



# Hays County Development Services

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## Plat Application Checklist

All Plat Applications are subject to contain the following list of materials. Not all materials may be needed based on the scope of the development activity / project. Acceptance of documents or other information applicable to the Plat Application shall not be construed as approval. All documents will be subject to a detailed review once a completed application has been received.

### Plat Application Materials:

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- 1 – 18”x24” Bound, Signed, Sealed Full Size Proposed Plat (Hard Copy / Paper Copy)  
The hard copy will need to be dropped off at the Hays County Development Services Office.  
Please reference Chapters 701 & 705 of the Hays County Development Regulations
- 9-1-1 Street Name Approval Letter  
Please reference Chapters 701 & 705 of the Hays County Development Regulations
- Cost Estimates / Financial Assurance  
Please reference Chapters 705 & 731 of the Hays County Development Regulations
- Digital Data Drawing / Rendering of the Proposed Plan / Plat (.DXF, .DWG, .SHP, .CAD)  
Please reference the Hays County Digital Data Submittal Standards
- Drainage Report / Stormwater Management Plan  
Please reference Chapter 725 of the Hays County Development Regulations
- Endangered Species Act Acknowledgement Form  
Please reference Chapter 705 of the Hays County Development Regulations
- Facility Planning Report (or On-Site Sewage Facility Design for each lot in lieu of Facility Planning Report)  
Please reference Chapter 715 of the Hays County Development Regulations
- PDF Submittal of Proposed Plat To Scale  
Please reference Chapters 705 of the Hays County Development Regulations
- PDF Submittal Construction Plans (A Full Size Signed & Sealed Set)  
Please reference Chapters 705 & 721 & 731 of the Hays County Development Regulations
- Plat Application / Review Fee  
Please reference Chapters 701 & 705 of the Hays County Development Regulations
- Precinct Commissioner Acknowledgement Form  
Please reference Chapter 705 of the Hays County Development Regulations
- Proof of Conditional Letter of Map Revision / Letter of Map Revision / Letter of Map Amendment (Submittal to FEMA)
- Proof of Public Notice and Notification to All Political Subdivision(s) and Contiguous Property Owner(s)  
Please reference Chapters 701 & 705 of the Hays County Development Regulations
- Property Deed(s)  
Please reference Chapter 705 of the Hays County Development Regulations
- Property Owner’s Affidavit of Representation  
Please reference Chapter 701 of the Hays County Development Regulations
- Roadway Design Report  
Please reference Chapter 721 of the Hays County Development Regulations
- Tax Certificate / Tax Statement(s) / Tax Summary(ies)  
Please reference Chapter 701 of the Hays County Development Regulations
- Traffic Impact Analysis Acknowledgement  
Please reference Chapter 721 of the Hays County Development Regulations
- Traffic Impact Analysis  
Please reference Chapter 721 of the Hays County Development Regulations
- Utility / Service Provider Acknowledgement  
Please reference Chapters 705 & 715 of the Hays County Development Regulations
- Water and Wastewater Service Plan  
Please reference Chapter 715 of the Hays County Development Regulations