavits on the plat.
- [ ] 28. Commissioners' Court resolution.
- [ ] 29. ETJ note (to be signed prior to final plat approval) by the Director of Planning for the City of Austin (or other city as applicable) when property is outside the ETJ.
- [ ] 30. Appropriate notes and signature blocks for officials of other jurisdictions.
- [ ] 31. Travis County Development Permit required prior to any site development.
- [ ] 32. Travis County Flood plain note.
- [ ] 33. Individual sewage disposal system notes and signature block.
- [ ] 34. Plat note prohibiting occupancy of any lot until connection is made to an approved public sewer system or approved private individual sewage disposal system.
- [ ] 35. Plat note prohibiting occupancy of any lot until water satisfactory for human consumption is available from a source in adequate and sufficient supply for the proposed development.
- [ ] 36. Plat note designating proposed water and/or wastewater provider.
- [ ] 37. If groundwater will be relied on to provide the water supply to the subdivision, the material required by 30 Texas Administrative Code Chapter 230.

Supplemental Submittal Information Required Before Final Plat Approval

- [ ] 38. A letter from each utility company (electric power, telephone, gas, water and wastewater) serving the immediate area, indicating whether and when service will be available to all lots in the subdivision. For water and/or wastewater, the letter must be accompanied by a contract for service and construction of any new water/wastewater facilities.
- [ ] 39. A tax certificate from the County Tax Assessor-Collector stating that all real property taxes are paid up to and including the preceding tax year.
- [ ] 40. Copy of current Owner's Property Deed.
- [ ] 41. Copy of Restrictive Covenants or Joint Use Driveway Agreement if joint use driveways are proposed.
- [ ] 42. Copy of Restrictive Covenants/Home Owners Agreement. (existing or proposed if required for common areas).
- [ ] 43. Copy of preliminary street and drainage plans and detailed construction estimate signed and sealed by the engineer. *The application may be rejected if insufficient information is provided. Fiscal posting may need to be increased if the complete construction warrant a higher fiscal posting amount.. Complete construction plans and fiscal for restoration and the construction of streets and drainage must be provided prior to issuance of development permit, unless alternate fiscal is approved by the Court. The owner must provide fiscal or an executed copy of Exhibit 82.401(D) plus restoration fiscal within 48 hours of notice that the plat is to be recommended to the Court for approval and recordation or the plat may be rejected. (See supplemental checklist for streets and drainage plans).*

- 44. Topographic information, drainage area map, drainage plan, and drainage report.  
(If different from Preliminary Plan submittal - see supplemental checklist for streets and drainage plans).
- 45. Electronic media submittal. (optional)
- 46. Copy of Preliminary Plan for long form plat submittals. A separate Preliminary Plan will not be required if the applicant is final platting the entire parent tract and provides the information required with preliminary plans.  
(See preliminary plan checklist)
- 47. Copy of Traffic Impact Analysis, if required as per 82.301(b).
- 48. Copy of all variance requests with appropriate supporting documentation.
- 49. For developments with sidewalks, approval letter from Department of Licensing and Regulation, or a letter from a Texas Registered Professional Engineer, an architect or other profession acceptable to the Texas Department of Licensing and Regulation, stating that the design of any public accommodations meets ADA requirements, or a waiver to the requirements has been granted by TDLR, per 82.301(c)(B).
- 50. Copy of Travis County Construction Agreement.
- 51. Letter of concurrence from emergency service provider.
- 52. Written approval for all proposed street names from E-911 Addressing.
- 53. Permits or approvals from federal, state, or regional entities with jurisdiction. If the limits of 100 year flood plain as per FEMA vary from the current FEMA panels, provide proof of application to FEMA for a Conditional Letter of Map Amendment (CLOMA) or Conditional Letter of Map Revision (CLOMR). A Conditional Letter of Map Amendment, or Revision, must be provided prior to final plat approval and the Letter of Map Amendment or Revision must be provided prior to issuance of development permits for lot improvements.
- 54. Travis County Subdivision Fees Calculation Form and receipt of payment of all required fees.
- 55. Water quality control maintenance plan under Section 82.209(h), if applicable.

Private Street Subdivision

- 56. Preamble contains private street language.
- 57. Private streets are shown on plat as "Private Street, Drainage Easement and PUE".
- 58. One (1) copy of Home Owners Agreement.
- 59. If gates are proposed, provide an entry detail showing location of gates, key pads, etc.

On this date, all items necessary for a technical review of the proposed Final Plat have been submitted and constitute a COMPLETE APPLICATION. More information about the items required herein can be obtained from Travis County, Standards for Construction of Streets and Drainage in Subdivision (Chapter 82). A copy of these standards can be obtained from TNR at 411 West 13<sup>th</sup> Street, 8<sup>th</sup> floor, (512) 854-9383 or on the Travis County web page: <http://www.co.travis.tx.us/tnr/subdivision>.

Application Completed:

Staff Name: