



# SUBDIVISION PLAT APPLICATION & SUPPORTING INFORMATION

**HAYS COUNTY DEVELOPMENT SERVICES**

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## Pre-Plat / Plan Submittal Process

- **PRIOR** to submitting a Subdivision Plat Application, a Pre-Development Meeting with a County Planner, 9-1-1 Coordinator, Transportation Dept. and Environmental Health Specialist / Floodplain Manger (if applicable) is **REQUIRED**.
- **PRIOR** to submitting a Subdivision Plat Application, the Owner or the Owner's authorized agent (Applicant) is required to contact the County 9-1-1 Coordinator to confirm the suitability of the street name(s) and designations in conjunction with the Plat. An application will not be considered Complete without an approval letter from the County 9-1-1 Coordinator.
- **PRIOR** to submitting a Subdivision Plat Application, the Owner or the Owner's authorized agent (Applicant) is required to have an approved set of Transportation Plans. The Owner or the Owner's authorized agent (Applicant) is required to contact the Hays County Transportation Department. An Application will not be considered Complete without an approval letter from the Hays County Transportation Department (if applicable).
- **PRIOR** to submitting a Subdivision Plat Application, the Owner or the Owner's authorized agent (Applicant) is required to meet with the Commissioner of the Precinct in which the proposed project is located. The Notification to Commissioner of Development Form must be completed.
- A Subdivision Plat Application **MUST** be filled out in its entirety prior to submission. Incomplete applications will not be processed and returned to the Owner or Applicant.
- Additional Information Required for Replat / Revisions only:
  - A copy of all existing recorded plats affected by the proposed revision.
- Application / Review Process:
  - Once a Complete Application has been received, Hays County will conduct an Administrative Review for accuracy and completeness within 10 business days.
  - An Administratively Complete Application will be Filed with Hays County. Per Texas Local Government Code 232.0025, Hays County will complete a 30-day review. Any comments, revisions, questions, or alterations will be addressed during that review time.
  - Upon Completion of the 30-day review, a Letter of Approval, Approval with Conditions or Disapproval will be issued to the Owner and/or Owner's authorized agent.
- *A Complete Application*: An application which has all the necessary documents requested by Hays County and submitted for Administrated Review.
- *Administrative Review* – The process of reviewing an Application for its accuracy and completion prior to being Filed & any Technical Review beginning.
- *Filed Application*: An Application which has been Complete *AND* has been determined to be Administratively complete by Hays County. Hays County will issue a Notice of Filed Application, including the date of Filing to the Owner and/or Owner's authorized agent.

# Plat / Plan Document & Information Checklist

An application for a Plat / Plan shall be deemed to be administratively complete for purposes of Chapter 705 of the Hays County Development Regulations when all of the materials required by these Regulations are delivered to the Department together with:

- (1) For Preliminary Plats / Plans when required by a City, those items required in Subchapters 5 and 6 of Chapter 705 of the Hays County Development Regulations, and;
- (2) For all other Plats / Plans, those items required in Subchapters 5 and 8 of Chapter 705 of the Hays County Development Regulations.

#	Chapter 705, Subchapter 5
1	Name of the proposed Subdivision, which shall not be the same or deceptively similar to any other subdivision within the County unless the subdivision is an extension of a preexisting, contiguous subdivision. Applications for subdivisions which are an extension of a pre-existing, contiguous subdivision shall include a designation of the sequence order for each separate application (e.g. Phase II, Section 3, etc.)
2	The boundary lines and total acreage of the Original Tract, the Subject Property and the proposed Subdivision
3	A note stating the total number of Lots within the proposed subdivision, the average size of Lots, and the total number of Lots within the following size categories: 10 acres or larger, larger than 5.0 acres and smaller than 10 acres, 2.00 acres or larger up to 5.00 acres, larger than 1.00 acre and smaller than 2.0 acres and smaller than 1.00 acre
4	Approximate acreage and dimensions of each Lot, roadway and parkland/open space tract
5	The location of any proposed parkland, squares, greenbelts, school tracts, open space or other public use facilities, the calculation of the required quantity of parkland/open space, and a notation as to whether this requirement is being satisfied through dedication, fee-inlieu, or a combination of both
6	Names of adjoining subdivisions or owners of property contiguous to the proposed Subdivision
7	Geographic Coordinates shall be reflected on the drawings for the main entrance point to the proposed subdivision from an existing public roadway and for the most extreme property boundary corners of the parent tract(s) constituting the boundaries of the Subject Property in each compass direction (e.g. northernmost, southernmost, etc.). Geographic coordinates for Preliminary Plans may be reported using navigational grade precision (using navigational grade Global Positioning System [GPS] equipment). Geographic coordinates obtained using more precise methods are also acceptable for Preliminary Plans
8	Name and address of the Texas licensed professional land surveyor and/or Texas licensed professional engineer preparing the Application materials
9	Name and address of the Owner(s) of the Subject Property, and Applicant if not the Owner
10	Area map showing the general location of the Subdivision in relation to major roads, towns, cities or topographic features
11	North arrow, scale and date. The scale shall not exceed 1" = 200'
12	Boundary lines of any incorporated municipality and the limit of the extraterritorial jurisdiction of any municipality
13	The location of Political Subdivision (e.g. school districts, municipal utility districts, groundwater conservation districts, emergency services districts, etc.) boundaries and/or a statement clearly indicating in which Political Subdivision(s) the Subdivision is located. In the event any Lot lies within more than one Political Subdivision then the plat shall clearly state the number of acres within the Lot that lies within each Political Subdivision

14	Roadway geometric design parameters depicted on plats shall comply with the standards set forth in Table 721.02
15	Roadway and drainage improvements shall comply in all respects with Hays County's Specifications for Roadway Design, Paving, and Drainage Improvements
16	Designation of the entity supplying electric, telephone and natural gas utilities to the development, or a statement that such utility is not available
17	The location of all proposed utility easements and/or infrastructure, including water well sanitary easements, if applicable
18	A Water and Wastewater Service Plan, if required by Chapter 715
19	Certification that all Lots have been designed in compliance with the Hays County On-Site Sewage Facilities rules, together with all planning and evaluation materials required to determine Lot sizing under the Hays County On-Site Sewage Facilities rules and any request for a variance under the Hays County On-Site Sewage Facilities rules
20	Any applicable separation distances from identified streams or other applicable off-site receptors in accordance with the Hays County On-Site Sewage Facilities rules
21	Unless specifically allowed in a Development Agreement, all utilities shall be located outside of County Right-of-Way
22	Location, length and right-of-way widths of all proposed roadways and a depiction of how all proposed roadways shall connect with previously dedicated, platted or planned roadways within the vicinity of the Subdivision
23	Proposed names or designations for all roadways, public access easements, and shared access driveways, and a statement indicating that the Applicant has coordinated all such names or designations with the County "911" coordinator
24	Location, size and proposed use of all proposed access easements, or Shared Access Driveways, if any
25	A statement indicating whether the Applicant shall seek public dedication of the roadways or designation of roadways as private roadways
26	The number of feet of frontage of each Lot onto a regulated roadway
27	A roadway design report prepared in accordance with Chapter 721, unless exempted pursuant to Chapter 721, Subchapter 5
28	A designation of the classification of each roadway to be constructed or existing roadways abutting any Lot as determined in accordance with Chapter 721 below
29	Proposed location of all depth gauges, at all road crossings where the 100 year frequency flow or lesser frequency storm event is anticipated to flow over the roadway surface and any proposed gates or warning devices. The Department shall evaluate and recommend to the Commissioners Court whether or not to require additional gates or warning devices at such locations
30	Traffic Impact Analysis, per Chapter 721.6.03
31	Certification that each lot shown on the plat has adequate frontage to allow for compliance with driveway spacing requirements
32	Elevation contours at no greater than two-foot (2') intervals, based on the North American Vertical Datum (NAVD) of 1988 [NAVD 88]
33	All Special Flood Hazard Areas identified by the Federal Emergency Management Agency as identified in Chapter 735, Subchapter 3
34	For each Lot containing a Special Flood Hazard Area, sufficient additional contours to identify and delineate the Special Flood Hazard Area (including the 100-year floodplain and regulatory floodway, if any) and the lowest allowable finished floor elevation. If base flood elevations and lowest allowable finished floor elevations have not already been established, they shall be established by a method satisfactory to the Director

35	For each subdivision containing a Special Flood Hazard Area, at least one benchmark showing the NAVD 88 elevation, as well as Geographic Coordinates, shall be established using the procedures presented in the Texas Department of Transportation (TXDOT) Survey Manual, latest edition
36	A storm water management plan depicting the anticipated flow of all storm water onto and from the Subdivision and showing all major topographic features on or adjacent to the property including all water courses, special flood hazard areas, ravines, bridges and culverts
37	The location and size of all proposed storm water management structures and easements, including on-site retention or detention ponds and easements and the impact of lot and roadway layouts on drainage
38	All storm water management structures are to be submitted to the Department for consideration of acceptance of maintenance by the County
39	General depiction of the boundary lines of the Edwards Aquifer Recharge Zone, or the Contributing Zone of the Edwards Aquifer, if affecting the property, and a statement certified by the Texas licensed professional surveyor or Texas licensed professional Engineer under his or her professional seal that, to the best of his or her knowledge, the plat accurately reflects the general location (or absence) of the Edwards Aquifer Recharge Zone or the Contributing Zone of the Edwards Aquifer
40	Depiction of all streams, rivers, ponds, lakes, water courses and other surface water features or any Sensitive Features (as defined by the Texas Commission on Environmental Quality in 30 Texas Administrative Code §213.3) and a statement certified by the surveyor or engineer under his or her professional seal that, to the best of his or her knowledge, the plat accurately reflects the general location (or absence) of all such features in accordance with the terms of these Regulations
41	A statement as to whether or not development of the proposed subdivision is subject to the TCEQ Edwards Aquifer Regulations in 30 TAC §213
42	The following proposed Subdivisions are exempted from the requirement to make provision for Parkland and/or open space: (1) Subdivisions where the Subject Property is less than fifty (50) acres; (2) Subdivisions that will result in fewer than fifty (50) dwelling units; or, (3) Subdivisions where the average size of all Lots is greater than five (5) acres.
43	Each Subdivision shall make provision for Parkland and/or open space at a rate of one (1) acre per fifty (50) acres (two percent [2%]) of the Subject Property. Except as provided in Section §705.5.06(E) and (F), areas within drainage, roadway and utility easements or rights-of-way may not be considered as satisfying this requirement. Nothing in this requirement shall be construed to prohibit the placement of utilities within Parkland/open space.
44	Provision of Parkland and/or open space within the Subdivision shall be reflected on the Preliminary Plan and/or Final Plat. Land areas established as Parkland/open space shall have access to at least one existing or proposed public roadway. This requirement may be waived if the Department determines that such access is unnecessary for maintenance of the Parkland/open space (e.g. the established area is adjacent to an existing public park or open space area that has such access).
45	Land established as parkland must be suitable for active and passive recreational uses by the public. In determining whether proposed parkland is suitable, the Applicant shall demonstrate that the size, configuration, topography, surface features and subsurface features allow it to be useable for recreational activities such as children's play areas, family picnic areas, game court areas, turf fields, swimming pools and other recreational facilities.
46	Land established as open space shall consist of greenbelts, riparian corridors, habitat conservation areas and similar areas which are intended to remain in their natural state. Future development of the established open space shall be prohibited in perpetuity through the means of a conservation easement or equivalent legal instrument. The easement or instrument shall be granted to the public and shall be held by the County or some other non-profit legal entity recognized by the County as custodian for the County. Such easement or instrument shall be in such form and under such conditions as are acceptable to the County.

47	Where Parkland/open space is acceptable to the County for public dedication, it shall be subject to the following requirements: (1) Where the established Parkland/open space allocation is less than five (5) acres, the entire allocation shall constitute one (1) lot or tract. (2) Where the established Parkland/open space area is greater than five (5) acres, if the Applicant elects to separate the allocation, each separate Lot or Tract shall be a minimum of three (3) acres in size, even if this requirement causes the Parkland/open space allocation to exceed the minimum requirement outlined above. (3) At least twenty five percent (25%) of the required allocation shall be suitable Parkland, as outlined in Section §705.5.06(C) which is not within a floodplain or drainage easement. The remainder of the required allocation may be satisfied with either additional Parkland or through open space. Such additional Parkland/open space allocation may be located within a floodplain or drainage easement for an open channel, if the channel is to remain in its natural state. (4) Parkland/open space proposed for dedication to the public shall be duly noted in the Application and on the Preliminary Plan and/or Final Plat. Parkland/open space dedicated to the public shall provide for public access in accordance with the County's standards for other County-owned and/or operated Parkland and open space. It shall be the responsibility of the Applicant to develop a Parkland/open space access plan to be incorporated into the Development Authorization. The Permittee shall incorporate into the development all access controls features required by the Parkland/open space access plan.
48	In lieu of establishing Parkland/open space within the Subdivision through dedication to the public, an Applicant may establish Parkland/open space to be privately managed. The Applicant shall develop and submit for approval a Parkland/open space management plan to be incorporated into the Development Authorization. The Permittee shall incorporate into the development all access controls features required by the Parkland/open space management plan and shall operate the Parkland/open space in accordance with this plan.
49	At the County's discretion, the Applicant shall pay a fee in-lieu of establishing such Parkland/open space in the Subdivision. Fees shall be payable as outlined in Chapter 701. (1) The fee amount shall be established by multiplying the total Parkland/open space acreage required under this Chapter by an established value. The established value shall be determined using, at the discretion of the applicant, either the assessed tax value of all the parent Tracts for the Subject Property (on a per acre basis) or the value determined by an appraisal performed by an accredited appraiser selected by the Applicant with the approval of the County. (2) Fees paid in lieu of dedicated Parkland/open space shall be expended by the County solely for acquisition, development or rehabilitation of Parkland or open space or for improvements to existing Parklands or open space. In expending monies collected in lieu of dedicated Parkland/open space, the County shall be required to spend at least fifty percent (50%) of the fees on eligible projects within the County Precinct(s) from which these fees originated.
50	The establishment of Parkland and/or open space in amounts exceeding the minimum requirements of this Subchapter shall be eligible for any economic incentives authorized under these Regulations.
51	Sidewalks shall be required on at least one side of all streets in all newly platted subdivisions resulting in 100 lots or more with an average lot size of one acre or less. All appropriate ADA requirements shall be met with detailed attention being given to street crossing and curb-cut standards. Sidewalks constructed inside proposed County ROW shall be maintained by the development's utility district or as specified in any associated Development Agreement. Sidewalks shall be constructed flush with the back of curb where curbing is provided. Sidewalks shall only be required for new roads within Hays County. Sidewalks will be constructed and maintained to such a standard as set forth in the "Hays County Standards Specifications: Sidewalks".
<b>Chapter 705, Subchapter 6</b>	
1	A proposed Preliminary Plan shall include all of the information required by Subchapter 5 of this Chapter.
2	The Applicant shall submit with the Application four (4) eighteen inch (18") by twenty four inch (24") copies of the Preliminary Plan and one digital data file of the signed/sealed final drawings in accordance with the Hays County Digital Data Submittal Standards. The Department may require up to eight (8) additional hard copies of the Preliminary Plan.

### Chapter 705, Subchapter 8

1	Bearings and dimensions of the boundary of the Subdivision and all Lots, parks, greenbelts, easements or reserves. Dimensions shall be shown to the nearest one hundredth of a foot (0.01') and bearings shall be shown to the nearest one second of angle (01"). The length of the radius and arc of all curves, with bearings and distances of all chords, shall be clearly indicated
2	Description of monumentation used to mark all boundary, Lot and block corners, and all points of curvature and tangency on street rights-of-way, in accordance with the regulations of the Texas Board of Land Surveying
3	The Subdivision shall be located with respect to an original corner of the original survey of which it is part, in accordance with the regulations of the Texas Board of Land Surveying
4	Lot and block numbers for each Lot
5	Acreage of all Lots, calculated to the nearest one-hundredth (0.01) of an acre
6	The building setback lines from Regulated Roadways identified in Chapter 721
7	Geographic Coordinates, reported to resource-grade precision (sub-meter accuracy as defined by the U.S. Bureau of Land Management), shall be reflected on the drawings for the main entrance point to the Subdivision from an existing public roadway and for the most extreme property boundary corner in each compass direction (e.g. northernmost, southernmost, etc.)
8	The Geographic Coordinates, reported to resource-grade precision (sub-meter accuracy as defined by the U.S. Bureau of Land Management), shall be reflected electronically in the digital data submission for: (1) All points for which Geographic Coordinates are reflected on the printed drawing, along with; (2) Each corner, inflection point, or point of curve for the property boundary of the Subdivision; and, (3) Each corner, inflection point, or point of curve for the centerline of all regulated roadways and shared access driveways
9	Any impervious cover calculations required to document compliance with a development agreement or any other applicable federal, state or local regulation.
10	Any impervious cover calculations required to document compliance with a development agreement or any other applicable federal, state or local regulation.
11	For each Subdivision containing a Special Flood Hazard Area, at least one monument containing latitude and longitude and NAVD 88 datum elevation.
12	Total length of all roadways, to the nearest one-tenth (0.1) mile, and a declaration as to which category of roadway will be constructed, as described in Chapter 721
13	Total area of all rights-of-way proposed for dedication
14	The approved names or designations for all roadways, public access easements, and shared access driveways
15	Construction plans, specifications and cost estimates, prepared by a Texas licensed professional engineer, and financial assurance documentation, if required, in accordance with Chapter 721
16	A set of Geographic Coordinates for each intersection, change in direction, or point of curve for the centerline of all regulated roadways and shared access driveways for the purpose of establishing "911" Street addresses within the Subdivision
17	The following statement shall appear prominently on the Final Plat: "No driveway constructed on any Lot within this subdivision shall be permitted access onto a public or private roadway unless: (1) a Permit for use of the County Roadway Right-Of-Way has been issued under Chapter 751; and, (2) the driveway satisfies the minimum spacing requirement for driveways set forth in Chapter 721."
18	Where driveway culverts are required, the minimum driveway culvert size for each driveway shall be shown. In all cases, no driveway culvert smaller than a Design 2 will be allowed
19	Where reservation of Right-Of-Way per Section 721.6.01 is required, the following statement shall appear prominently on the Final Plat: "The area identified as 'Reserved for Future Right-Of-Way' is located within

	a proposed future roadway per the Transportation Plan of Hays County. Additional information regarding this area may be obtained from the Hays County Transportation Department
22	Applicants that submit a Water and Wastewater Service Plan under Chapter 715, one of the following statements, utilizing the words “water”, “wastewater” or both, as required, shall appear prominently on the Final Plat: (1) “The filer of this plat has submitted to the Department a Water and Wastewater Service Plan describing how [water] [and] [wastewater] service will be provided to this subdivision.”; or, (2) “The filer of this plat has submitted to the Department a Water and Wastewater Service Plan describing how [water] [and] [wastewater] service will be provided to this subdivision, but under Department Regulations, this subdivision is exempt from the requirements to demonstrate the availability of [water] or [wastewater] service.”
23	For Subdivision plat(s) applicants exempt from submitting a Water and Wastewater Service Plan under Chapter 715, the following statements shall appear prominently on the Final Plat: “Under Department Regulations, this subdivision is exempt from the requirements to demonstrate the availability of water and wastewater service.”
25	Plats shall contain the notes and certifications required by the Hays County Plat Note and Certification Standards, as applicable.
26	The Applicant shall submit with the Application six (6) eighteen-inch (18") by twenty four inch (24") copies of the Final Plat and one digital data file of the signed/sealed final drawings in accordance with the Hays County Digital Data Submittal Standards. The Department may require up to fourteen (14) additional copies of the Final Plat.
20 & 21 & 24	The following statement shall appear prominently on the Final Plat: "No structure in this subdivision shall be occupied until connected to an individual water supply or state approved community water system. Due to declining water supply, prospective property owners are cautioned by Hays County to question the seller concerning ground water availability. Rain water collection is encouraged and in some areas may offer the best renewable water resource." "No structure in this subdivision shall be occupied until connected to a permitted sewer system or to an on-site wastewater system that has been approved and permitted by Hays County." "No construction or development within the subdivision may begin until all Hays County Development Authorization requirements have been satisfied." This would be followed by signature lines for Hays County Director, Development Services Department and Hays County Floodplain Administrator.



# Notification to Commissioner of Development

Owner / Applicant must meet with the Commissioner of the precinct in which the proposed subdivision is located. Email communication and response(s) with the Commissioner may be sufficient in many cases. If correspondence was obtained by e-mail, please attach e-mails to this form.

Type of Meeting: In Person  Email  Other: \_\_\_\_\_

Precinct Number: 1  2  3  4  Date of Meeting / Email: \_\_\_\_\_

Commissioner's Notes:

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Commissioner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner / Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Utility Checklist Form

Prior to submitting this application to the County, the Applicant is required to take a copy of the plat or plan to each utility for its review and comment. All comments must be corrected prior to submission of the Subdivision Application to the County.

**Note to Utility Companies:** Please sign this checklist **ONLY** if all comments submitted by you to the Applicant have been addressed in full.

## Electric Utility: (Required)

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

Phone Number: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Water Utility: (If applicable)

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

Phone Number: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Wastewater Utility: (If applicable)

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

Phone Number: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Texas Department of Transportation (Required - If frontage on State-Maintained roadway):

Phone Number: \_\_\_\_\_ Date of Approval: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Subdivision Plat Application Contacts

**1. Owner Information** (The holder(s) of a legal or equitable interest in the subject property as shown by the deed records of Hays County)

Owner Full Legal Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**2. Applicant Information** (A person seeking approval of an application; can be the owner or a designated representative of the owner)

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

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**3. Designated Contact** (The individual who the owner or applicant has chosen to receive all communications of the application)

Designated Contact Name: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**4. Business Entities** (For Service of Process)

Name of agent: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

**5. Consultants** (Consultants working on Subdivision)

Licensed Professional Engineer: \_\_\_\_\_

Email Address: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Registered Professional Land Surveyor: \_\_\_\_\_

Email Address: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Registered Sanitarian: \_\_\_\_\_

Email Address: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Geoscientists: \_\_\_\_\_

Email Address: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Attorney: \_\_\_\_\_

Email Address: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

# Subdivision Plat Application Questionnaire

## 1. Type of Application:

New Subdivision  Replat/Revision  Manufactured Home Rental Community   
Condominium Development  Other Use: \_\_\_\_\_

## 2. Property Information: (The property or tract for which an application has been submitted under the Hays County Development Regulations)

Proposed Name of Subdivision: \_\_\_\_\_

### Survey Information:

Survey / Abstract: \_\_\_\_\_

Acreage: \_\_\_\_\_

Recorded (Vol/Page/Instrument): \_\_\_\_\_

Parcel Tax ID Number ("R" Number): \_\_\_\_\_

Hays County Precinct of subject property: 1  2  3  4

Located in City ETJ: Yes  No  City Name: \_\_\_\_\_

If yes, has an application been submitted to the city?  Yes  No

If yes, is this a Preliminary Plat / Plan Application?  Yes  No

Is the development located over the Edwards Aquifer Recharge Zone? Yes  No

Is the development located over the Edwards Aquifer Contributing Zone? Yes  No

Is the Hays County Endangered Species Act Form Completed? Yes  No

Per the Hays County Conservation Plan, does the subject property contain potential habitat for the golden-cheeked warbler or black-capped vireo? Yes  No

Has the Hays County Fire Marshal's Office been notified of this Application? Yes  No

If "No", contact the Hays County Fire Marshal's Office at 512-393-7300 or firemarshal@co.hays.tx.us

List all political subdivisions in which the subject property is located (see tax account summary).

School District(s): \_\_\_\_\_

Emergency Services District(s): \_\_\_\_\_

Groundwater Conservation District(s): \_\_\_\_\_

Other: \_\_\_\_\_

Total acreage of subject property proposed for development: \_\_\_\_\_

Total acreage of subject property to be subdivided into lots: \_\_\_\_\_

Total acreage of subject property to be set for protected open space including but not limited to parkland, preserveland, open space parkland, conservation space, etc.: \_\_\_\_\_

Approximate dimensions of each Lot, roadway, and parkland / open space tract(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total number of lots: \_\_\_\_\_ Average size of lots: \_\_\_\_\_

Number of Lots:

Less than 1 (one) acre: \_\_\_\_\_ Between 1 and 2 acres: \_\_\_\_\_

Between 2 and 5 acres: \_\_\_\_\_ Between 5 and 10 acres: \_\_\_\_\_

Greater than 10 acres: \_\_\_\_\_

At full buildout, what is the maximum number of lots for all phases: \_\_\_\_\_

**3. Project Description:** (Summarize the intended use of lots / subdivision)

Project Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Replat / Revision:** (If the Application is for a replat / revision, list the reason(s) for the replat / revision)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Road Information:** (Information about the current, or future development of a subdivision)

Have all street names been initially approved by Hays County 9-1-1 Addressing? Yes  No

List all roads by which the property can be accessed:

County Road Name: \_\_\_\_\_

County Road Name: \_\_\_\_\_

County Road Name: \_\_\_\_\_

State Road Name: \_\_\_\_\_

State Road Name: \_\_\_\_\_

State Road Name: \_\_\_\_\_

Private Road Name: \_\_\_\_\_

Private Road Name: \_\_\_\_\_

Private Road Name: \_\_\_\_\_

List all existing roads by which the property has frontage:

County Road Name: \_\_\_\_\_

County Road Name: \_\_\_\_\_

County Road Name: \_\_\_\_\_

State Road Name: \_\_\_\_\_

State Road Name: \_\_\_\_\_

State Road Name: \_\_\_\_\_

Private Road Name: \_\_\_\_\_

Private Road Name: \_\_\_\_\_

Private Road Name: \_\_\_\_\_

List all proposed new roads in the development:

County Road Name: \_\_\_\_\_

County Road Name: \_\_\_\_\_

County Road Name: \_\_\_\_\_

Private Road Name: \_\_\_\_\_

Private Road Name: \_\_\_\_\_

Private Road Name: \_\_\_\_\_

What is the linear footage of Public Roads? \_\_\_\_\_

What is the linear footage of Private Roads? \_\_\_\_\_

List all contiguous property owners: Owner Name(s) & Parcel ID, as shown on [www.HAYSCAD.COM](http://www.HAYSCAD.COM)

(including those which share a common boundary as well as those only separated by a roadway, utility corridor or aquatic feature. Properties that are separated by a roadway, utility corridor or aquatic feature within two hundred feet (200ft) are considered Contiguous Properties).

Name: \_\_\_\_\_ Parcel ID ("R" Number): \_\_\_\_\_

Name: \_\_\_\_\_ Parcel ID ("R" Number): \_\_\_\_\_

Name: \_\_\_\_\_ Parcel ID ("R" Number): \_\_\_\_\_

Name: \_\_\_\_\_ Parcel ID ("R" Number): \_\_\_\_\_

Name: \_\_\_\_\_ Parcel ID ("R" Number): \_\_\_\_\_

Name: \_\_\_\_\_ Parcel ID ("R" Number): \_\_\_\_\_

Anticipated source of water in the development:

Private: Individual Wells  Rainwater Collection System(s)

State Permitted: From Groundwater  From Surface Water  Provider: \_\_\_\_\_

Anticipated wastewater system in the development:

Private: Standard / Conventional On-Site Sewage Facility  Advanced On-Site Sewage Facility

Public: Sewer  Provider: \_\_\_\_\_

# Owner's Certification

I hereby certify that I have given permission for the below applicant to submit this Application and to represent me in all matters affecting said Application. By signing below, I (Owner), agree and certify that I have given permission for the below individual to submit this Application and to represent me in all matters affecting said Application. The below individual will be known as the "Applicant.

Owner Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner Email: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

**STATE OF TEXAS §**

**COUNTY OF HAYS §**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(seal)

\_\_\_\_\_  
Notary Public, State of Texas

My Commission expires: \_\_\_\_\_

# Owner's / Applicant's Certification

By signing below, I certify that:

- a) I have carefully read the complete application and know all statements herein and in the attachments hereto are true and correct to the best of my knowledge.
- b) There is no outstanding tax liability to Hays County on the subject property.
- c) The owner of the subject property, if different from the applicant, has authorized the submittal of this application.
- d) Applicant is hereby informed that other permits may be required to fulfill local, State, and Federal regulatory requirements and it is the responsibility of the Applicant to obtain any such additional permits and to comply with all such provisions thereof, whether herein specified or not.
- e) As the owner of the above property or a duly authorized Applicant, I hereby grant permission to the County to enter the premises and make all necessary inspections and to take all other actions necessary to review and act upon this Application.
- f) I understand by submitting this Application, it does not guarantee an approval of my Application.
- g) I have spoken with the Hays County Fire Marshal about my project and have applied for any accompanying permits and reviews requested by their office.
- h) I acknowledge that Hays County and its staff do not research and/or enforce Deed Restrictions to any property in the unincorporated areas of Hays County.
- i) As the owner of the above property or a duly authorized Applicant, I understand, Hays County does not have zoning or building ordinances.

Print Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_