

Final Plat Certification Checklist

(Including Amending Plat, Minor Plat, and Replat)

CLOUDPERMIT ONLINE APPLICATION must register for an account if first time applicant.

APPLICATION FEE must be submitted at the time application is submitted, (see adopted Fee Schedule).

- Certification of Exhibits
- Utility Availability/Capacity Analysis

PROOF OF OWNERSHIP including but not limited to certified tax certificate, copy of deed, etc.

LEGAL METES & BOUNDS (field notes) on a sheet including surveyor seal and signature (separate digital file).

AGENT AUTHORIZATION LETTER must include all requirements shown on page 3, and signature of the owner (separate digital file).

LETTER OF INTENT must include all letter of intent requirements including waiver requests shown on page 4, and signature of the owner or authorized agent (separate digital file).

PLAT EXHIBIT formatted and scaled to a 24" x 36" page size (separate digital file). Hardcopies are only needed upon request.

TRAFFIC IMPACT ANALYSIS

- **DETERMINATION FORM** if form indicates a study is required; please contact the Development Services Department to discuss the scope of the study required.
- **COMPLETE TRAFFIC IMPACT ANALYSIS** if indicated as required on determination form and after discussion with Development Services Department

STORMWATER MANAGEMENT PLAN Stormwater Management Plan Requirements and Drainage Design Criteria can be found in the Infrastructure Design Manual.



114 S. Echols Street
Caldwell, Texas 77836
979-567-3271 ext. 104
development@caldwelltx.gov

911 ADDRESSES / STREET NAME APPROVAL FORM & USPS APPROVAL required if the development includes any proposed streets. Review the Burleson County 911 Addressing Standards: <https://www.co.burleson.tx.us/page/gov.addressing>

PLAT WAIVERS REQUESTED If any waivers are being requested in association with the plat, a waiver request letter including the justifications for the waiver is required. Additionally, any supporting documentation for the waiver request is required.

TXDOT LETTER OF NO OBJECTION TO ACCESS AND DRAINAGE
required if the development impacts TxDOT facility

PUBLIC IMPROVEMENT CONSTRUCTION PLANS

- Final Plats that include public infrastructure improvements are required to have a concurrent Public Infrastructure Permit submission in CloudPermit.
 - *“Site Development Permit – Public Infrastructure Improvements”*

AUTHORIZED AGENT LETTER REQUIREMENTS

If acting as an agent on behalf of the owner of the property, then an Authorized Agent Letter is required.

- Separate digital file submission
- Authorized Agent Letter must be notarized.
- Include following language:

“With this letter, **(owner name)**, authorizes you to recognize **(authorized agent name)**, as its Agent, and acting on its behalf may sign for development applications, waivers and requests, and permits for constructions in relation to **(property address and/or application number)**, and by its signature, **(owner name)** recognizes and approves these actions and willfully accepts responsibility as the owner of this project.”

Authorized Agent Letter must be notarized



LETTER OF INTENT REQUIREMENTS

- Header

Date

City of Caldwell
Development Services Department
114 S. Echols St. Caldwell, TX 77836
979-567-3271 ext. 104

Letter Contents:

- Define acreage of subject property.
- Specify existing and/or proposed zoning district.
- Describe in detail the location of the property.
 - ***(Example: approximately 125 feet South of Main Street or distance from an intersection.)***
- Specify proposed uses with specific operations defined.
- Please specify if the proposed development will be developed in phases.
- Special considerations such as waivers, or variances.
- **The Letter of Intent must provide the signature and contact information of the owner or owner's authorized agent.**



FINAL PLAT TECHNICAL CHECKLIST

General Final Plat Sheet	Applicant
Location / Vicinity map with north arrow and scale and showing all City and County limits where applicable	X
Title block located in the <i>lower right hand corner</i> containing the subdivision name, acreage, complete legal description including survey name and abstract number, City, County and preparation date	X
Legend, if abbreviations or symbols are used	X
Name, address, and phone number of the property owner, surveyor and engineer	X
North arrow & graphic and written scale. Scale of 1"=20' to 1" = 100"	X
Property boundaries with bearings and distances which match accompanying legal metes and bounds field notes	X
Lot dimensions including bearings and distances	X
Provide lot and block numbers for every lot (numbers only)	X
Ensure all zoning, land use, topography, public infrastructure (water, wastewater and storm drainage) facilities are removed from plat	X
Areas to be dedicated for right-of-way including dimensions, area providing bearings and distances of centerline	X
Commercial lots require cross-lot access easement	
Recording information for any existing easements (water, sanitary sewer, storm drainage, electric, telephone, gas, cable television, fire lanes, etc.) and rights-of-way	X
Show all bearing and distance information on proposed easements including easements filed by separate instrument	X
Location of existing and proposed FEMA 100-year floodplain and floodway limits	X
Identify all boundary survey monumentation on the plat	X
Boundary lines and acreage of the land to be dedicated to the City for public parkland	X



Boundary lines and acreage of land proposed for private park including note indicating ownership and maintenance responsibility	-
Subdivision name and recording information for all adjacent properties	X
Location of City limits boundary and/or County boundary if they traverse the subdivision, form part of the boundary of the subdivision or are contiguous to such boundary	-
Show proposed street names	X
Any additional information as requested to clarify the proposed development	COM
<u>Standard Notes to be included on Final Plat</u>	<u>Applicant</u>
Notice: Selling a portion of this addition by metes and bounds is a violation of City ordinances and State law and is subject to fines and withholding of utilities and permits.	
According to Flood insurance Rate Map, Panel _____, dated _____, is located in Zone(s) _____ and is/is not within the 100-year floodplain. If floodplain exists on the property, provide a note stating that any development shall be in accordance with floodplain ordinance in effect at the time of construction application.	
All open space, common areas, greenbelts, drainage easements or other areas identified as private shall be the responsibility of owner or owners successors and or/ assigns provided such successor or assign is approved by the City.	
Provide note that lists the total number of buildable lots.	
All energy utility provider notes (where applicable).	
Any applicable notes required by TxDOT.	
State any and all waivers requested for the plat.	
<u>Acknowledgements and Certificates</u>	<u>Applicant</u>
For Burleson County these requirements need to be on the same sheet if possible. Ensure there is ample room for stamps and seals for engineers, surveyors, county clerks, etc.	

Owner's Acknowledgement: STATE OF TEXAS §	
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<p>COUNTY OF <u>BURLESON</u> §</p> <p>WHEREAS, (<u>Name of Corporation</u>), acting by and through the undersigned, its duly authorized agent, is the sole owner of a tract of land located in the (<u>Survey Name and Abstract Number</u>), in the CITY OF CALDWELL, Burleson County, Texas, according to the deed recorded in Volume __, Page __ of the Deed Records of Burleson County, Texas, and being more particularly described as follows:</p> <p style="text-align: center;">(Continue with Legal Description)</p>	
<p>Notary:</p> <p>STATE OF TEXAS §</p> <p>COUNTY OF BURLESON §</p> <p>BEFORE ME, the undersigned authority, on this day personally appeared (<u>Name</u>), [of (<u>Corporation Name if applicable</u>)] known to me to be the person whose name is subscribed to the foregoing instrument and acknowledges to me that he/she executed the same for the purpose and consideration therein expressed, in the capacity therein stated, and as the act and deed of said partnership.</p> <p>GIVEN UNDER MY HAND AND SEAL OF OFFICE on the _____ day of _____, 20____.</p> <p>_____ Notary Public in and for the State of Texas</p> <p style="text-align: right;">_____ NOTARY SEAL (Ink Stamp Only)</p>	
<p>Certificate of Platting Surveyor and/or Platting Engineer:</p> <p>NOW, THEREFORE, KNOW ALL PERSONS BY THESE PRESENTS:</p> <p>That I, _____, do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown thereon were properly placed under my supervision</p> <p>Signature _____ Date _____</p> <p style="text-align: right;">(SEAL)</p> <p>Registration Number _____</p>	
<p>Utility Provider Certification (where applicable):</p> <ul style="list-style-type: none"> • City of Caldwell, Utilities • Bryan Texas Utilities (BTU) • Entergy Texas • Bluebonnet, COOP 	



<p>Certification by City Engineer:</p> <p>I, the undersigned, City Engineer of the City of Caldwell, Texas hereby certify that this subdivision plat conforms to all requirements of the subdivision regulation and the City as to which this approval is required. Dated this ____ Day of _____, 20__.</p> <p style="text-align: center;">_____ City Engineer</p>	
<p>Development Services Acknowledgement (when plats are administratively approved):</p> <p>This plat of ____ Subdivision name _____ has been submitted to and considered by the City of Caldwell and is hereby approved.</p> <p>Dated this ____ Day of _____, 20__.</p> <p>_____ City Authorized Agent</p>	
<p>Development Services Acknowledgement (when plats are approved by the City Council):</p> <p>This plat of ____ Subdivision name _____ has been submitted to and considered by the City of Caldwell City Council and is hereby approved by the governing body of the City of Caldwell, Texas.</p> <p>Dated this ____ Day of _____, 20__.</p> <p>_____ Mayor</p> <p style="text-align: right;">_____ (SEAL)</p> <p>_____ City Secretary</p>	
<p>County Clerk's Certification:</p> <p>STATE OF TEXAS COUNTY OF BURLESON</p> <p>"I, _____, County Clerk of Burleson County, Texas, do hereby certify that this plat, with its certificates of authentication was filed for record on the ____ day of _____, 20__, and duly recorded in Volume (Plat Cabinet) _____, Page _____, Official Records of Burleson County, Texas."</p> <p>_____ County Clerk Burleson County, Texas</p>	



BY: _____ Deputy	
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