



City of Liberty Hill Planning Department  
100 Forrest St  
PO Box 1920  
Liberty Hill, Texas 78642

[www.libertyhilltx.gov](http://www.libertyhilltx.gov)

Project Name: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

Subdivision Case #: \_\_\_\_\_

(CITY WILL ASSIGN PROJECT NUMBER)

# FINAL PLAT

## APPLICATION & CHECKLIST

*This application and checklist are provided as a service of the City of Liberty Hill. Its purpose is to assist the applicant in preparing a proposal that meets City standards so it can be expedited through the review process.*

An appointment is required to submit a Final Plat application. Please contact the Planning and Development Department at 512-548-5519 to schedule an appointment.

- **An approved Preliminary Plat is required prior to submission of a Final Plat.**
- **A Final Plat is required for all subdivisions except those that qualify as a Minor Plat or Amended Final Plat.**

### INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission. Use the most current application from the City's website ([www.libertyhilltx.gov](http://www.libertyhilltx.gov)) or from the Planning Department.
- Place a check mark on each line if you have complied with that item. Indicate with N/A if the item does not apply to your plat. ***This checklist is only a guide. All state and local subdivision requirements cannot be reflected on this checklist.*** If there are any questions regarding subdivision regulations, the applicant should consult the source law. City ordinances can be obtained from the City of Liberty Hill at our website or at city hall.

### REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

Submit the following items to the Planning Department or include on the Final Plat:

- \_\_\_ 1. Completed and signed application/checklist (see last page for signature blocks). (NOTE: AN APPOINTMENT IS REQUIRED SUBMIT THIS APPLICATION. Please contact the Planning Department at 512-548-5519)
- \_\_\_ 2. Three (3) sets of prints of the final plat 18" X 24" in size and collated and folded into fourths (9" x 12") with the name of the subdivision showing.
- \_\_\_ 3. One 11" x 17" set of prints of the approved preliminary plat.
- \_\_\_ 4. List of street names.
- \_\_\_ 5. Park proposal (if subdivision is residential). Include a check for a fee in lieu for parkland if applicable.
- \_\_\_ 6. One copy of any executed developer agreement affecting the subject plat.
- \_\_\_ 7. Copy of deed showing current ownership.
- \_\_\_ 8. A subdivision variance application (if applicable).
- \_\_\_ 9. Proof that a complete application for Construction Plans has been submitted to the City Engineer. Construction plans are approved? (Y/N)
- \_\_\_ 10. A Disk or Thumb Drive of all initial submittal documents.
- \_\_\_ 11. AFTER approval of the plat submit a PDF of the Recorded Plat and Filing Receipt.
- \_\_\_ 12. Copy of certified tax certificate, applicant keeps the original for plat recording
- \_\_\_ 13. Submit a recent Title Commitment (within one year)
- \_\_\_ 14. Filing Fee (calculation listed below).

**FILING FEE CALCULATION:**

|  |          |
|--|----------|
| Filing Fee   | \$750.00 |
| \$25.00 per lot, acre, or portion thereof (whichever is greater) | \$ _____ |
| Total Fee (Due at the time of application submission)            | \$ _____ |

**APPLICANT INFORMATION:**

**Please Note:** The signature of owner authorizes City of Liberty Hill staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with.

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

**(Check One):**

\_\_\_\_\_ I, the owner, will represent this application with the City of Liberty Hill.

\_\_\_\_\_ I, the owner, hereby authorize the person named below to act as my agent in processing this application with the City of Liberty Hill.

**(Check One):**

\_\_\_\_\_ I, the owner, hereby request that this application be placed on the agenda for final action at the first available Planning & Zoning Commission Meeting even if I have not addressed all staff comments. I realize this could result in a disapproval of my application.

\_\_\_\_\_ I, the owner, hereby request that this application not be placed on a Planning and Zoning Commission agenda for final action until I have addressed all staff comments.

**OWNERSHIP INFORMATION:**

**Property Owner:** \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

*(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.)*

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_ Pager: \_\_\_\_\_

*I hereby request that my property, as described above, be considered for this application and I give City Staff and elected or appointed representative's permission to visit the site described in this application. I acknowledge that I will be required to pay an engineering review fee for this project in an amount that will be determined at the end of the review period based on how much review time is required by the reviewing engineer:*

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AGENT INFORMATION:**

If an agent is representing the owner of the property, please complete the following information:

**Project Agent:** \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_ Pager: \_\_\_\_\_

*I hereby authorize the person named above to act as my agent in processing this application:*

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*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. I acknowledge that an engineering review fee will be required for this project in an amount that will be determined at the end of the review period based on how much review time is required by the reviewing engineer:*

|           |                |       |
|-----------|----------------|-------|
| _____     | _____          | _____ |
| Signature | Name (printed) | Date  |

**THE FOLLOWING INFORMATION IS REQUIRED TO BE SHOWN ON THE PLAT AND/OR SUBMITTED WITH THE PLAT:**

**GENERAL INFORMATION**

- \_\_\_1. The proposed name of the subdivision. The name does not have the same spelling nor is it pronounced similarly to the name of any other subdivision located within the City or within the extraterritorial jurisdiction unless for different sections or phases of the same subdivision.
- \_\_\_2. The date, scale, north point, names and addresses of the owner of record, developer, registered public surveyor, and licensed professional engineer (if applicable).
- \_\_\_3. A location map. (Recommend USGS 7.5 minute quadrangle map.)
- \_\_\_4. Identification and location of proposed uses and reservations for all lots within the subdivision.
- \_\_\_5. Plat or deed references for adjacent property as determined by the most recent tax rolls for all properties located within two hundred (200) feet of the subdivision boundary.
- \_\_\_6. Submit a recent Title Commitment (within one year) for the property. If the Title Commitment is older than one year, submit a property report or a Nothing Further Certificate.
- \_\_\_7. Certification and signature blocks as required by the City and County, including the following:
  - a) A certified statement by the surveyor is provided indicating that all easements of record are shown or noted on the plat (as found on the title policy or discovered with a title search prepared in conjunction with the most recent purchase of the subject property) and the plat is in conformance with the Liberty Hill Subdivision Ordinance.
  - b) Owner’s dedication statement dedicating all additional ROW, streets, alleys, easements, parks, and other open spaces to public use, or, when the subdivider has made provision for perpetual maintenance thereof, to the inhabitants of the subdivision. All signatures are with permanent/waterproof ink and notary seals are legible.
  - c) If subdivision is not to be served by the City water system, provide a certification from a licensed professional engineer and approval by the Texas Commission on Environmental Quality (if applicable) that water satisfactory for human consumption is available in adequate supply at the time of submission.
  - d) The County recording statement is located in the lower right hand corner of the signature page.

STATE OF TEXAS  
COUNTY OF WILLIAMSON

I, NANCY E. RISTER, CLERK OF COUNTY COURT, WITH AND FOR THE COUNTY AND STATE AFORESAID, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING, AND ITS AUTHENTICATION, WAS FILED FOR RECORD IN MY OFFICE ON THE \_\_\_ DAY OF \_\_\_, 20\_\_\_, A.D. AT \_\_\_ O’CLOCK \_\_.M., AND WAS DULY RECORDED ON THIS THE \_\_\_ DAY OF \_\_\_, 20\_\_\_, A.D. AT \_\_\_ O’CLOCK \_\_.M, PLAT RECORDS OF SAID COUNTY AND STATE IN CABINET \_\_\_, SLIDES \_\_\_ WITNESS MY HAND AND SEAL OF THE COUNTY COURT OF SAID COUNTY, AT MY OFFICE IN GEORGETOWN, TEXAS THE LAST DATE WRITTEN ABOVE.

BY: \_\_\_\_\_  
NANCY E. RISTER  
CLERK, COUNTY COURT  
WILLIAMSON COUNTY, TEXAS

**Certificate of approval to be signed by Chairman of the Planning and Zoning Commission.**

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, by the City Planning and Zoning Commission of the City of Liberty Hill, and authorized to be filed for record by the County Clerk of Williamson County, Texas.

\_\_\_\_\_  
Wes Griffin, Chairman

\_\_\_\_\_  
Date

**Certificate of approval to be signed by Mayor with "ATTEST" by City Secretary**

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the City Council of the city of Liberty Hill, and authorized to be filed for record by the County Clerk of Williamson County, Texas.

\_\_\_\_\_  
Liz Branigan, Mayor

\_\_\_\_\_  
Nancy Sawyer, City Secretary

**EXISTING CONDITIONS:**

- \_\_\_1. The existing property lines of the land being subdivided, including bearings and distances, of the land being subdivided. Property lines shall be drawn sufficiently wide to provide easy identification.
- \_\_\_2. Areas delineating the regulatory one hundred (100) year floodplain, if applicable. This information must be certified by a licensed professional engineer.
- \_\_\_3. Location, dimensions, names and descriptions of all existing or recorded streets, alleys, reservations, railroads, easements or other public rights-of-way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries, as determined from existing deed and plat records.
- \_\_\_4. Survey ties locating adjacent intersecting streets/driveways and median breaks to determine compliance with alignment or off-set requirements on a boundary street within a distance of 1,000 feet of the subdivision boundary.
- \_\_\_5. Survey ties at no less than three hundred (300) foot intervals across boundary streets indicating existing ROW width/location (unless such ROW was dedicated by plat).
- \_\_\_6. The location of the City limit lines and/or outer border of the City's extra-territorial jurisdiction.
- \_\_\_7. The location of the County line if it traverses the subdivision or is contiguous to the subdivision boundary.

