



SUBDIVISION PLAT APPLICATION & SUPPORTING INFORMATION

HAYS COUNTY DEVELOPMENT SERVICES

2171 YARRINGTON RD, SUITE 100

KYLE, TEXAS 78640

(P) 512-393-2150

planning@co.hays.tx.us

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 Checklist

Please review the below checklist for all required documents and plat information. Please note if the item has been “Attached” with the Application or “N/A”, if not required on your project.

The items below are required for this application to be considered complete.	Attached	N/A	Hays County Staff Use
Completed Subdivision Application Form			
Application Fee (Please refer to Fee Schedule)			
Plat - One 18" x 24" Paper Copy to scale			
Plat - One Digital Copy (PDF) of 18" x 24" Submittal to scale			
Tax Account Summary indicating property taxes are current (Tax Certificate required prior to recordation)			
Deed(s) Documentation Current Ownership of the Subject Property			
Hays County Endangered Species Act Form			
Completed Utility Checklist Form (Letters from providers can be accepted, they must state if the provider has capacity for new service.)			
Proof of Written Notification to Contiguous Property Owners and Political Subdivisions (If Applicable)			
9-1-1 Street Name Approval Letter			
Approved digital drawing file of the subdivision in accordance with Hays County Digital Data Standards			
Approved Construction Plans and Specifications prepared by a Texas Licensed Professional Engineer			
Approved Fiscal Assurance for Roadway and/or Drainage Improvements			
Notification to Commissioner of Development			
Traffic Impact Analysis Report per Chapter 721 of the Hays County Development Regulations (If Applicable)			
Water and Wastewater Service Plan per Chapter 715 of the Hays County Development Regulations (If Applicable)			
Facility Planning Report per 30 TAC Chapter 285, when utilizing On-Site Sewage Facilities (If Applicable)			
Roadway Design Report per Chapter 721 of Hays County Development Regulations (If Applicable)			
Stormwater Management Plan per Chapter 705.5.04 of Hays County Development Regulations (If Applicable)			
Confirmation Letter of Applicant Sponsored Meeting per Chapter 705.12.01 of Hays County Development Regulations (If Applicable)			

Plat / Plan Information Checklist

Please review the below checklist for all required Plat / Plan information. Please note if the item has been "Included" with the Application or "N/A", if not required on your project.

Subdivision Plat with the following Information (If Applicable):	Included on Plat	N/A	Hays County Staff Use
Name of Proposed Subdivision in a Title Block (<i>Name shall not be the same or deceptively similar to any other subdivision within Hays County</i>)			
Owner's Preamble block with owner's name and title, acreage to be platted as described in public records, and proposed subdivision name as in title block. This will be followed by an Owners signature block with a notary block.			
Surveyor and/or Engineer statement with a signature block and seal			
Certificate of recording block with Hays County Clerk signature block and seal			
Certificate of approval by the Hays County Commissioners Court with signature block for County Judge and County Clerk			
Boundary Lines and total acreage of the Original Tract, the Subject Property, and the Proposed Subdivision			
Lot and block numbers for each lot, acreage of all Lots calculated to the nearest one hundredth (0.01) of an acre			
Plat 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 categories: 10 acres or larger, larger than 5.0 acres and smaller than 10 acres, 2.0 acres or larger up to 5.0 acres, larger than 1.0 acres and smaller than 2.0 acres, and smaller than 1.0 acre			
The location of any proposed parklands, squares, greenbelts, school tracts, open space or other public use facilities			
Names of adjoining subdivisions or owners of property contiguous to the proposed Subdivision			
Geographic Coordinates for the main entrance point to the proposed subdivision from an existing public roadway and for boundary corners constituting the boundaries of the Subject Property in each compass direction (<i>Southernmost, Northernmost, etc.</i>)			
Bearings and dimensions of the boundary of the Subdivision and all Lots, parks, greenbelts, easements or reserves (<i>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"]</i>)			
Lengths of the radius and arc of all curves, with bearings and distances of all chords, shall be clearly indicated			
Area map showing the general location of the Subdivision in relation to major roads, towns, cities, or topographic features			
North Arrow, Scale, and Date (<i>Scale not to exceed 1" = 200'</i>)			
Building setback line from Regulated Roadways as identified in Chapter 721 of Hays County Development Regulations			
Boundary Lines of any Incorporated Municipality and the limit of Extraterritorial Jurisdiction of any Municipality			

Subdivision Plat with the following Information (If Applicable):	Included on Plat	N/A	Hays County Staff Use
Location of Political Subdivisions boundaries and/or a statement clearly indicating in which Political Subdivision the proposed Subdivision is located within			
Roadway geometric design parameters in accordance with standards outlined in Chapter 721.02 Table from Hays County Development Regulations			
Roadway and Drainage Improvements in accordance with specifications for Hays County Roadway Design, Paving, and Drainage Improvements			
Plat note or designation of the entity supplying electric, water, and wastewater to the Subdivision			
Location of proposed Utility easements and/or infrastructure			
Locations, length, sizes, and right-of-way widths of all proposed roadways, access easements, and shared access driveways to the nearest one-tenth (0.1) of a mile			
Total area for all rights-of-way for proposed for dedication			
Proposed names or designations for all roadways, public access easements, and shared access driveways			
A statement or note indicating whether proposed roadways will be publicly dedicated or private roadways			
The number of feet of frontage of each Lot onto a regulated roadway			
A designation of the classification of each roadway to be constructed or existing roadways abutting any Lot			
A note stating driveway satisfies the minimum spacing requirement for driveways set forth in Chapter 721			
A note stating the specific entity responsible for sidewalk maintenance			
Placement of (A) Water, (B) Wastewater and (C) Construction note(s) stating the following:			
(A) Water note stating "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."			
(B) Wastewater note stating "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."			
(C) The following statement shall appear prominently on the plat "No construction or development within the subdivision may begin until all Hays County Development Authorization requirements have been satisfied." This would be followed by signatures lines for Hays County Director, Development Services Department and Hays County Floodplain Administrator			
All Special Flood Hazard Areas Identified by the Federal Emergency Management Agency as identified in Chapter 735.3 of the Hays County Development Regulations			

Subdivision Plat with the following Information (If Applicable):	Included on Plat	N/A	Hays County Staff Use
For Lots containing Special Flood Hazard Areas, sufficient additional contour data and the lowest allowable finished floor elevation is required. In addition, one permanent benchmark/monument showing NAVD 88 elevation, as well as Geographic Coordinates shall be established.			
Location and size of all proposed storm water management structures and easements, including on-site retention and detention ponds and easements and the impact of lot and roadway layouts on drainage.			
General depiction of the boundary lines of the Edwards Aquifer Recharge Zone or Contributing Zone. A statement or note indicating the Subdivision location within either zone			
General depiction of all streams, rivers, ponds, lakes, water courses and other surface water features as defined by the TCEQ 30 TAC 213.3			
Unless as exempted, Each Subdivision shall make a provision for Parkland and/or open space at a rate of one (1) acre per fifty (50) acres (<i>two percent [2%] of the Subject Property</i>)			

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:

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: _____

Date of Birth: _____ Driver's License Number: _____ State Issued: _____

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 city? 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

(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: _____