



# Hays County Development Services

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## Preliminary Plan Application Checklist

All Preliminary Plan 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 Preliminary Plan Application shall not be construed as approval. All documents will be subject to a detailed review once a completed application has been received.

### **Preliminary Plan 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