



LETTER OF CERTIFICATION APPLICATION SUBDIVISION PLAT

APPLICANT AND PROJECT INFO

Applicant Name: _____
 Applicant Phone #: _____
 Applicant Email: _____
 Project Name: _____
 Project Location: _____
 Legal Description of Property: _____
[TCAD Property IDs](#): _____

APPLICATION AND SUB-APPLICATION TYPES

| Application Type (select one) | Sub-Application Type (select one) |
|--|---|
| <input type="checkbox"/> Letter of Certification <input type="checkbox"/> Amended Letter of Certification | <input type="checkbox"/> Preliminary Plat (Section 2.3.4) |
| | <input type="checkbox"/> Preliminary Plat Amendment (Section 2.3.4.L) |
| | <input type="checkbox"/> Amending Plat (Section 2.3.9) |
| | <input type="checkbox"/> Final Plat (Section 2.3.5) |
| | <input type="checkbox"/> Short Form Final Plat (Section 2.3.6) |
| | <input type="checkbox"/> Minor Plat (Section 2.3.7) |
| | <input type="checkbox"/> Replat (Section 2.3.8) |
| | <input type="checkbox"/> Development Plat (Section 2.3.10) |

LETTER OF CERTIFICATION GENERAL INFORMATION

In accordance with Article 2 Subdivision Regulations of the City of Bee Cave Unified Development Code (UDC) Letters of Certification are a required element of all Plat applications. The Letter of Certification is a process for compiling a technically complete Application for Plat review. In considering approval of a Letter of Certification, the City will consider whether the request complies with applicable regulations, ordinances and laws including, but not limited to the UDC, the Bee Cave Code of Ordinances, and applicable Technical Manuals.

This checklist provides a list of the information and data needed to compile a complete Letter of Certification application to the City of Bee Cave. **Incomplete applications will not be accepted.** Letter of Certification applications require review by staff and approval by the Planning Director and City Engineer. A completed and signed copy of this checklist is a required component of a complete application.

A Letter of Certification or comparable form, is also required from each utility serving the proposed subdivision, see UDC Section 1.4.1 for more information.



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MY GOVERNMENT ONLINE SUBMISSION REQUIREMENTS

The City of Bee Cave utilizes a digital review system called MyGovernmentOnline, which requires certain digital submittal standards. For more detailed information and troubleshooting, please review the separate MyGovernmentOnline User Guide available at <http://www.MyGovernmentOnline.org/>

APPLICATION FEES

All application fees shall be paid in full according to the adopted Fee Schedule. The adopted Fee Schedule is available on the City Website: <http://www.BeeCaveTexas.gov/>

LETTER OF CERTIFICATION PROCESS

The process for a letter of certification involves the following steps:

1. **Submittal.** Applicant submits the Letter of Certification application. The table on the following pages provides a checklist of the information and items required to submit a complete application for a Letter of Certification for a Plat application.
2. **Review for Completeness.** City reviews the application and makes a determination of completeness within 10 days of application receipt.

If the application is incomplete the applicant will be notified and provided a summary of missing information. The applicant has 45 days to provide the missing information, or the application will expire. If the application is complete the city will notify the applicant and proceed with technical review of the application

3. **Technical Review.** The City will review a complete application for conformance with the applicable requirements of the UDC, and other applicable city regulations and ordinances.
4. **Issuance of Certification or Resubmittal of Application.** The City will either issue or deny a Letter of Certification within sixty (60) days of the determination of completeness.

If the Letter of Certification is denied the city will provide a summary of the technical deficiencies and the applicant may choose to revise and resubmit the Application. If the Application is revised and resubmitted, the City will issue or deny a Letter of Certification no later than forty-five (45) days from the latest date of resubmission.

If the City does not issue or deny a Letter of Certification within the prescribed time periods, the Letter of Certification will be deemed issued by the City.

A Letter of Certification does not authorize any Subdivision or Development activity, and a Letter of Certification is only a recommendation as to whether the proposed Subdivision or Development activities would comply with the applicable development requirements.

5. **Effect of Letter of Certification.** A Letter of Certification is required to submit a Plat application to the



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City of Bee Cave.

