

Subdivision - Construction / Final Plat Combination Submittal

This Checklist is intended to provide the information and data that is necessary to assess the merits of the project proposal. Please note that this Checklist is intended to assist developers and design professionals in the preparation of submittals for review and is generally what is needed to facilitate the review of the project. A dditional items may be required prior to approval. **As per Section 2.4g of the Subdivision Ordinance, no excavation, grading, tree removal or site clearing activities shall occur prior to approval of the construction plat and engineering plans.**

APPLICATION AND MATERIALS MUST BE SUBMITTED DIRECTLY TO THE VILLAGE WHICH WILL THEN BE FORWARDED TO THE VILLAGE ENGINEER. If all the information noted in the "Items Required for Submittal" section of this checklist are not provided, it is considered an incomplete application and will not be accepted for processing/review. Per the Subdivision Ordinance Section 2.2d, the Administrator will make a determination of completeness based upon whether the application contains all required elements, documents, materials and fees mandated by State and local Ordinance. You will receive a written notice advising whether the application is complete. If deemed incomplete, the notification will attempt to list all missing or incomplete items.

Items Required for Submittal		
Digital Submission (required)		
<ol style="list-style-type: none"> 1. All items must be submitted in pdf format (300 dpi resolution, no digital signatures or passwords), unless otherwise noted. Media submitted (CD/DVD or Flash drive) will not be returned. 2. Label each file on the disc or drive as it appears on the checklist. 3. Discs or drives must be clearly labeled with the project name on the outside of the media. 		
Hard Copy Submission (required) All items (2 sets) on 24"x36" paper. Construction plans (2 sets).		
▶ Application Information	Applicant	Staff
• Completed and signed Pre-Application Conference Form	<input type="checkbox"/>	<input type="checkbox"/>
• Master Application and Plat Checklist (attached to this document)	<input type="checkbox"/>	<input type="checkbox"/>
• Bell County Tax Certificate / Proof of Ownership	<input type="checkbox"/>	<input type="checkbox"/>
• Letters of Commitment from utilities (water, wastewater/septic, & electric), TXDOT permit (if applicable), Also Clearwater District form.	<input type="checkbox"/>	<input type="checkbox"/>
• Parkland Dedication or Fee in Lieu of	<input type="checkbox"/>	<input type="checkbox"/>
• Signed Dedication Instrument – Subdivision and streets (lien free)	<input type="checkbox"/>	<input type="checkbox"/>
• If improvements built before Final Plat – 2 year Maintenance Bond or certificate of deposit required; if improvements not built, then Improvement Agreement with security (cash escrow, or Performance Bond or Letter of Credit)	<input type="checkbox"/> Bond/Cert <input type="checkbox"/> Imp Agree w/ security	<input type="checkbox"/> Bond/Cert <input type="checkbox"/> Imp Agree w/ security
• Metes and Bounds	<input type="checkbox"/>	<input type="checkbox"/>
• Property Owners Assn, Covenants & Restrictions, & information on maintenance of drainage, street lights, common areas, private streets	<input type="checkbox"/>	<input type="checkbox"/>
▶ Plat: Drawing size must be a 1" = 100' scale greater	<input type="checkbox"/>	<input type="checkbox"/>
▶ Construction Plans/specs for water, wastewater, paving, drainage, etc prepared by a registered prof engineer. Scale of 1:100 or greater	<input type="checkbox"/>	<input type="checkbox"/>
▶ Approved Concept Plan – Required if more than one phase or major subdivision (not minor plat) or adjacent common property ownership	<input type="checkbox"/>	<input type="checkbox"/>
▶ Traffic Impact Analysis – Sections 3.1(c)3, 3.1(c)9, 3.1(e) and 3.1(f)	<input type="checkbox"/>	<input type="checkbox"/>
▶ Drainage Plans or Study, as applicable (with topographic information)	<input type="checkbox"/>	<input type="checkbox"/>
▶ Applicable Fees and Deposit - Note: Applicant must pay <u>both</u> the Construction Plat fee and the Final plat fee and deposits for a combined application	<input type="checkbox"/>	<input type="checkbox"/>

Subdivision Detailed Information The plat shall depict and/or include the following (not all-inclusive list):	Applicant	Village Engineer
Utility Plan: water and wastewater mains, existing and proposed service line(s) and sizes, septic system (Not optional for Combination submittal. Identify off-site utility improvements.	<input type="checkbox"/>	<input type="checkbox"/>
Title of the Subdivision. Title must include the word "Construction/Final Plat"	<input type="checkbox"/>	<input type="checkbox"/>
North arrow (oriented to the top or left side of sheet), scale	<input type="checkbox"/>	<input type="checkbox"/>
Owner's name and Applicant	<input type="checkbox"/>	<input type="checkbox"/>
Acreage of total site, lots and rights-of-way	<input type="checkbox"/>	<input type="checkbox"/>
Key map (if on more than one sheet)	<input type="checkbox"/>	<input type="checkbox"/>
Number of blocks and lots	<input type="checkbox"/>	<input type="checkbox"/>
Date (with revision dates, if any)	<input type="checkbox"/>	<input type="checkbox"/>
Plat preparers: Company name(s)	<input type="checkbox"/>	<input type="checkbox"/>
Surveyor, original signature and seal	<input type="checkbox"/>	<input type="checkbox"/>
Engineer, original signature and seal	<input type="checkbox"/>	<input type="checkbox"/>
Page numbers on each sheet with sheet index if more than two pages.	<input type="checkbox"/>	<input type="checkbox"/>
Benchmark and elevation	<input type="checkbox"/>	<input type="checkbox"/>
Location/Vicinity Map to scale with cross streets for identification	<input type="checkbox"/>	<input type="checkbox"/>
Current field notes and description of Boundary Survey with bearings and distances	<input type="checkbox"/>	<input type="checkbox"/>
Phasing and schedule of development	<input type="checkbox"/>	<input type="checkbox"/>
Existing or proposed zoning of the subject property and all adjacent properties	<input type="checkbox"/>	<input type="checkbox"/>
Corporate and jurisdictional boundaries	<input type="checkbox"/>	<input type="checkbox"/>
Length and bearing of all straight lines, radii, arc lengths, tangent lengths, and central angles of all curves shall be indicated along the lines of each lot (curve and line data may be placed in a table format)	<input type="checkbox"/>	<input type="checkbox"/>
Point of beginning labeled on plat and described in field notes	<input type="checkbox"/>	<input type="checkbox"/>
Ownership boundaries in heavy lines	<input type="checkbox"/>	<input type="checkbox"/>
Lot and block lines	<input type="checkbox"/>	<input type="checkbox"/>
Dimensions of boundaries, easements and rights-of-way	<input type="checkbox"/>	<input type="checkbox"/>
Lots meet minimum requirements of the zoning district	<input type="checkbox"/>	<input type="checkbox"/>
Numbers on all proposed lots and letter on blocks	<input type="checkbox"/>	<input type="checkbox"/>
Fire hydrant locations	<input type="checkbox"/>	<input type="checkbox"/>
Residential lots shall not back onto any residential street or collector street within a residential are or neighborhood and shall not have more than ½ of its perimeters boundaries along streets.	<input type="checkbox"/>	<input type="checkbox"/>

Subdivision Detailed Information Con't The plat shall depict and/or include the following (not all-inclusive list):	Applicant	Village Engineer
Subdivision served by improved streets & thoroughfares adequate to accommodate vehicular traffic. All access obtained through paved roads.	<input type="checkbox"/>	<input type="checkbox"/>
Right-of-way width is the same on both sides of the street intersection	<input type="checkbox"/>	<input type="checkbox"/>
Intersecting, undivided streets with centerline offsets of less than 150' shall be avoided.	<input type="checkbox"/>	<input type="checkbox"/>
Where a subdivision abuts or contains an existing or proposed arterial street, the BOA may require marginal access streets, reverse frontage (lots which back onto the arterial), deep lots with rear service alleys, or such treatment as may be necessary for adequate protection of residential properties and to afford separation of through and local traffic.	<input type="checkbox"/>	<input type="checkbox"/>
No reserve strips	<input type="checkbox"/>	<input type="checkbox"/>
No more than 20% of the total centerline length of a collector street may have residential lots fronting onto the collector on each side of the street. Submit calcs.	<input type="checkbox"/>	<input type="checkbox"/>
Sidewalks required on all non-residential lots and collectors/arterials (both internal and perimeter streets) - 5' wide concrete, ramps Sidewalks required on internal streets if any lot is <1/2 acre in area. Placement of sidewalks and construction timing as per Section 3.5	<input type="checkbox"/>	<input type="checkbox"/>
Construction to be completed or request for deposit of escrow in lieu of construction, Section 3.1d	<input type="checkbox"/>	<input type="checkbox"/>
Village utility easement (20'); additional easement as required by providers	<input type="checkbox"/>	<input type="checkbox"/>
Contours with intervals of 2' or less shown	<input type="checkbox"/>	<input type="checkbox"/>
Depiction of the 100-year floodplain; if the tract is not in the 100-year floodplain, a plat note stating such must be shown on the plat.	<input type="checkbox"/>	<input type="checkbox"/>
Easements meet the requirements of Section 3.3b	<input type="checkbox"/>	<input type="checkbox"/>
Finished floor elevation for lots adjacent to a floodplain.	<input type="checkbox"/>	<input type="checkbox"/>
Minimum buildable area (exclusive of required easements) shall be an area 1/2 of the required minimum lot size	<input type="checkbox"/>	<input type="checkbox"/>
<u>Adjacent Property</u> : Dashed lines showing the names and recording information of recorded subdivisions, property lines of adjoining properties with lots and blocks, streets, easements, water courses, property ownership, recording information and other info that may influence layout. Adjacent unplatted land shall show property lines, names of owners of record & recording information.	<input type="checkbox"/>	<input type="checkbox"/>
All <u>existing</u> property lines, lot & block numbers & date recorded, streets, easements, utilities, other underground structures	<input type="checkbox"/>	<input type="checkbox"/>
All easements, including but not limited to drainage, utility, landscape, tree protection, fire lane, and access, shall be dimensioned, identified and labeled as to type and any restrictions noted on the plat (not by separate instrument).	<input type="checkbox"/>	<input type="checkbox"/>
Designation of any sites for special use (e.g. parkland dedication, open space, detention, other public uses, private facilities etc) must be labeled & acreage shown.	<input type="checkbox"/>	<input type="checkbox"/>
Design and construction of a water source shall meet applicable regulations of all applicable entities and in accordance with the Village's TCSS Manual	<input type="checkbox"/>	<input type="checkbox"/>

Subdivision Name: _____

Date Received: _____

<p align="center">Subdivision Detailed Information Con't</p> <p>The plat shall depict and/or include the following (not all inclusive list):</p>	<p align="center">Applicant</p>	<p align="center">Village Engineer</p>
<p>Prior to any deepening, widening, filling, reclaiming, rerouting or changing the course or location of any existing ditch, channel, stream or drainageway, Applicant must first obtain written permission of the Village's Engineer and any other applicable agency (such as FEMA or the U.S. Army Corps of Engineers) having jurisdiction.</p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p>Extension of water and wastewater lines shall be made along the entire frontage of the subdivision adjacent to a street or thoroughfare. If not adjacent, the extension shall be accomplished to allow future connections to said utilities by</p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p>Drainage improvements shall accommodate runoff from the upstream drainage area in its anticipated maximum "build-out" condition, and be designed to prevent overloading the capacity of the downstream drainage system. The Village may require the phasing of development, the use of control methods such as retention or detention, or the construction of off-site drainage improvements. Must be approved by Village's Engineer and in accordance with village's Flood Damage Prevention Ordinance.</p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p>No cross-street flow (perpendicular to traffic flow) of storm water runoff</p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p>Design and construction of a fire protection and suppression system shall be in accordance with the TCSS Manual, Fire Department, and Fire Code.</p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>
<p>Alleys – Sections 3.2 and 3.3.d</p>	<p align="center"><input type="checkbox"/></p>	<p align="center"><input type="checkbox"/></p>

The following Notes must be included on all Subdivision Plats. Some plats require additional Notes. The blanks must be completed with all the appropriate site specific information. All ink used on plats, both photographic and Mylars must be permanent, water-resistant and legible. Stamps and signatures that may become smudged must include printed clarification of the stamp, i.e., "My Commission expires on (date)."

	Applicant	Engineer
1. Property Owner's Certificate - Section 2.4h(19)	<input type="checkbox"/>	<input type="checkbox"/>
2. Metes & bounds	<input type="checkbox"/>	<input type="checkbox"/>
3. Road dedication and easements and Notary Block - Section 2.4h(19)	<input type="checkbox"/>	<input type="checkbox"/>
4. Surveyor certificate and Notary Block - Section 2.4h(19)	<input type="checkbox"/>	<input type="checkbox"/>
5. Village Approval Block: P&Z Chairman signature, Mayor signature, Village Secretary attests with approval dates - Section 2.4h(19)	<input type="checkbox"/>	<input type="checkbox"/>
6. County Clerk Approval Block – Sections 2.5c(1) and 2.5c(3)	<input type="checkbox"/>	<input type="checkbox"/>
7. Special Notice - Section 2.4h(19)	<input type="checkbox"/>	<input type="checkbox"/>
8. Visibility, access, and maintenance easements - Section 2.4h(19)	<input type="checkbox"/>	<input type="checkbox"/>
9. Drainage, floodway easements - Section 2.4h(19) – Note: all structures / obstructions are prohibited in drainage easements	<input type="checkbox"/>	<input type="checkbox"/>
10. Fire lanes - Section 2.4h(19)	<input type="checkbox"/>	<input type="checkbox"/>
11. Access easements - Section 2.4h(19)	<input type="checkbox"/>	<input type="checkbox"/>
12. Utility providers for this development are Water: _____, Wastewater/S eptic: _____, and Electric: _____.	<input type="checkbox"/>	<input type="checkbox"/>
13. There are / are no (select one) areas within the boundaries of this subdivision in the 100-year floodplain as defined by FIRM Map Number _____, effective date of _____.	<input type="checkbox"/>	<input type="checkbox"/>
14. No development shall begin prior to the issuance of a Floodplain Development Permit for each of the following lots: _____. Note: The minimum buildable area shall be ½ of the minimum lot size.	<input type="checkbox"/>	<input type="checkbox"/>
15. Prior to any deepening, widening, filling, reclaiming, rerouting or changing the course or location of any existing ditch, channel, stream or drainageway, Applicant must first obtain written permission of the Village's Engineer and any other applicable agency (such as FEMA or the U.S. Army Corps of Engineers) having jurisdiction.	<input type="checkbox"/>	<input type="checkbox"/>
16. In order to promote drainage away from a structure, the slab elevation must be built at least one-foot above the surrounding ground, and the ground should be graded away from the structure at a slope of 1/2" per foot for a distance of at least 10 feet.	<input type="checkbox"/>	<input type="checkbox"/>

The following Notes must be included on all Subdivision Plats. Some plats require additional Notes. The blanks must be completed with all the appropriate site specific information.

	Applicant	Engineer
17. Parkland Dedication requirements are being met by _____ (choose either fee-in-lieu or by dedication of lot/block). If dedication, show on plat (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
18. A 20-foot Public Utility Easement is reserved along all street frontages within this plat.	<input type="checkbox"/>	<input type="checkbox"/>
19. Impervious Coverage Plat Notes: (select those that apply) <ul style="list-style-type: none"> • The maximum impervious coverage per residential lot is _____ percent. OR • The maximum impervious coverage per residential lot is according to the following table: (provide table) AND/ OR • The maximum impervious coverage per non-residential lot shall be pursuant to the Zoning Ordinance at the time of Site Plan application based on the zoning designation of the property. OR • The maximum impervious coverage per non-residential lot is according to the following table: (provide table) 	<input type="checkbox"/>	<input type="checkbox"/>
20. The landowner assumes all risks associated with improvements located in the right-of-way, or road widening easements. By placing anything in the right-of-way or road widening easements, the landowner indemnifies and holds the Village of Salado, their officers, agents and employees harmless from any liability owing to property defects or negligence not attributable to them and acknowledges that the improvements may be removed by the Village and/or County and that the owner of the improvements will be responsible for the relocation and/or replacement of the improvements.	<input type="checkbox"/>	<input type="checkbox"/>
21. The building of all streets, roads, and other public thoroughfares and any bridges or culverts necessary to be constructed or placed is the responsibility of the owners of the tract of land covered by this plat in accordance with the plans and specifications prescribed by the Village of Salado and/or Bell County, Texas. Neither the Village of Salado nor Bell County assumes any obligation to build any of the streets, roads, or other public thoroughfares shown on this plat or of constructing any of the bridges or drainage improvements in connection therewith. Neither the Village of Salado nor Bell County assume any responsibility for drainage ways or easements in the subdivision, other than those draining or protecting the road system and streets in their respective jurisdictions.	<input type="checkbox"/>	<input type="checkbox"/>
22. Neither the Village of Salado nor Bell County assumes any responsibility for the accuracy of representations by other parties in this plat. Floodplain data, in particular, may change depending on subsequent development. It is further understood that the owners of the tract of land covered by this plat must install at their own expense all traffic control devices and signage that may be required before the streets in the subdivision have finally been accepted for maintenance by the Village and / or County.	<input type="checkbox"/>	<input type="checkbox"/>

Subdivision Name: _____

Date Received: _____

Plats in the ETJ:		
	Applicant	Engineer
23. Right-of-way for widening roadways or improving drainage shall be maintained by the landowner until road or drainage improvements are actually constructed on the property. The Village and/ or County have the right at any time to take possession of any road widening easement for construction, improvement, or maintenance of the adjacent road.	<input type="checkbox"/>	<input type="checkbox"/>
24. For replats and amending plats add the following note: This subdivision is subject to all general notes and restrictions appearing on the plat of Lot(s) _____, recorded in Cabinet _____ Slide _____ of Plat Records of Bell County, Texas.	<input type="checkbox"/>	<input type="checkbox"/>

Certification of Application Submission

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have included any required conditions of an approved rezoning, special use permit, variance, development agreement, or covenants.

Applicant's Signature

Date

Waiver of 30 day Requirement

I hereby agree to waiver of the 30 day approval requirement in order to allow more time to correct deficiencies, address concerns, or otherwise improve the plat pursuant to the Village's regulations and Village Engineer's comments.

Applicant's Signature

Date

Verification of Detailed Information

I hereby confirm that the above detailed information as required by the checklist is complete and accurate to the best of my knowledge. I understand that proper City staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided by me/ my firm/ etc., may delay the proper review of this application.

Applicant's Engineer's Signature

Date

Firm

Subdivision Name: _____

Date Received: _____

Before the Applicant records the Plat , the following items must be submitted or accomplished:	Applicant	Staff
Two Mylars to be recorded (one for the Village, and one for Bell County Deed Records), 24"x36", complete with all required signature blocks, signatures and seals (of all but City staff and County Clerk), volume and page information, See this form and Sections 2.5c and 2.4h(19) for required information. The Village Planning Department will obtain all required signatures of the Village and notify the applicant when they are ready for pick-up. Page 38 and 39	<input type="checkbox"/>	<input type="checkbox"/>
One Final Plat in electronic PDF format	<input type="checkbox"/>	<input type="checkbox"/>
Bell County Tax Appraisal District certification that there are no delinquent taxes due on the property described by the plat. BellCAD offices are located at 411 East Central Avenue, Belton, Tx.	<input type="checkbox"/>	<input type="checkbox"/>
Original executed dedication instrument together with the original field notes	<input type="checkbox"/>	<input type="checkbox"/>
One set of as-builts (record drawings) in electronic PDF format	<input type="checkbox"/>	<input type="checkbox"/>
Parkland Dedication documents or payment of fees, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Plats in the ETJ: ETJ plats must be approved by the Bell County Commissioners Court prior to recordation. The recordation process is the same as for non-ETJ plats.	<input type="checkbox"/>	<input type="checkbox"/>
Sealed certification letter by Applicant's engineer that construction is complete and meets all Village Codes and Standards	<input type="checkbox"/>	<input type="checkbox"/>
If improvements built before Final Plat – 2 year Maintenance Bond or certificate of deposit required. With BOA approval, if improvements not built, then Improvement Agreement with security (cash escrow, or Performance Bond or Letter of Credit)	<input type="checkbox"/>	<input type="checkbox"/>
<p>Letter of Acceptance of the infrastructure issued by the Village Engineer and signed by the Village Administrator (if within the Village limits)</p> <p><u>OR</u></p> <p>The BOA may permit the deferral of the construction and completion of public improvements if not harmful to the public or provides advantage of a competitor. Deferral must be a condition of Final Plat approval. The Applicant must provide assurances of security (cash escrow, performance bond or letter of credit) for completion or escrowed funds as well as enter into an Improvement Agreement with the Village specifying that completion will be accomplished in less than 2 years. Once improvements are complete, a Maintenance Bond will be due.</p>	<input type="checkbox"/>	<input type="checkbox"/>

Note:

Plats in the ETJ: ETJ plats must be submitted to the Bell County Commissioners Court for final approval prior to recordation. The recordation process is the same as for non-ETJ plats.

Recordation: Once the tax certification has been obtained, the plat is ready for filing at the Bell County Deed Records located at 1201 Huey Road, Belton, Texas. It is the applicant's responsibility to file the plat with Bell County.