



City of Liberty Hill
Planning and Development Department
100 Forest St
PO Box 1920
Liberty Hill, TX 78642

Submittal Date: _____
Review Date: _____
Project Name: _____

Minor Plat Checklist

Prior to the submission of a Minor Plat, it is recommended to meet with a representative of the Planning Department to determine if the application is complete prior to printing the required number of plat copies. Please call 512-548-5519 to schedule an appointment.

INSTRUCTIONS:

- Complete a Master Application and Minor Plat checklist prior to submission.
- Use the most current application from the City's website 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 website or from City Hall.
- Please refer to the "Submittal Schedule" for submittal deadlines on our website.

REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

- ____ 1. Completed and signed Master Application and Minor Plat Checklist. Signature blocks are provided on last pages of Checklist.
- ____ 2. Two (2) paper copies 18 x 24 of the minor plat with the title of the Minor Plat appearing on the outside.
- ____ 3. One (1) 11"x17" set of prints of the final plat.
- ____ 4. One (1) copy of all submission documents and the minor plat in PDF format on a disk or thumb-drive.
- ____ 5. An abstractor's certificate which shall state the names and addresses of all current owners and current lien holders of the property described in the Minor Final Plat. The abstractor's certificate shall be dated no earlier than thirty (30) days prior to the submission of the Minor Final Plat.
- ____ 6. Certification from a surveyor that the property boundary closes as per minimum standards set forth by the Texas Board of Professional Land Surveying code, as amended, specifically Sections 663.13-663.23 which include provisions requiring 1:10,000 + .010 feet precisions for monuments found or set within the corporate limits of any city in Texas.
- ____ 7. Filing Fee: \$500 + \$20/lot. Total Due: _____

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

GENERAL INFORMATION

- ____ 1. Title of Subdivision; title must include the word, "Revised" if changed after recordation.
- ____ 2. North arrow
- ____ 3. Scale 1:100
- ____ 4. The following information shall appear in one place on the first sheet:

Owners: (if corporation include name)

Engineer:

Acreage:
Patent Survey:
Surveyor:

Number of Blocks:
Number of Lots:
Submittal Date:

- ___ 5. Location map with North arrow
- ___ 6. Boundary survey with bearings and distances
- ___ 7. Streets with complete curve data
- ___ 8. Point of beginning labeled and described in a metes and bounds description
- ___ 9. A metes and bounds description, tied to corner of original survey and across adjacent streets to determine right-of-way width.
- ___ 10. Monumentation (see requirements contained in this Development Packet)
- ___ 11. Lot and block lines
- ___ 12. Numbers on all proposed lots and letters on proposed blocks
- ___ 13. Dimensions for front, rear, and side lot lines
- ___ 14. Depiction of 100 year floodplain; if the tract is not in the 100 year floodplain, a plat note stating such must be shown
- ___ 15. Dashed lines showing the names and widths of adjacent land subdivisions, lot lines, streets, easements, water courses
- ___ 16. Street right-of-way widths must be labeled and reflect the City of Liberty Hill Master Transportation Plan
- ___ 17. All existing physical features within the area being subdivided, such as existing water courses, railroads, width of streets, alleys, easements, etc.
- ___ 18. Designation of any special purpose lots (i.e., park, landscaping, detention, ROW, etc.); labeled and shown in acres.
- ___ 19. Plat note stating: Building setbacks shall be in accordance with Chapter 4, Zoning and Lot Design Standards, City of Liberty Hill Unified Development Code.
- ___ 20. Plat note stating: Sidewalks shall be constructed in accordance with Chapter 5, Subdivisions & Public Improvements, City of Liberty Hill Unified Development Code.
- ___ 21. Plat note stating: No obstructions, including but not limited to fencing or storage, shall be permitted in any drainage easements shown hereon.
- ___ 22. Plat note stating: A ten foot (10') PUE abutting and along the street side property line is hereby dedicated for all street side property lots shown hereon.
- ___ 23. Signed and notarized certificate of ownership, consent, restrictions, and dedications contained therein.

SIGNATURE BLOCKS:

IF THERE ARE LIEN HOLDERS:

Signature Block for Corporate Entity

THE STATE OF TEXAS {COUNTY OF WILLIAMSON}

That [Name of corporate entity], a [State of Formation] [type of corporate entity], as the owner of that certain acre tract of land recorded in Volume , Page , of the Official Records of Williamson County, Texas do hereby dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as _____ subdivision.

[NAME OF CORPORATE ENTITY]

[Name of authorized officer] [Title of officer]

THE STATE OF TEXAS {COUNTY OF WILLIAMSON}

This instrument was acknowledged before me on the _____ day of _____, 20____, by [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a [State of Formation] [type of corporate entity], on behalf of said [Name of corporate entity].

Notary Public State of Texas
Printed Name:

My Commission Expires:

Signature Block for Natural Person

THE STATE OF TEXAS {COUNTY OF WILLIAMSON}

That I _____, as the owner of that certain acre tract of land recorded in Volume , Page , of the Official Records of Williamson County, Texas do hereby dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as _____ subdivision.

[Name of Owner]

THE STATE OF TEXAS {COUNTY OF WILLIAMSON}

This instrument was acknowledged before me on the _____ day of _____, 20____, by, Notary

Public State of Texas

Printed Name:

My Commission Expires:

AND

THE STATE OF TEXAS {COUNTY OF WILLIAMSON}

That _____, the Lien Holder of that certain _____ acre tract of land recorded in Volume , Page , of the Official Records of Williamson County, Texas do hereby consent to the subdivision of that certain _____ acre tract of land situated in the City of Liberty Hill, Williamson County, Texas, and do further hereby join, approve, and consent to the dedication to the public forever use of the streets, alley, easements and all other lands intended for public dedication as shown hereon.

(Name of Lien Holder)

By: _____, its _____(Typed Name)

IF THERE ARE NO LIEN HOLDERS:

Signature Block for Corporate Entity

THE STATE OF TEXAS {COUNTY OF WILLIAMSON}

That [Name of corporate entity], a [State of Formation] [type of corporate entity], as the owner of that certain acre tract of land recorded in Volume , Page , of the Official Records of Williamson County, Texas do hereby certify that there are no lien holders and dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as _____ subdivision.

[NAME OF CORPORATE ENTITY]

[Name of authorized officer] [Title of officer]

THE STATE OF TEXAS {COUNTY OF WILLIAMSON}

This instrument was acknowledged before me on the _____ day of _____, 20____, by [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a [State of Formation] [type of corporate entity], on behalf of said [Name of corporate entity].

Notary Public State of Texas

Printed Name:

My Commission Expires:

Signature Block for Natural Person

THE STATE OF TEXAS {COUNTY OF WILLIAMSON}

That I _____, as the owner of that certain acre tract of land recorded in Volume _____, Page _____, of the Official Records of Williamson County, Texas do hereby certify that there are no lien holders and dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as _____ subdivision.
[Name of Owner]

THE STATE OF TEXAS {COUNTY OF WILLIAMSON}

This instrument was acknowledged before me on the _____ day of _____, 20____, by Notary Public
State of Texas
Printed Name:
My Commission Expires: AND

THE STATE OF TEXAS {COUNTY OF WILLIAMSON}

That _____, the Lien Holder of that certain _____ acre tract of land recorded in Volume _____, Page _____, of the Official Records of Williamson County, Texas do hereby consent to the subdivision of that certain _____ acre tract of land situated in the City of Liberty Hill, Williamson County, Texas, and do further hereby join, approve, and consent to the dedication to the public forever use of the streets, alley, easements and all other lands intended for public dedication as shown hereon.

(Name of Lien Holder)
By: _____, its _____ (Typed Name)

THE STATE OF TEXAS {
COUNTY OF WILLIAMSON {

This instrument was acknowledged before me on the _____ day of _____, 20____, by, Notary Public
State of Texas
Printed Name:
My Commission Expires:

Certificate, signature, and seal of licensed surveyor who surveyed the land.

Use the following format:

THE STATE OF TEXAS {COUNTY OF WILLIAMSON}

That I _____, do hereby certify that I prepared this plat from an actual and accurate on the ground survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with Chapter 5, Subdivisions, Public Improvements, City of Liberty Hill Unified Development Code.

Signature and Seal of Licensed Surveyor _____ Date _____

Certificate, signature, and seal of a registered professional engineer.

Use the following format:

THE STATE OF TEXAS {COUNTY OF WILLIAMSON}

That I, _____, do hereby certify that the information on this plat complies with Chapter 5, Subdivisions, Public Improvements, City of Liberty Hill Unified Development Code and the Design and Construction Standards adopted by the City of Liberty Hill, Texas.

Signature and Seal of Licensed Engineer _____ Date _____

Certificate of approval to be signed by City Manager or designee.

Use the following format:

I, David Stallworth, Senior Director of Planning, designee, of the City of Liberty Hill, Texas, under the authority granted me in Section 3.09.02 of the Unified Development Code, in accordance with the Texas Local Government Code, do hereby certify this plat as approved for filing of record with the County Clerk of Williamson County, Texas.

David Stallworth, Senior Director of Planning

Date

Certificate for recording plat in Williamson County Clerk's office.

Use the following format:

THE STATE OF TEXAS {COUNTY OF WILLIAMSON}

That I, _____, Clerk of the County Court of said County, do hereby certify that the foregoing instrument in writing, with its certification of authentication, was filed for record in my office on the _____ day of _____ A.D., 20__, at _____ o'clock _____ M. and duly recorded on the _____ day of _____ A.D., 20 __, at _____ o'clock _____ M. in the Plat Records of said County, in Cabinet, Slide(s) _____.

WITNESS MY HAND AND SEAL of the County Court of said County, at office in Georgetown, Texas, the date last above written.

(Name of County Court Clerk),
Clerk
County Court Williamson County, Texas

By: _____ Deputy

RECORDATION PROCEDURES (1) In order for the approved Plat to be recorded, the Developer must submit the following to the City Manager or designee:

- ___ An abstractors' certificate which shall state the names and addresses of all current owners and current lien holders of the property described in the Plat. The abstractor's certificate shall be dated no earlier than thirty (30) days prior to request for recordation of the Plat if applicable;
- ___ An acknowledged signature on the Plat by the current owner of the land being platted if the current owner is different than the owner at the time the Final Plat was approved;
- ___ A deed for any parkland dedication or cash contribution in lieu of parkland dedication, if applicable. If the Final Plat is a phase of the total tract to be platted and it does not include the parkland to be dedicated, the Developer must provide a temporary access easement to the parkland acceptable to the City in a form approved by the City Attorney.
- ___ A deed for right-of-way, drainage and/or detention lots to be dedicated to the City as applicable;
- ___ Current original tax certificates;
- ___ Williamson County affidavit certifying tax certificates (form follows);
- ___ The fees for preparing reproducible drawings required to record the Plat;
- ___ A copy of the letter from the City Engineer either certifying that the Public Improvements have been satisfactorily completed in accordance with Section 7.05 of the Liberty Hill of the Liberty Hill Unified Development Code or that Subdivision Improvement Construction Plans have been accepted by the City Engineer and the appropriate fiscal security has been posted in accordance with Section 7.05;
- ___ The prescribed County recordation fees (by check made payable to "Williamson County");
- ___ Separate instrument easements where applicable;
- ___ All conditions per the Planning and Zoning Commission's approval have been met.

AFFIDAVIT FOR RECORDATION

THE STATE OF TEXAS {COUNTY OF WILLIAMSON}

Now comes _____, the subdivider of a subdivision to be known as _____, and states under oath or affirmation and subject to penalties of law that the original tax certificates attached to the plat of the subdivision describe all of the property contained within the subdivision and all taxing entities with jurisdiction over the property.

Signature _____ Date _____ Typed Name _____

Acknowledged and sworn before me on _____, 20__ Notary
Public
My commission expires _____