



City of Dripping Springs

PHYSICAL: 511 Mercer Street • MAILING: PO Box 384

Dripping Springs, TX 78620

512.858.4725 • cityofdrippingsprings.com

PRELIMINARY PLAT APPLICATION

Case Number (staff use only): _____ - _____

MEETINGS REQUIRED

(AS APPLICABLE PER SUBDIVISION ORDINANCE)

INFORMAL CONSULTATION

PRE-APPLICATION CONFERENCE

DATE: _____

DATE: _____

☐ NOT SCHEDULED

☐ NOT SCHEDULED

CONTACT INFORMATION

APPLICANT NAME _____

COMPANY _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____ EMAIL _____

OWNER NAME _____

COMPANY _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____ EMAIL _____

<u>PROPERTY INFORMATION</u>	
PROPERTY OWNER NAME	
PROPERTY ADDRESS	
CURRENT LEGAL DESCRIPTION	
TAX ID #	
LOCATED IN	☐ City Limits ☐ Extraterritorial Jurisdiction
CURRENT LAND ACREAGE	
SCHOOL DISTRICT	
ESD DISTRICT(S)	
ZONING/PDD/OVERLAY	
EXISTING ROAD FRONTAGE	☐ Private Name: _____ ☐ State Name: _____ ☐ City/County (public) Name: _____
DEVELOPMENT AGREEMENT? (If so, please attach agreement)	☐ Yes (see attached) ☐ Not Applicable Development Agreement Name: _____

<u>ENVIRONMENTAL INFORMATION</u>	
IS PROPERTY OVER THE EDWARDS AQUIFER RECHARGE ZONE?	☐ YES ☐ NO
IS PROPERTY OVER THE BARTON SPRINGS CONTRIBUTING ZONE TO THE EDWARDS AQUIFER?	☐ YES ☐ NO
IS PROPERTY WITHIN A FEMA FLOODPLAIN AS DEFINED BY THE MOST CURRENT FIRM?	☐ YES ☐ NO

PROJECT INFORMATION	
PROPOSED SUBDIVISION NAME	
TOTAL ACREAGE OF DEVELOPMENT	
TOTAL NUMBER OF LOTS	
AVERAGE SIZE OF LOTS	
INTENDED USE OF LOTS	☐ RESIDENTIAL ☐ COMMERCIAL ☐ INDUSTRIAL/OTHER: _____
# OF LOTS PER USE	RESIDENTIAL: _____ COMMERCIAL: _____ INDUSTRIAL: _____
ACREAGE PER USE	RESIDENTIAL: _____ COMMERCIAL: _____ INDUSTRIAL: _____
LINEAR FEET (ADDED) OF PROPOSED ROADS	PUBLIC: _____ PRIVATE: _____
ANTICIPATED WASTEWATER SYSTEM	☐ CONVENTIONAL SEPTIC SYSTEM ☐ CLASS I (AEROBIC) PERMITTED SYSTEM ☐ PUBLIC SEWER
WATER SOURCES	SURFACE WATER ☐ PUBLIC WATER SUPPLY ☐ RAIN WATER GROUND WATER* ☐ PUBLIC WELL ☐ SHARED WELL ☐ PUBLIC WATER SUPPLY
*IF DOING GROUND WATER PROVISION FOR THE DEVELOPMENT USING GROUNDWATER RESOURCES, THE HAYS-TRINITY GROUNDWATER CONSERVATION DISTRICT MUST BE NOTIFIED: HAYS-TRINITY GCD NOTIFIED? ☐ YES ☐ NO	

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COMMENTS: _____

TITLE: _____ SIGNATURE: _____

PUBLIC UTILITY CHECKLIST

ELECTRIC PROVIDER NAME (if applicable): _____

☐ VERIFICATION LETTER ATTACHED ☐ NOT APPLICABLE

COMMUNICATIONS PROVIDER NAME (if applicable): _____

☐ VERIFICATION LETTER ATTACHED ☐ NOT APPLICABLE

WATER PROVIDER NAME (if applicable): _____

☐ VERIFICATION LETTER ATTACHED ☐ NOT APPLICABLE

WASTEWATER PROVIDER NAME (if applicable): _____

☐ VERIFICATION LETTER ATTACHED ☐ NOT APPLICABLE

GAS PROVIDER NAME (if applicable): _____

☐ VERIFICATION LETTER ATTACHED ☐ NOT APPLICABLE

PARKLAND DEDICATION?

☐ YES ☐ NOT APPLICABLE

AGRICULTURE FACILITIES (FINAL PLAT)?

☐ YES ☐ NOT APPLICABLE

COMPLIANCE WITH OUTDOOR LIGHTING ORDINANCE?*

(See attached agreement)

*If proposed subdivision is in the City Limits, compliance with the Lighting Ordinance is **mandatory**. If proposed subdivision is in the ETJ, compliance is **mandatory** when required by a Development Agreement, or as a condition of an Alternative Standard/Special Exception/Variance/Waiver.

Voluntary compliance is strongly encouraged by those not required by above criteria (see Outdoor Lighting tab on the city's website at www.cityofdrippingsprings.com and online Lighting Ordinance under the Code of Ordinances tab for more information).

☐ YES (REQUIRED) ☐ YES (VOLUNTARY*) ☐ NO

APPLICANT'S SIGNATURE

*Note: An additional signature is required on page 7 of the application verifying completeness. Applications should be submitted **only** when all required information is included in the submittal.*

The above information is true to the best of my knowledge. I attest that the real property described is owned by me and all others as signed below. If the below signed applicant is not the owner of said property, the signature of the property owner must be included below, or consent must be attached (If a corporation, please list title, and name of corporation.)

Applicant Name

Applicant Signature

Date

Notary

Date

Notary Stamp Here

Property Owner Name

Property Owner Signature

Date

All required items and information (including all applicable below listed exhibits and fees) must be received by the City for an application and request to be considered complete. Incomplete submissions will not be deemed filed and complete. By signing below, I acknowledge that I have read through and met all requirements for a complete submittal:

Applicants Signature: _____ **Date:** _____

For projects within the ETJ, per the City of Dripping Springs Interlocal Cooperation Agreement with Hays County, a county subdivision application must also be submitted for review to the City. Fees for Hays County shall also be paid. The City will forward the application and Hays County Fees to the County.

PRELIMINARY PLAT CHECKLIST
Subdivision Ordinance, Section 4

STAFF	APPLICANT	
☐	☐	Completed application form – including all required notarized signatures
☐	☐	Application fee (refer to Fee Schedule)
☐	☐	Digital Copies/PDF of all submitted items – please provide a coversheet outlining what digital contents are included on the CD/USB drive.
☐	☐	Digital Data (GIS) of Subdivision
☐	☐	County Application Submittal – proof of online submission (if applicable)
☐	☐	ESD #6 Application <i>(if within City or Development Agreement)</i> or Proof of Submittal to Hays County Fire Marshal <i>(if in the ETJ)</i>
☐	☐	\$240 Fee for ESD #6 Application (if applicable)
☐	☐	Billing Contract Form
☐	☐	Engineer’s Summary Report
☐	☐	Preliminary Drainage Study
☐	☐	Preliminary Plats (3 copies required – 11 x 17)
☐	☐	Tax Certificates – verifying that property taxes are current
☐	☐	Copy of Notice Letter to the School District – notifying of preliminary submittal
☐	☐	Outdoor Lighting Ordinance Compliance Agreement
☐	☐	Development Agreement/PDD (If applicable)
☐	☐	Utility Service Provider “Will Serve” Letters
☐	☐	Documentation showing approval of driveway locations (TxDOT, County,)

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☐	☐	Documentation showing Hays County 911 addressing approval (if applicable)
☐	☐	Parkland Dedication Submittal (narrative, fees)
☐	☐	\$25 Public Notice Sign Fee
☐	☐	ITE Trip Generation Report, or if required; a Traffic Impact Analysis
☐	☐	Geologic Assessment Identifying Critical Environmental Features [Sub. Ord. 4.8(l)(4)]
☐	☐	OSSF Facility Planning Report or approved OSSF permit (<i>if applicable</i>)
☐	☐	Hays Trinity Groundwater Conservation District approval of water well (<i>if applicable</i>)
☐	☐	Preliminary Conference Form signed by City Staff
<u>PRELIMINARY PLAT INFORMATION REQUIREMENTS</u>		
☐	☐	A vicinity, or location, map that shows the location of the proposed Preliminary Plat within the City (or within its ETJ) and in relationship to existing roadways.
☐	☐	Boundary lines, abstract/survey lines, corporate and other jurisdictional boundaries, existing or proposed highways and streets (including right-of-way widths), bearings and distances sufficient to locate the exact area proposed for the subdivision, and all survey monuments including any required concrete monuments (per the City Engineer); the 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 or Unit (curve and line data may be placed in a table format); accurate reference ties via courses and distances to at least one recognized abstract or survey corner or existing subdivision corner shall be shown.
☐	☐	The 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, shall be drawn to the same scale and shown in dotted lines adjacent to the tract proposed for subdivision in sufficient detail to show accurately the existing streets, alleys, building setbacks, lot and block numbering, easements, and other features that may influence the layout of development of the proposed subdivision; adjacent unplatted land shall show property lines, the names of owners of record, and the recording information.
☐	☐	The location, widths and names of all streets, alleys and easements (it shall be the applicant's responsibility to coordinate with appropriate utility entities for placement of necessary utility easements and for location of all streets and median openings on highways or arterial roadways), existing or proposed, within the subdivision limits and adjacent to the subdivision; a list of proposed street names shall be submitted (in the form of a letter or memo along with

		the application form) for all new street names (street name approval is required at the time the Preliminary Plat is approved)
☐	☐	The location of all existing property lines, existing lot and block numbers and date recorded, easements of record (with recording information), buildings, existing sewer or water mains (can be shown on a separate sheet, if preferred), gas mains or other underground structures, or other existing features within the area proposed for subdivision;
☐	☐	Proposed arrangement and square footage of lots or Units (including lot and block numbers or Unit numbers) proposed use of same; for nonresidential uses, the location and size of buildings, existing and proposed. This information shall be provided on a separate sheet, such as on a concept plan or the final site plan.
☐	☐	All sheets shall have a title block which shows the title or name under which the proposed subdivision is to be recorded; the name, address and phone number of the property owner(s); the name, address and phone number of the licensed engineer or registered professional land surveyor who prepared the plat/plans; the scale of the plat/plans; the date the plat/plan was prepared; and the location of the property according to the abstract or survey records of Hays County, Texas.
☐	☐	Sites, if any, to be reserved or dedicated for parks, schools, playgrounds, other public uses or for private facilities or amenities
☐	☐	Scale (including a graphic scale), date, north arrow oriented to the top or left side of the sheet, and other pertinent informational data
☐	☐	Contours with intervals of two feet (2') or less shown for the area, with all elevations on the contour map referenced to sea level datum; and the limits of any portion of the 100-year floodplain (pursuant to the flood study, if required by the City Engineer) that may be within or adjacent to (i.e., within 100 feet of) the property (final monumentation of the floodplain shall occur, and shall be shown, on the final plat prior to approval and filing at the County) - if no floodplain is present, then a note stating this shall be shown on the plat
☐	☐	Areas contributing drainage to the proposed subdivision shall be shown in the drainage study and construction plans; locations proposed for drainage discharge from the site shall be shown by directional arrows.
☐	☐	All physical features of the property to be subdivided shall be shown, including: - The location and size of all watercourses; and - 100-year floodplain according to Federal Emergency Management Agency

		(FEMA) information; and - Water Quality Buffer Zones as required by [WQO 22.05.017] - Drainage ways and drainage easements. Drainage easements are required for bypass of any offsite flows and for concentrated flows conveyed across lots. Drainage easements shall be large enough to contain the 100-yr storm [Sub. Ord. 12.2.2]. - U.S. Army Corps of Engineers flowage easement requirements; and - All critical environmental features (CEFs) such as karsts, springs, sinkholes, caves, etc., to be located and documentation to be signed and certified by a geologist. All CEF to have a minimum setback of 150'. All designated wetlands to be certified as such by an accredited wetland biologist relying the presence of wetlands plant species. Applicant to include a slope map identifying the breakdown of all lands in categories from 0% to 15 slope, 15 to 30 slope, and over 30% slope; and - Ravines; and - Bridges; and - Culverts; and - Existing structures; and - Drainage area in acres or area draining into subdivisions (to be included in drainage study and construction plans); and - Outline of major wooded areas or the location of major or important individual trees (excluding Cedar Trees) with trunk diameters exceeding twelve inches (12") measured four feet (4') above the ground, and other features pertinent to subdivision; is defined in the City's Technical Construction Standards and Specifications, and the City's Landscape Ordinance.
☐	☐	Provide notes identifying the following: • Owner responsible for operation and maintenance of stormwater facilities. • Owner/operator of water and wastewater utilities. • Owner/operator of roadway facilities
☐	☐	Schematic Engineering plans of water and sewer lines and other infrastructure

