

SUBDIVISION APPLICATION



City of Taylor
Development Services Department

www.taylortx.gov / planning@taylortx.gov

Create Application through
www.mygovernmentonline.org



(if applicable) Applicant/Agent Affidavit

Owner Affidavit: I, as the Owner of the subject property, hereby authorize the following Applicant/ Agent to act on my behalf concerning all matters related to this development application.

Signature: _____ Date: _____

Printed Name: _____

Before me, the undersigned authority, on this day personally appeared _____ (Owner) known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he or she executed the same for the purposes and consideration expressed and in the capacity herein stated.

Given under my hand and seal of office on this _____

day of _____, _____.

Notary Public in and for the State of Texas.

My Commission expires: _____

Applicant/Agent Affidavit: I, as representative of the property owner, have prepared this submittal to the best of my ability and have determined that the information provided in this submittal is true, complete, and accurate.

Signature: _____ Date: _____

Printed Name: _____

Address: _____

Phone: _____ Cell: _____ Email: _____

Before me, the undersigned authority, on this day personally appeared _____ (Owner) known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he or she executed the same for the purposes and consideration expressed and in the capacity herein stated.

Given under my hand and seal of office on this _____

day of _____, _____.

Notary Public in and for the State of Texas.

My Commission expires: _____



City of Taylor Development Services 400 Porter Street Taylor, TX 76574

SUBMITTAL REQUIREMENTS

The submittal will not be deemed “complete” unless all the following are uploaded to the application in www.mygovernmentonline.org (*each item as a separate PDF unless otherwise noted*):

- This Subdivision Application
- Deed or other Proof of ownership
- Lien-holder information and written consent (if any)
- Agent Authorization (if any)
- Subdivision Plat created in compliance with the Subdivision Ordinance, Engineering Manual, Zoning Ordinance, and this checklist
- Engineer’s Summary Letter* – describing how the subdivision will be served by water and wastewater, how utilities related to adjacent tracts, etc.
- Utility Service Agreements* – official letterhead statements from private utility entities indicating capacity and intent to serve the property/project.
- Infrastructure Construction Plan* – if off-site utility extensions are necessary to serve the property and a Preliminary Plat is required.
- On-site Utility and Drainage Schematics; Drainage Report as necessary.
- Copies of existing easements that affect the property.
- Traffic Impact Analysis or ITE calculations (if applicable)
- IF Planning & Zoning Commission Public Hearing is necessary – Excel file of Mailing Addresses for all property owners within 200 feet of the subdivision outer boundary. Use WCAD map - <http://portico.mygisonline.com/html5/?viewer=williamsontx.bv1-p1>

PLAT CONTENT

Please design the subdivision plat in accordance with the City’s Subdivision Ordinance, Zoning Ordinance, Engineering Manual, and any other application City regulations or ordinances. The following items shall be shown/expressed on the plat document :

1. Minimum scale 1”=100’ shown both numerically and in a scale bar.
2. North arrow on the schematic.
3. Vicinity map designating the relation of the Subdivision to major streets and City limits.
4. Title Block - Unique subdivision name – top/center on first sheet, consistent location each additional sheet.



City of Taylor Development Services 400 Porter Street Taylor, TX 76574
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5. Site Data information in one location on first sheet:
 - a. Owner
 - b. Surveyor
 - c. Engineer
 - d. Lot and Block Table – Detail proposed lots per block, by type or use, including acreage or square feet, and length of each Block. Breakout by Phase if Phasing plan proposed.
 - e. Linear feet of new streets, table including type of street (residential, collector, etc.)
 - f. Right-of-way (ROW) otherwise dedicated if not new streets
 - g. Submittal date(s)

6. The following information drawn/expressed on the schematic/drawing of subdivision:
 - a. Boundary shown in solid bold lines and point of beginning labeled.
 - b. The dimensions and bearings of all lot and boundary lines with a tie to a corner of the original tract and a tie to the closest platted lot.
 - c. The proposed location of neighborhood mail box units with expanded right of way turn outs.
 - d. Designation of any lot that is for a private or public purpose, including but not limited to proposed park land, utilities, drainage, private amenity areas, landscape easements, and similar uses
 - e. *Preliminary Plats only*: Topographic features with two foot (2') interval contour lines
 - f. A secondary point of vehicular access if the plat contains more than 30 residential lots
 - g. Label all ROW widths; include complete curve and line data if applicable.
 - h. Blocks lettered (A, B, C) consecutively following a general clockwise pattern beginning at 12 o'clock.
 - i. Lots numbered (1, 2, 3) consecutively within each block, generally in a clockwise pattern; numbering continues from block to block.

