

SUBDIVISION APPLICATION CHECKLIST



APPLICANT AND PROJECT INFORMATION

Applicant Name: _____

Applicant Phone / Email: _____

Property Owner (if different): _____

Project Name: _____

Project Location / Legal Description: _____

Located within: ☐ City Limits ☐ Extraterritorial Jurisdiction (ETJ)

This checklist identifies the information and documents required for a complete subdivision application. Subdivision applications are reviewed by staff and decided by the Planning and Development Director, the Planning and Zoning Commission, or the City Council as shown below and in UDC Table 1.2-1. Applications that do not meet the acceptance standards of UDC § 2.2.1.B will not be accepted for processing.

APPLICATION TYPE

	Type	UDC	Decision Maker	Use
☐	Preliminary Plat	§ 2.3.4	P&Z	Required before a Final Plat
☐	Final Plat	§ 2.3.5	P&Z	Required to record subdivision of property
☐	Short Form Final Plat	§ 2.3.6	P&Z	Unplatted property, five or more lots, no Public Facilities required
☐	Minor Plat	§ 2.3.7	Director	Four or fewer lots with necessary infrastructure in place
☐	Replat	§ 2.3.8	P&Z	Replat of platted lots without a Plat Vacation
☐	Amending Plat	§ 2.3.9	Director	Minor revisions to a recorded plat, limited to the purposes in § 2.3.9.B
☐	Development Plat	§ 2.3.10	City Council	Alternative to platting under TLGC § 212.045; not allowed for detached single-family

Subdivision Construction Plans are a separate application governed by UDC § 2.4.1 and are not covered by this checklist.

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SUBMITTAL, FEES, AND DIGITAL STANDARDS

Submittal calendar. New applications are accepted only on the official submittal dates shown on the City's published Development Schedule (UDC § 1.4.2.B.2; § 2.2.1.B.1).

Digital submittal. The City uses MyGovernmentOnline (MGO). Combine documents under the headings shown in this checklist, flatten all PDFs, and name files for easy readability. See the MyGovernmentOnline User Guide at www.MyGovernmentOnline.org.

Fees. Upon acceptance, the application is converted to a project, a case number is assigned, and fees are assessed in MGO according to the adopted Fee Schedule. All fees must be paid in full (UDC § 1.4.2.C.1; § 2.1.5.D). An application is not complete, and the Official Submittal Date is not established, until the required fees have been paid (UDC § 2.2.1.B.4; § 2.2.1.F). Fees are not refundable except as provided in § 1.4.2.C.2.

Indebtedness. The City will not accept or review for completeness an application from a property owner owing delinquent taxes, assessments, fees, or other debt related to the subject property until the amount is paid or payment arrangements are made (UDC § 1.4.2.D).

SUBDIVISION APPLICATION PROCESS

1. **Pre-Application Meeting (UDC § 1.3).** Before filing, the owner may consult with the Planning Director and other City staff regarding compliance with applicable ordinances, the provision of adequate infrastructure and public services, and the applicable review and approval procedure.
2. **Submittal and Acceptance (UDC § 2.2.1.B).** Applications are accepted only on an official submittal date and only when accompanied by all documents required by, and prepared in accordance with, the UDC. A typographical error does not by itself constitute an incomplete application. Upon acceptance, a case number is assigned and fees are assessed in MGO. Acceptance does not guarantee approval (§ 2.2.1.B.3).
3. **Completeness Review (UDC § 2.2.1.E).** Staff reviews the submittal against this checklist and issues a written completeness determination. If the application is complete, the City issues a Certificate of Completeness and technical review begins. If the application is incomplete, the City will provide written notice specifying the necessary documents or information and the date the application will expire, issued not later than the tenth (10th) business day after the date the application is filed.
4. **Expiration of an Incomplete Application (UDC § 2.2.1.E).** An application automatically expires and all vesting claims end at the close of business on the forty-fifth (45th) calendar day after the application's Official Vesting Date if the applicant fails to provide the documents or information specified in the City's written notice. The expiration date runs from the Official Vesting Date, not from the date of the deficiency notice, and is not extended by resubmittal correspondence or by the Development Schedule. After expiration, a new application and new fees are required.
5. **Key Dates (UDC § 1.4.2.E.1; § 2.2.1.F).** The Official Vesting Date is the date the application is initially filed and governs vesting and the expiration period described above. The Official Submittal Date is the date the applicant has submitted the plat together with a completed application, the application fees, and the other requirements of the UDC, and it commences the time frame for action on the application.
6. **Modification to an Application (UDC § 1.4.2.I).** An applicant may modify a complete application in accordance with § 1.4.2.I. A modification not requested by the City extends the time for deciding the application, and for a plat or subdivision-related plan must either be accompanied by an executed Waiver of Right to 30-Day Action or will be treated as a new application.
7. **Waiver of Right to 30-Day Action (UDC § 2.2.1.C).** An applicant may submit a written Waiver of Right to 30-Day Action, not to exceed a 30-day extension. The waiver must be received by the Planning Director on or before the seventh (7th) calendar day prior to the applicable deadline for action; a waiver received later is not properly submitted and action will be taken as scheduled. A Waiver of Right to 30-Day Action does not waive any substantive requirement of the UDC; relief from a requirement is a separate process under § 2.6.1.

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8. **Decision and Notification (UDC § 2.2.2).** The Decision-Maker will approve, approve with conditions, or deny the application within the time prescribed by the UDC. Where an application is approved with conditions, it is considered denied until the conditions are satisfied. The City will issue written notice within fourteen (14) calendar days following the date of a decision.
9. **Action by Decision-Maker.** Staff will recommend approval only if all staff comments have been addressed.
 - a. Planning and Development Director. Decides Minor Plats and Amending Plats. The Director may not disapprove a Minor Plat or an Amending Plat and will instead refer any plat the Director declines to approve to the Planning and Zoning Commission (§ 2.3.7.E.4(iv); § 2.3.9.D.4(iv)).
 - b. Planning and Zoning Commission. Decides Preliminary Plats, Final Plats, Short Form Final Plats, and Replats, and its action on those applications is final. The Commission makes a recommendation to the City Council on Development Plats.
 - c. City Council. Decides Development Plats within thirty (30) calendar days of the Commission recommendation. Council action is final.
10. **Resubmission Following Conditional Approval or Denial.** The applicant may resubmit an application that was conditionally approved, demonstrating that all conditions of approval have been satisfied, or that was denied, demonstrating that all reasons for denial have been addressed. Resubmittals are made through MyGovernmentOnline. The Planning Director may defer a resubmitted application to the Planning and Zoning Commission.
11. **Filing for Recordation (UDC § 2.3.5.L).** Following approval, and following construction and acceptance or posting of fiscal security for required public improvements, the plat is signed by the Planning and Development Director or the P&Z Chairperson, sealed by the City Secretary, and filed for record with Travis County. The applicant must supply the executed copies needed to file the plat no more than thirty (30) calendar days after the date of approval. A Plat Execution Package must include:
 - a. Full-sized (18" x 24") notarized copies of the plat with all signatures other than the required City signatures, together with all seals, stamps, and certifications required by State law and local requirements;
 - b. Recent original certified and sealed tax certificates showing \$0.00 due;
 - c. Signed originals of any separate instruments to be recorded with the plat; and
 - d. The plat filing fee.

Preliminary Plats are not filed for record. If the applicant wishes to receive a signed copy after recordation, provide an additional original of the plat and of any separate instruments for signature.

12. **Expiration of an Approved Application (UDC § 2.2.3.B; § 2.3.4.J).** Unless otherwise expressly provided, an approved application automatically expires two (2) years following the approval date. Preliminary Plat approval remains in effect for two (2) years, during which Subdivision Construction Plans and a Final Plat must be approved. A Preliminary Plat may be extended as provided in § 2.3.4.K, and a written extension request must be submitted at least thirty (30) calendar days before the Preliminary Plat expires.

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REQUIRED ITEMS FOR A COMPLETE APPLICATION

Key: ● required ○ required if applicable – not required **PP** Preliminary Plat **FP** Final Plat **SF** Short Form Final Plat **MP** Minor Plat **RP** Replat **AP** Amending Plat **DP** Development Plat

Required Item	UDC Citation	PP	FP	SF	MP	RP	AP	DP
A. Application Information								
☐ Signed application form and signed copy of this checklist	§ 1.4.2.B; § 2.2.1.B.1	●	●	●	●	●	●	●
☐ Deed showing current ownership	§ 1.4.2.A.2(iii)	●	●	●	●	●	●	●
☐ Current title commitment (dated within one year), title opinion letter, or other Proof of Ownership identifying all persons with an ownership interest. If the title commitment is older than one year, submit a property report and nothing further certificate.	§ 2.3.4.C.2; § 2.3.5.D.1; Checklist	●	●	●	●	●	○	●
☐ Notarized authorization of the application executed by all persons or entities with an ownership interest	§ 2.3.4.C.2; § 2.3.5.D.2	●	●	●	●	●	●	●
☐ Authorization Agent Designation Form (applicant other than owner)	§ 1.4.2.A.2(ii)	○	○	○	○	○	○	○
☐ Written consent to the application from each lienholder of the subject property	§ 2.3.5.D.2	○	○	○	○	○	○	○
☐ Original tax certificates from each taxing unit with jurisdiction showing no amount due	§ 2.2.1.B.2; § 1.4.2.D	●	●	●	●	●	●	●
☐ Joinder in the application by the owners of all affected lots	§ 2.3.9.B.1(vii), B.2(ii), B.3(ii)	–	–	–	–	–	●	–
☐ LTISD capacity verification (residential subdivisions)	Checklist	○	○	○	○	○	–	○
☐ Covenants and deed restrictions, newly applicable and previously recorded, approved by the City. The application is not complete or considered filed until the City has approved all required covenants.	§ 2.3.5.E.4	○	●	●	○	●	○	●
B. Plat and Plan Review								
☐ Plat, flattened PDF, prepared and sealed by a Registered Professional Land Surveyor registered in Texas	§ 2.3.5.I.1(iii); § 2.3.6.D.2; § 2.3.7.D.2; § 2.3.8.E.2; § 2.3.10.G.1; Checklist	●	●	●	●	●	●	●
☐ City-specified signature block on the first page of the plat	§ 2.3.5.O	–	●	●	●	●	●	●
☐ Engineer's Summary Letter	Checklist	●	●	●	●	●	○	●
☐ Prior approved Preliminary Plat	§ 2.3.5.F	–	●	–	–	○	–	–
☐ Approved Subdivision Construction Plans, or Construction Plan case number	§ 2.3.5.E.1	–	●	○	○	○	–	○
☐ All off-site and on-site easements and public right-of-way previously dedicated shown or noted on the plat, with space for the recording instrument number	§ 2.3.5.E.5	○	●	●	●	●	○	●
☐ Council-approved abandonment of right-of-way or easement, with the abandonment ordinance number shown on the plat	§ 2.3.5.E.6	–	○	○	○	○	○	○
☐ Required plat note where easements are dedicated to a utility provider other than the City	§ 2.1.3.A.1(v)(1)	–	○	○	○	○	○	–
☐ Phasing plan indicating anticipated sequencing of Final Plats	§ 2.1.5.H.3	○	–	–	–	–	–	○

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C. Replat, Amending Plat, and Development Plat Requirements								
☐ Written acknowledgment, in the application and on the face of the plat, that the replat does not amend or remove any private covenants or restrictions previously incorporated in the recorded plat	§ 2.3.8.A.1(iii); § 2.3.8.C	—	—	—	—	●	—	—
☐ Reference to the previous subdivision name and recording information (partial replat)	§ 2.3.8.D.1	—	—	—	—	●	—	—
☐ Statement of the specific lots being changed, with a detailed “Purpose for Replat” statement	§ 2.3.8.D.2	—	—	—	—	●	—	—
☐ Visual location map showing the area to be replatted overlaid on the full previous plat of the entire subdivision	§ 2.3.8.D.3	—	—	—	—	●	—	—
☐ Written statement identifying which purpose(s) under § 2.3.9.B the amending plat is intended to achieve	§ 2.3.9.B	—	—	—	—	—	●	—
☐ Depiction of existing or proposed buildings, structures, and improvements; each easement and right-of-way within or abutting the boundary; and the dimensions of each street, sidewalk, alley, square, park, or other area intended to be dedicated	§ 2.3.10.G.1	—	—	—	—	—	—	●
D. Letters of Approval and Certification								
☐ Water and wastewater provider (WTCPUA or WCID-17, as applicable)	Checklist	●	●	●	●	●	○	●
☐ Letter of Certification from WTCPUA or WCID-17 for utility extension in the ETJ	§ 2.1.6.C.2(ii)	○	○	○	○	○	○	○
☐ Electric (Austin Energy)	Checklist	●	●	●	●	●	○	●
☐ Gas (if available at the project location)	Checklist	○	○	○	○	○	○	○
☐ Emergency Services District 6 (Lake Travis Fire Rescue)	Checklist	●	●	●	●	●	○	●
☐ 911 Addressing (approval of the names of any new streets)	Checklist	○	○	○	○	—	—	○
☐ Texas Department of Transportation (TXDOT)	Checklist	○	○	○	○	○	○	○
☐ Texas Commission on Environmental Quality (TCEQ)	Checklist	○	○	○	○	○	○	○
E. Transportation								
☐ Trip Generation Report	§ 2.5.11	○	○	○	○	○	○	○
☐ Traffic Impact Analysis, if required by the Trip Generation Report	§ 2.5.11	○	○	○	○	○	○	○
☐ TXDOT permits (at Final Plat, if applicable)	Checklist	—	○	○	○	○	○	○
F. Drainage and Utility								
☐ Preliminary Drainage Plan, including HEC/RAS file (zip)	§ 7.2.1.H	●	—	—	—	—	—	●
☐ Preliminary Utility Plan	§ 2.5.14.C	●	—	—	—	—	—	●
☐ Written statement that the schematic plans and preliminary drainage calculations submitted with the Preliminary Plat remain unchanged; or updated schematics and specifications where changes have occurred	Checklist; § 7.2.1.H	—	●	○	○	●	○	—
☐ Off-site drainage easements by separate instrument, with notes and descriptions granting the City access	§ 2.1.5.G	—	○	○	○	○	○	—
G. Parkland and Path Dedication								
☐ Parkland and path dedication, or approved payment in lieu, made with each Final Plat phase in proportion to the phase being platted. Dedications and payments in lieu are due at the time of Final Plat approval. Replats are exempt where no increase in dwelling units will occur.	§ 2.1.5.F; § 6.3	○	●	○	○	○	—	○
H. Agreements, Waivers, and Security								

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☐ Improvement Agreement and Fiscal Security	§ 2.1.4.C; § 2.4.4	☐	☐	☐	☐	☐	☐	☐
☐ Approved Petition for Subdivision Waiver	§ 2.6.1	☐	☐	☐	☐	☐	☐	☐
☐ Waiver of Right to 30-Day Action, received on or before the 7th calendar day prior to the deadline for action	§ 2.2.1.C	☐	☐	☐	☐	☐	☐	☐
☐ Approved zoning change, where the plat relies on a requested zoning change. A zoning change must be completed before submission of a Preliminary Plat.	§ 2.3.4.F.2	☐	☐	☐	☐	☐	—	☐
☐ Approved and executed Development Agreement. The City will not process a platting application controlled by the terms of a Development Agreement until the agreement is approved and executed.	§ 2.3.12.D	☐	☐	☐	☐	☐	☐	☐
☐ Planned Development District documents and other plans deemed necessary for thorough review by the Planning Director or City Engineer	Checklist	☐	☐	☐	☐	☐	☐	☐
I. Fees and Digital Standards								
☐ Application fees paid in full per the adopted Fee Schedule, assessed in MGO upon acceptance	§ 1.4.2.C.1; § 2.1.5.D	☒	☒	☒	☒	☒	☒	☒
☐ PDF flattening, file naming, and document grouping in accordance with the MGO submittal standards and the headings of this checklist	Checklist	☒	☒	☒	☒	☒	☒	☒

Items marked "Checklist" are administrative submittal requirements adopted by the Planning Director under UDC § 1.4.2.B.1 and § 1.4.2.B.3. Conformance with the application checklists maintained by the Planning Director is an approval criterion under UDC § 2.3.4.F.8 and § 2.3.5.I.1(ix).

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CERTIFICATION OF APPLICATION CHECKLIST

I hereby attest that I prepared this application and checklist and that all information shown hereon is correct and complete to the best of my knowledge. I acknowledge that an incomplete application will expire at the close of business on the forty-fifth (45th) calendar day after the application's Official Vesting Date if the deficiencies identified in the City's written notice are not addressed by that date.

Signature

Name (printed)

Title

Date