		(including sizes) to be constructed in the subdivision; the proposed connections to distribution mains shall be indicated
☐	☐	Proposed phasing of the development: Where a subdivision is proposed to occur in phases, the applicant, in conjunction with submission of the Preliminary Plat, shall provide a schedule of development, the dedication of rights-of-way for streets and street improvements, whether on-site or off-site, intended to serve each proposed phase of the subdivision. The City Engineer shall determine whether the proposed streets and street improvements are adequate pursuant to standards herein established, and may require that a traffic impact analysis be submitted for the entire project or for such phases as the City Engineer determines to be necessary to adjudge whether the subdivision will be served by adequate streets and thoroughfares.
☐	☐	All Preliminary Plats shall be submitted in a legible format that complies with Hays County requirements for the filing of plats.
☐	☐	Existing zoning of the subject property and all adjacent properties if within the city limits.
☐	☐	Construction Traffic Plan showing proposed routes for construction vehicle traffic and points of ingress and egress of such vehicles during construction; temporary construction easement approvals if needed, this shall be sealed by a registered engineer
☐	☐	Certificates and other language shall be included on the plat, pursuant to the following Subsections: A statement signed by the property owner(s) and acknowledged before a Notary Public that the subdivided area is legally owned by the applicant. - A statement signed by the property owner(s) and acknowledged before a Notary Public that the subdivided area is legally owned by the applicant. - An accurate legal, such as by metes and bounds, description by bearings and distances (including necessary curve and line data), accurate to the nearest one hundredth of a foot, for all boundary, block and lot lines, with descriptions correlated to a permanent survey monument. - The registered professional land surveyor's certificate, with a place for his or her signature and notarization of his or her signature. - A place for plat approval signature of the Chair or Vice Chair, in the Chair's absence) of the Planning and Zoning Commission, a place for the City Secretary to attest such signature, and the approval dates by Planning and Zoning Commission. - Appendices to this Chapter contain certificates and languages to be used on the plat to accommodate the above requirements:
☐	☐	If any amount of surface water is to be used by the subject property, the

		Applicant must provide documentation to the City establishing that the Applicant has notified the following entities of the Applicant's plans for the project: Lower Colorado River Authority (LCRA), and the United States Fish and Wildlife Service (USFWS).
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<u>NARRATIVE OF COMPLIANCE</u>		
A written narrative describing how all portions of the subdivision meets all requirements of this code and other codes, including landscaping, lighting, parkland dedication, site development, water quality protection, and zoning, as may be relevant.		
Outdoor Lighting, Article 24.06		
Parkland Dedication, Article 28.03		
Landscaping and Tree Preservation, Article 28.06		

Subdivision, 28.02, Exhibit A	This section shall also include, depending on what type of plat is being filed, how public or private improvements will meet City standards, including water quality, drainage, stormwater, and fire (if applicable).
Zoning, Article 30.02, Exhibit A	

Received on/by: _____

Project Number: _____ - _____
Only filled out by staff



BILLING CONTACT FORM

Project Name: _____

Project Address: _____

Project Applicant Name: _____

Billing Contact Information

Name: _____

Mailing Address: _____

Email: _____ Phone Number: _____

Type of Project/Application (check all that apply):

- | | |
|---|--|
| ☐ Alternative Standard | ☐ Special Exception |
| ☐ Certificate of Appropriateness | ☐ Street Closure Permit |
| ☐ Conditional Use Permit | ☐ Subdivision |
| ☐ Development Agreement | ☐ Waiver |
| ☐ Exterior Design | ☐ Wastewater Service |
| ☐ Landscape Plan | ☐ Variance |
| ☐ Lighting Plan | ☐ Zoning |
| ☐ Site Development Permit | ☐ Other _____ |

*Applicants are required to pay all associated costs associated with a project's application for a permit, plan, certificate, special exception, waiver, variance, alternative standard, or agreement, regardless of City approval. Associated costs may include, but are not limited to, public notices and outside professional services provided to the City by engineers, attorneys, surveyors, inspectors, landscape consultants, lighting consultants, architects, historic preservation consultants, and others, as required. Associated costs will be billed at cost plus 20% to cover the City's additional administrative costs. **Please see the online Master Fee Schedule for more details.** By signing below, I am acknowledging that the above listed party is financially accountable for the payment and responsibility of these fees.*

Signature of Applicant

Date