6. **Term of Letter of Certification.** A Letter of Certification will remain valid for one (1) year from the date of issuance by the certifying entity. After one year, the Subdivider must obtain a new or updated Letter of Certification to file a Plat with the City. Each new proposed Plat to be filed will be required to obtain a new Letter of Certification prior to Application submittal.
7. **Amendment of Letter of Certification.** A Letter of Certification may be amended prior to filing an Application for Plat if the proposed amendment:
 - a. Does not increase the number of lots subject to the Application; and
 - b. Does not increase by more than five percent (5%) the linear footage of roadways or the areas within the paved surface of the street right-of-way or alter the location such roadways connect to the existing roadway network; and
 - c. Does not increase by more than five percent (5%) the anticipated impervious cover, alter the location of stormwater detention or discharge or alter any resulting calculated stormwater value; and
 - d. Does not increase by more than five percent (5%) the anticipated water and wastewater demand or increase linear footage of water or wastewater lines by more than five percent (5%).

REQUIRED ITEMS FOR SUBMITTAL OF A COMPLETE APPLICATION

The following table includes the various documents required for submittal of a complete application for each type of plat. Please review the Detailed Information section of this form for help in preparing each of these items. Please flatten all PDF before submittal and rename documents for easy readability. **Note the application preparer must check off each item and sign the statement at the end of the checklist. The completed checklist must be submitted with the application.**

| Required Information & Submittals | | | | | | |
|--|---|------------------|------------|--------|------------|---------------|
| Letter of Certification Application <small>An "X" in the column at the right indicates that the document is required for that particular plat type</small> | | Plat Type | | | | |
| | | Preliminary Plat | Final Plat | Replat | Minor Plat | Amending Plat |
| | Deed showing current ownership | X | X | X | X | X |
| | Notarized Verification of Land Ownership Form | X | X | X | X | X |
| | Authorization to apply on behalf of the owner (if applicant different than owner) | X | X | X | X | X |
| | Recent Title Commitment (dated within one year) If the title commitment is older, submit a property report and nothing further certificate | X | X | X | X | X |
| | Original Tax Certificate issues by Travis Central Appraisal District and showing no taxes due | X | X | X | X | X |



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| Required Information & Submittals | | | | | | |
|---|---|------------------|------------|--------|------------|---------------|
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| | | Preliminary Plat | Final Plat | Replat | Minor Plat | Amending Plat |
| | Lake Travis Independent School District (LTISD) Capacity verification Required if residential uses are included in proposed Subdivision | X | X | X | X | |
| | ESD 6 / LTFR Emergency Services Capacity verification | X | X | X | X | |
| | Proposed Plat (submit as PDF, see next section for required information) | X | X | X | X | X |
| | Preceding Plats | X | X | X | X | X |
| | Petition to Vacate (if proposing to vacate land from an existing Plat) | X | | X | X | |
| | Engineer Summary Letter -must include <ul style="list-style-type: none"> • An explanation of how the tract will be served by water, wastewater and electric utilities • Explanation of how Parkland & Path Dedication requirements will be met (See UDC Sec. 6.3.1) • If any required items are not submitted, an explanation of why the document or information omitted is not included in the submittal | X | X | X | X | X |
| | Petition(s) for Subdivision Waiver(s) (as applicable, See UDC Sec. 2.6.1) | X | X | X | X | X |
| | Covenants, Deed Restrictions (proposed and previously recorded) | X | X | X | X | |
| | Easements (if proposed to be dedicated by separate instrument) | | | | | |
| | Traffic Generation Report (See UDC Sec. 2.5.11) | X | | X | X | |
| | Traffic Impact Analysis (if required based on traffic generation report) | X | | X | X | |
| | Preliminary Drainage Plan (applicable to preliminary plat, preliminary plat amendment) Include HEC/RES file (zip file) | X | | | | |
| | Preliminary Utility Plan (applicable to preliminary plat, preliminary plat amendment) | X | | | | |
| | Written statement that the schematic plans and preliminary drainage calculations were submitted with the Preliminary Plat and no changes have occurred; OR, if changes have occurred, provide new or updated schematics and specifications | | X | X | | |
| | Approval from Austin 911 Addressing for names of all proposed streets | X | | X | | |
| | Existing Improvement Exhibit <ul style="list-style-type: none"> • Proposed lot layout with any existing structures or improvements to remain, shown with distances to adjacent proposed lot lines indicated | X | | X | X | X |
| | Street Projection Exhibit | X | | X | | |



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| Required Information & Submittals | | | | | | |
|---|--|------------------|------------|--------|------------|---------------|
| Letter of Certification Application An "X" in the column at the right indicates that the document is required for that particular plat type | | Plat Type | | | | |
| | | Preliminary Plat | Final Plat | Replat | Minor Plat | Amending Plat |
| | <ul style="list-style-type: none"> Proposed street stubs to adjacent properties showing the continued projection of such a street to the nearest Major Street. Right of way dimensions and speed of street shall be included Exhibit shall show aerials, topography, hydrological features, significant trees, zoning, future land use, and existing habitable structures on the adjacent property(ies) | | | | | |
| | Tree Survey identifying all trees to be preserved and trees to be removed with species and caliper inch size of each tree. Note: The survey must identify all <i>Celtis Occidentalis</i> (Hackberry), <i>Juniperus Virginiana</i> (Eastern Red Cedar), <i>Melia Azedarach</i> (Chinaberry), and <i>Juniperus Ashei</i> (Common Cedar) twelve (12) caliper inches and larger and all other trees four (4) inches caliper or larger. | X | | X | X | |
| Copies of Transmittal Letters to other Reviewing Agencies | | | | | | |
| | LTFR/ESD 6 | X | X | X | X | |
| | WTC-PUA or WCID 17 (as applicable) | X | X | X | | |
| | Austin Energy | X | X | X | | |
| | Gas Utility Provider (if applicable) | X | X | X | | |
| | TxDOT (if access is from a TxDOT roadway) | X | X | X | X | |
| | Travis County (if in ETJ) | X | X | X | X | X |
| | Any additional information and materials, such as plans, maps, exhibits, legal description of property, information about proposed uses, deemed necessary by the City Engineer or Planning Director, to ensure that the request is understood and to demonstrate compliance with the Comprehensive Plan, UDC and Code of Ordinances | X | X | X | X | X |
| | Fees (to be assessed once application is accepted) | X | X | X | X | X |



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DETAILED INFORMATION

| Subdivision Plat PDF Below is information that is required to be included or shown on the various plat types. An "X" in the column at the right indicates that item is required for that particular plat type | | Preliminary Plat | Final Plat | Replat | Minor Plat | Amending Plat |
|---|---|------------------|------------|--------|------------|---------------|
| | Plat must be in 18" x 24" format, oriented landscape, and have one sheet per page in the PDF. Plat must be submitted as a single PDF file. | X | X | X | X | X |
| | Title of the Subdivision (on each page) Title must include "Preliminary Plat", "Final Plat", "Replat", or "Amended Plat" as applicable | X | X | X | X | X |
| | Page numbers (including sheet index on 1 st page if more than two pages) | X | X | X | X | X |
| | Location Map to scale with cross streets for identification and north arrow | X | X | X | X | X |
| | Engineer's preliminary review note (to be removed with final submittal): "For Review. This document is released for the purpose of review under the authority of (<u>name of engineer & seal number</u>) on (<u>date</u>). It is not to be used for bidding, permit or construction." | X | X | X | X | X |
| | Current field notes and description of Boundary Survey with bearings and distances sufficient to locate the exact area proposed for the subdivision | X | X | X | X | X |
| | Table indicating square footage of lots including lot and block numbers (also list the total resident lots, open space lots, drainage lots, etc. as applicable) | X | X | X | X | X |
| | Street Table including street classification type, street name, ROW dimension, pavement dimension, curb type, sidewalk dimension, and design speed | X | X | X | | |
| | Applicable plat notes (City standard plat notes) | X | X | X | X | X |
| Include the following information and signature blocks and certification on the last page of the plat: | | | | | | |
| | Preamble (aka Owner's Acknowledgement and Dedication) with owner(s) name(s) and title(s), acreage of area to be platted as described in Public Records, and proposed subdivision name exactly as in the title block | X | X | X | X | X |
| | Owner's Signature Block (one for each owner) | | X | X | X | X |
| | Lien Holder's Signature Block (if applicable) | | X | X | X | X |
| | Surveyor's Certification (original signature & seal to be added at final approval) | X | X | X | X | X |
| | Engineer's Certification (original signature & seal to be added at final approval) | X | X | X | X | X |
| | Planning & Zoning Commission Approval Block | X | X | X | | |
| | Director of Planning & Development Approval Block | | | | X | X |



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| Subdivision Plat PDF | | Preliminary Plat | Final Plat | Replat | Minor Plat | Amending Plat |
|--|---|------------------|------------|--------|------------|---------------|
| Below is information that is required to be included or shown on the various plat types. An "X" in the column at the right indicates that item is required for that particular plat type | | | | | | |
| | Engineer statement and signature block. Required for all plats where new streets are being proposed or there is floodplain as per FEMA or other drainage easements required on or off site of the property | | X | X | X | X |
| | Travis County On-Site Sewage Facilities Certification (properties to be served by septic only) | | X | X | X | X |
| | Certificate of recording block for Travis County Clerk | | X | X | X | X |
| Show the following on the plat drawing(s) | | | | | | |
| | Title block with name of proposed subdivision, contact information for owners (s) and land planner, licensed engineer or RPLS, date of preparation and location of property according to abstract or survey records | X | X | X | X | X |
| | North Arrow | X | X | X | X | X |
| | Scale (1" = 100' unless otherwise approved by city) | X | X | X | X | X |
| | Standard Legend | X | X | X | X | X |
| | Point of beginning, labeled (also described in field notes) | X | X | X | X | X |
| | Plat boundaries identified in heavy, solid lines and dimensioned | X | X | X | X | X |
| | Accurate reference ties via courses and distances to at least one recognized abstract or survey corner, or existing subdivision corner | X | X | X | X | X |
| | All survey monuments, including any required concrete monuments | X | X | X | X | X |
| | Lot and block lines | X | X | X | X | X |
| | Dimensions of front, rear, and side lot lines | X | X | X | X | X |
| | Acreage or square footage of each lot (provide note indicating size of smallest lot for residential subdivision) | X | X | X | X | X |
| | Dimensions and names of all existing and proposed rights-of-way and easements within, intersecting or contiguous to the subdivision | X | X | X | X | X |
| | Labels for proposed lots and blocks (lots shall use numerals, blocks shall use letters) | X | X | X | X | X |
| | Surrounding Property boundary lines | X | X | X | X | X |
| | Corporate/ other jurisdiction boundary lines | X | X | X | X | X |
| | Name, location and recording information of all adjacent subdivisions or property owners of adjacent unplatted property; including those located on the other sides of roads or creeks, in sufficient detail to show accurately the existing streets, | X | X | X | X | X |



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|--|--|------------------|------------|--------|------------|---------------|
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| | alleys, building setbacks, lot/block numbers & date recorded, and easements of record with recording information | | | | | |
| | Zoning of the subject property and all adjacent property, as applicable | X | X | X | X | X |
| | Contours with intervals of two feet (2') or less, with all elevation on the contour map reference to sea level datum | X | | | | |
| | All existing physical features, such as watercourses, railroads, alleys, fissures, Karst features and endangered species habitats and corresponding preserve areas, etc. | X | X | X | X | X |
| | Depiction of the 100-year floodplain (if applicable) | X | X | X | X | X |
| | Streams and associated water quality buffer zones | X | X | X | X | X |
| | Critical Environmental Features (CEFs) and associated buffer zones | X | X | X | X | X |
| | All (existing and new) easements, including but not limited to drainage, utility, landscape, tree protection and access - dimension and label as to type, note any restriction on the plat | X | X | X | X | X |
| | Applicable roadway buffers (see UDC Section 5.1.1B1) | X | X | X | X | X |
| | All existing sewer or water mains, gas mains or other underground structures, or other existing features within the area proposed for subdivision | X | | | | |
| | Minimum finished floor elevations of building foundations shall be shown for lots adjacent to a floodplain or within an area that may be susceptible to flooding | X | X | X | X | X |
| | The length and bearing of all straight lines, radii, arc lengths, tangent lengths and central angles of all curves – may be placed in a table where appropriate | X | X | X | X | X |
| | Clearly label all lots to be reserved or dedicated for parks, schools, playgrounds, other public uses or for private facilities and amenities, if applicable | X | X | X | X | X |
| | Development phasing boundary lines, include any improvements related to the proposed phasing. (NOTE: future final plats must correspond to the proposed phasing plan) | X | | | | |



**LETTER OF CERTIFICATION APPLICATION
SUBDIVISION PLAT**

CERTIFICATION OF APPLICATION CHECKLIST

I hereby attest that I prepared this application/checklist and that all information shown hereon is correct and complete to the best of my knowledge:

Signature

Name (printed)

Title

Date