**SURVEY CONTROL INFORMATION:**

- \_\_\_1. True bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner, which is accurately described on the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners.
- \_\_\_2. The description and location of all permanent monuments or benchmarks, standard monuments, survey control points and lot pins.
- \_\_\_3. Suitable primary control points to which all dimensions, bearings and similar data shall be referenced. At least one (1) corner of the subdivision shall be located with respect to a corner of the original survey of which it is a part.
- \_\_\_4. Sufficient data for each lot to prove mathematical closure.

**IMPROVEMENTS:**

- \_\_\_1. The location, bearings, distances, and widths of proposed streets, alleys, easements and rights-of-way to be dedicated to public use.
- \_\_\_2. A ten foot wide public utility, landscape and pedestrian access easement is dedicated and shown graphically adjacent to all street ROW. (Note: if use is single family or duplex, only dedicate a ten foot public utility easement).
- \_\_\_3. A two and a half foot wide public utility easement is dedicated and shown graphically on all side lot lines.
- \_\_\_4. Streets: Complete curve data (delta, arc length, radius, tangent, point of curve, point of reverse curve, point of tangent, long chord with bearing) between all lot corner pins.
- \_\_\_5. Provide a table including the street name(s) and linear footage.

- \_\_\_6. Water Courses and Easements: Distances along the side lot lines from the right-of-way line or the high bank of a stream. Traverse line along the edge of all major waterways in a convenient location, preferably along a utility easement if paralleling the drainage easement or stream.
- \_\_\_7. The property lines and number designations of all proposed lots and blocks, with complete bearings, distances and dimensions for front, rear and side lot lines. If inside the City, lot area, width and depth, public utility and drainage easements conform to the requirements as established for the designated land use as set forth in the UDC. If outside the City, lots served by a central sewage system have a minimum area as provided by the County
- \_\_\_8. The use, property dimensions, names and boundary lines of all special reservations to be dedicated for public use, including sites for schools, churches, parks and open spaces; common ownership; or subsequent development.
- \_\_\_9. If inside the City limits, subdivision complies with the Liberty Hill UDC. If plat does not comply with existing zoning, a re-zoning application is enclosed.

**Current zoning** (if inside City of Liberty Hill) \_\_\_\_\_ (Do not show on plat)

- \_\_\_10. The final plat is in conformance with the approved preliminary plat.
- \_\_\_11. Information showing that the proposed subdivision complies with the Transportation Criteria Manual street design standards including minimum horizontal curve radii, tangent spacing between curves, intersection spacing, ROW widths, curb return radii, etc.
- \_\_\_12. No lot has a lot line intersection of less than forty-five (45) degrees.
- \_\_\_13. All lots front on a public roadway.
- \_\_\_14. Wherever feasible, single family and two family residential lots are oriented so that the rear line of a lot is not the side lot line of another lot.
- \_\_\_15. There are no single family or two family double frontage.
- \_\_\_16. Single family and two family residential lots adjacent to an arterial street have access on a residential street only and a note is shown on the plat prohibiting access to the other street.
- \_\_\_17. Single family and two family residential corner lots on unequal class streets have access only to the street with the lower classification and a note is shown on the plat prohibiting access to the other street.
- \_\_\_18. "Flag" lots are not proposed unless there are no other reasonable alternatives and they meet the following conditions:
  - Driveways would be located no closer than permitted by the Transportation Criteria Manual.
  - The minimum width of the flag lot is no less than twenty five (25) feet.
  - The narrow portion of the lot is dedicated as a common driveway access easement.
  - The Fire Chief has no objection to the lot layout.
  - The narrow "flag pole" portion of the lot is not considered when calculating lot width, depth or area requirements, or in establishing setback requirements.
- \_\_\_19. A note is provided limiting access to a specified roadway if required.
- \_\_\_20. The proposed subdivision complies with the Liberty Hill Transportation Plan.
- \_\_\_21. Is this plat subject to an approved PUD, PID or developer agreement? (Y/N) If yes, provide a copy.
- \_\_\_22. Is applicant proposing a development agreement? (Y/N) If yes, provide a letter explaining proposal.
- \_\_\_23. Certification from a licensed professional engineer and approval by the Texas Commission on Environmental Quality (TCEQ) (when community well serving more than 25 people for over 60 days a year or when connecting a private well to a public city system) that water satisfactory for human consumption is available in adequate supply at the time of submission, except that such certification is not required if the property will be served by the City water system.
- \_\_\_24. Street right-of-way is dedicated with the plat for the full length and/or width of the lots adjacent to such street, unless otherwise approved by the City Engineer.
- \_\_\_25. Boundary streets have been reviewed for adequate ROW and improvements. If boundary street

improvements are needed, these are described by a note on the plat.