7. Additional information:
 - a. Legend of graphics and abbreviations
 - b. Boundary survey (field notes / metes and bounds description) with bearings and distances
 - c. A curve table identifying the delta, length of curve, radius, point of curvature, point of reverse curvature, point of tangency, chord length and bearing for each proposed line
 - d. Existing easements with the recording information (Document Number) and beneficiary labeled
 - e. Surrounding properties identified with the plat/deed recording information (Document Number) and beneficiary labeled
 - f. Proposed easements shall be depicted on Final Plats as "Hereby Dedicated"
 - g. Proposed easements on Preliminary Plats shall be depicted and labeled "Proposed"



City of Taylor Development Services 400 Porter Street Taylor, TX 76574

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8. Required Notes (as applicable):
- Utility Providers – Water: _____ ; Wastewater/septic: _____ ; Electricity: _____.
 - All structures and/or obstructions are prohibited in drainage easements.
 - There (are/are not) areas within the boundaries of this subdivision in the 100-year Floodplain as defined by FIRM Map Number _____, effective date of _____.
 - A 10-ft Public Utility Easement (P.U.E.) shall be dedicated along all street frontages.
 - All minimum yard (building) setbacks shall be in accordance with the City of Taylor Zoning Ordinance, as amended.
 - No development shall begin prior to the issuance of a Floodplain Development Permit for each of the following lots: _____ .
 - Parkland Dedication requirements are met by: the dedication of Block ___/Lot ___; payment of fees in lieu per residential lot, payable at the time of Final Plat recordation; *< other situation as described >*.
 - Minimum Fire Flow of <per Fire Marshal> gallons per minutes for not less than two (2) hours shall be provided.
 - This subdivision is subject to Ordinance (#), which contains the following development requirements/restrictions: {*enumerate them*}
 - This subdivision is subject to all general notes and restrictions appearing on the plat of _____, recorded as Document # _____ of the Plat Records of Williamson County, Texas. (for Amending or Replats)
9. Signature Blocks (in this order, columned top to bottom / left to right, separated by neat lines/boxes, with the applicable 'Label' underlined):
- Owner(s) – signature and Notarization -- (*all plats*)
 - Lienholder (if any) – signature and Notarization -- (*all plats*)
 - Surveyor Certification – signature and seal -- (*all plats*)
 - Engineer Certification (if required) – signature and seal -- (*all plats*)
 - Williamson County & Cities Health District -- (*Recording plats utilizing on-site sewage facilities*)
 - Planning & Zoning Commission – Chairman & Secretary, blanks for names (*plats that require P&Z approval*)
 - Development Services Director (*plats WITHOUT P&Z Commission signatures*)
 - Williamson County Clerk – leave a 1.5" x 1.5" scale space for Clerk's seal (*all recording plats*)



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Owner's Signature Block (Notarized)

STATE OF TEXAS {

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF WILLIAMSON {

I, <name of current owner>, sole owner (or co-owner) of the certain [acreage] tract of land shown hereon and described in a deed recorded in Document No. _____ (or Volume and Page) of the Official Records of Williamson County, Texas, [and do hereby state that there are no lien holders of the certain tract of land], and do hereby <subdivide, resubdivide, amend, etc.> said tract as shown hereon, and do hereby consent to all plat note requirements shown hereon, and do hereby dedicate to <the City of Taylor or Williamson County if in ETJ> to the streets, alleys, rights-of-way, easements and public places shown hereon for such public purposes as the City of Taylor may deem appropriate. This subdivision is to be known as <subdivision name>.

TO CERTIFY WHICH, WITNESS by my hand this ___ day of _____, 20__.

(Owner's Signature) _____

<Owner's typed name and address>

STATE OF TEXAS {

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF WILLIAMSON {

Before me, the undersigned, a notary public in and for said county and state, on this day personally appeared <owner's name>, known to me to be the person whose name is subscribed to the foregoing instrument.

GIVEN UNDER MY HAND AND SEAL of office this day of _____, 20__ .

Notary Public in and for the State of Texas

My Commission expires on: _____



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Lien Holder (Notarized)

STATE OF TEXAS {

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF WILLIAMSON {

I, <name of current lien holder>, Lien Holder of the certain (acreage) tract of land shown hereon and described in a deed recorded in Document No. _____ (*or Volume and Page*) of the Official Records of Williamson County, Texas, do hereby consent to the <subdivision, resubdivision, amendment, etc.> of said tract as shown hereon, and do further hereby join, approve, and consent to all plat note requirements shown hereon, and do hereby dedicate to <the City of Taylor or Williamson County if in ETJ> the streets, alleys, rights-of-way, easements and public places shown hereon for such public purposes as the City of Taylor may deem appropriate. This subdivision is to be known as <subdivision name>.

TO CERTIFY WHICH, WITNESS by my hand this ___ day of _____, 20__.

(Lien Holder's Signature)

<Lien Holder's typed name and address>

STATE OF TEXAS {

KNOW ALL MEN BY THESE PRESENTS

COUNTY OF WILLIAMSON {

Before me, the undersigned, a notary public in and for said county and state, on this day personally appeared <lien holder's name>, known to me to be the person whose name is subscribed to the foregoing instrument.

GIVEN UNDER MY HAND AND SEAL of office this day of _____, 20__ .

Notary Public in and for the State of Texas

My Commission expires on: _____



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Engineer's Certification (Sealed)

I, _____, Registered Professional Engineer in the State of Texas, do hereby certify that this <subdivision, parcel> is not encroached by a Zone A flood area, as denoted herein, and as defined by Federal Emergency Management Administration Flood Hazard Boundary Map, Community Panel Number _____, effective date September 26, 2008, and that each lot conforms to the City of Taylor regulations. The fully developed, concentrated stormwater runoff resulting from the one hundred (100) year frequency storm is contained within the drainage easements shown and/or public rights-of-way dedicated by this plat.

TO CERTIFY WHICH, WITNESS my hand and seal at _____, _____
County, Texas, this _____ day of _____, 20____.

Registered Professional Engineer (sealed)
No. _____ State of Texas

Surveyor's Certification (Sealed)

STATE OF TEXAS {
KNOW ALL MEN BY THESE PRESENTS

COUNTY OF WILLIAMSON {

I, _____, Registered Professional Land Surveyor in the State of Texas, do hereby certify that this plat is true and correctly made from an actual survey made on the ground of the property legally described hereon, and that there are no apparent discrepancies, conflicts, overlapping of improvements, visible utility lines or roads in place, except as shown on the accompanying plat, and that the corner monuments shown thereon were properly placed under my supervision in accordance with the subdivision regulations of the City of Taylor, Texas.

TO CERTIFY WHICH, WITNESS my hand and seal at _____, _____
County, Texas, this _____ day of _____, 20____.

Registered Professional Surveyor (sealed)
No. _____ State of Texas



City of Taylor Development Services 400 Porter Street Taylor, TX 76574
PH: 512.352.3675 www.taylor.tx.gov

County Clerk's Certification

STATE OF TEXAS { KNOW ALL MEN BY THESE PRESENTS
COUNTY OF WILLIAMSON {

I, _____, Clerk of the County Court of said County, do hereby certify that the foregoing instrument in writing, with its certificate of authentication was filed for record in my office on the ____ day of _____, 20____, A.D., at ____ o'clock, __.M., and duly recorded this the ____ day of _____, 20____, A.D., at ____ o'clock, __.M., in the Official Public Records of said County in Document No. _____.

TO CERTIFY WHICH, WITNESS my hand and seal at the County Court of said County, at my office in Georgetown, Texas, the date last shown above written.

_____, Clerk County Court
of Williamson County, Texas

By: _____, Deputy

Planning and Zoning Commission - Preliminary Plats

A Preliminary Plat for a subdivision to be known as _____ has been approved according to the minutes of the meeting of the Taylor Planning and Zoning Commission on the ____ day of _____, 20____, A.D.

_____, Chairman _____ Date

_____, Secretary _____ Date

Development Services Director

I, _____, Development Services Director for the City of Taylor, Texas, do hereby certify this plat is approved for filing of record with the County Clerk of Williamson County, Texas.

_____, Director _____ Date

