



**CITY OF BURNET
DEVELOPMENT SERVICES
SUBDIVISION PLAT APPLICATION**

P.O. Box 1369
301 E Jackson St.
Burnet, Tx. 78611
Phone (512)715-3206
Email developmentservices@cityofburnet.com

Preliminary Plat

(\$425 + \$10/Lot + Postage + Engineer Review Fees)

Final Plat

(\$400 + \$10/Lot + \$75 GIS Fee + Postage +
Engineer Review Fees)

Plat Vacation

(\$100 + Recording Fees + Engineer Review Fees)

Short Form (Minor) Plat

(\$200 + \$25/Lot + \$75 GIS Fee + Postage +
Engineer Review Fees)

Replat or Amended Plat

(\$300 + \$10/Lot + \$75 GIS Fee + Engineer
Review Fees)

**Estimated Recording Fees are due prior to
recording**

Name of Applicant: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone: (_____) _____ - _____ Cell Phone: (_____) _____ - _____

Email: _____

Name(s) of Property Owner(s): _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone: (_____) _____ - _____ Cell Phone: (_____) _____ - _____

Email: _____

Name of Prosed Plat: _____

Location of Property to be Platted: _____

Legal Description: _____

Total Acreage: _____ Number of Lots: _____

Applicant Signature: _____ Date: ____ / ____ / ____

Printed Name: _____

Property Owner Signature: _____ Date: ____ / ____ / ____

Printed Name: _____

Intake Date: ____ / ____ / ____

Received by: _____

Amount Paid: \$ _____ Cash/Check \$: _____ Receipt #: _____

MPN #: _____



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****Subdivision Plat requirements are outlined in City of Burnet Code of Ordinances, Chapter 98 – Subdivisions.****

The following items are required for subdivision plat application submittals:

- ☐ Completed Subdivision Plat Application
 - Application must be signed by the property owner, or in the case of a corporation or partnership, documentation must be provided authorizing a single party to sign on behalf of the corporation or partnership
- ☐ Application Fee – *varies based on type of plat*
 - Cash, check, or credit card; checks payable to the City of Burnet
 - Additional engineering review fees may be assessed following review by the City Engineer
- ☐ Plat Drawing
 - Refer to the City of Burnet Code of Ordinances, Chapter 98 – Subdivisions for a complete list of requirements

The following items are required prior to recordation of the plat:

- ☐ Tax Certificates
- ☐ Burnet County Recording Fee

Park Land Fees (if applicable)

- \$250 per new residential lot

Digital (.pdf) files of all sheets (formatted to 24" x 36") must be submitted as a single file through the MGO Connect Online portal.