- \_\_\_26. Construction plans have been submitted to and approved by the City Engineer and either the subdivision improvements have been accepted by the City or fiscal arrangements have been posted with the City Engineer for the cost of such improvements.
- \_\_\_29. If private streets are proposed, the following are provided:
- a) A document establishing an owner's association responsible for maintenance and operation of the private street(s) is provided in accordance with the Subdivision Ordinance.
  - b) A note is provided on the plat noting the association's responsibilities and the document # establishing the association.
  - c) The document establishing the association also establishes annual assessments adequate to cover the expense of maintenance and operation of the private streets and gives the City the authority to judicially enforce the covenants requiring adequate assessments to be made and collected and the streets to be maintained and repaired; and provides for the City to recover any attorney's fees and expenses incurred in judicial enforcement.
  - d) The developer has granted the City a public safety easement and a public utility easement over the private streets in a form acceptable to the City Engineer and said public utility easements include cable and telecommunications utilities.

## **STANDARD PLAT NOTES**

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- \_\_\_1. General Plat Notes:
- This subdivision is wholly contained within the current corporate limits of the City of Liberty Hill, Texas. (*inside City only*)
  - This subdivision is wholly contained within the Extra Territorial Jurisdiction of the City of Liberty Hill, Texas. (*ETJ only*)
  - No lot in this subdivision shall be occupied until connected to permitted water distribution and wastewater collection facilities.
  - A Building Permit is required from the City of Liberty Hill prior to construction of any building or site improvements on any lot in this subdivision. (*inside City only*)
  - No buildings, fences, landscaping or other structures are permitted within drainage easements shown except as approved by the City of Liberty Hill Public Works Department.
  - Property owner shall provide for access to drainage easements as may be necessary and shall not prohibit access by the City of Liberty Hill.
  - All easements on private property shall be maintained by the property owner or his or her assigns.
  - In addition to the easement shown hereon, a ten (10') foot wide public utility easement is dedicated along and adjacent to all right-of-way and a two and a half (2.5') foot wide public utility easement is dedicated along all side lot lines.
  - No portion of this tract is within a flood hazard area as shown on the Flood Insurance Rate Map Panel # \_\_\_\_\_ for Williamson Co., effective \_\_\_\_ (Date) \_\_\_\_.
  - Building setbacks not shown hereon shall comply with the most current zoning ordinance of the City of Liberty Hill.
  - Sidewalks shall be installed on both sides of [insert street name(s)] and the subdivision side of [insert street name(s)]. Those sidewalks not abutting a residential, commercial or industrial lot (including sidewalks along street frontages of lots proposed for schools, churches, park lots, detention lots, drainage lots, landscape lots, or similar lots), sidewalks on arterial streets to which access is prohibited, sidewalks on double frontage lots on the side to which access is prohibited, and all sidewalks on safe school routes shall be installed when the adjoining street is constructed.
  - All utility lines must be located underground.
- \_\_\_2. Non-Residential & Multi-Family Plat Notes:
- All drive lanes, fire lanes, and driveways within this subdivision shall provide for reciprocal access for ingress and egress to all other lots within the subdivision and to adjacent properties.
- \_\_\_3. Single-Family & Two Family Plat Notes:
- The HOA will own and maintain the following lots: \_\_\_\_\_
  - The HOA bylaws are recorded in the Official Public Records of \_\_\_\_\_ County, Texas under document number \_\_\_\_\_.
  - The homeowners association is required to mow and maintain landscaping in the open channels, detention and water quality areas.

**PARK PLAN** (*This plan is required only if the development proposal includes residential uses*):

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\_\_\_1. Provide park proposal to include all land within the proposed subdivision to be dedicated for public Parkland. 8% of total property per UDC.

**SUPPORT DOCUMENTS:**

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\_\_\_1. Copy of approved application for flood plain map amendment or revision by FEMA (if applicable).

\_\_\_2. If a subdivision is located in an area served by any utility other than the City, the developer is required to furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property, except that said letters are not required if the easements conform to those approved on the Preliminary Plat.

\_\_\_3. Note: Original tax certificates from the Williamson Co. tax office (includes County, City, and LHISD) tax office are required prior to recording.

\_\_\_4. If the plat is in Williamson County, provide the owner's affidavit for recording.

\_\_\_5. An affidavit of all bills paid and a release of liens or lien holder signature block on the plat document.

\_\_\_6. Fee in-lieu of park land dedication (if applicable)

**Do Not Write Below – Staff Use Only**

Accepted for Processing by:

Date: