



SUBDIVISION CONSTRUCTION PLAN APPLICATION CHECKLIST

APPLICANT AND PROJECT INFO

Applicant Name: _____

Applicant Phone #: _____

Project Name: _____

Project Location: _____

Preliminary Plat COBC Project # _____

Preliminary Plat Approval Date _____

Letter of Certification Issuance Date* _____

* A Letter of Certification is **REQUIRED** prior to submittal of a Subdivision Construction Plan application.

This checklist is intended to provide information and data needed to constitute a complete application. Subdivision Construction Plans require review by staff and approval by the City Engineer. In accordance with UDC Article 2 Subdivision Regulations. Incomplete applications will not be accepted.

APPLICATION TYPE

Subdivision Construction Plan

Subdivision Construction Plan Amendment

The purpose of Subdivision Construction Plans is to ensure installation and completion of Public Facilities to serve a development in accordance with the UDC, **See Section 2.4.**

MY GOVERNMENT ONLINE SUBMISSION REQUIREMENTS

New applications are only accepted per the Submittal Calendar. The application submittal calendar is available [HERE](#).

The City of Bee Cave utilizes a digital review system called MyGovernmentOnline, which requires certain digital submittal standards. For more detailed information and troubleshooting, please review the separate MyGovernmentOnline User Guide available at <http://www.MyGovernmentOnline.org/>

APPLICATION FEES

All application fees shall be paid in full according to the adopted Fee Schedule. The adopted Fee Schedule is available on the City Website: <http://www.BeeCaveTexas.gov/>

SUBDIVISION CONSTRUCTION PLAN PROCESS

The process for Subdivision Construction Plans involved the following steps (See UDC Section 2.4):

1. **Submittal of Application.** Subdivision Construction Plans must be submitted in the form required provided by the City Engineer. The City will not accept incomplete Subdivision Construction Plans and will return incomplete plans to the applicant. Subdivision Construction Plans are not considered filed for the purposes of Texas Local Government Code Chapter 212.009 until approval is received from all applicable Water, Wastewater, Electric and Gas utility provider other than the City, and TXDOT, if applicable.
2. **Review.** City Staff will review the Subdivision Construction Plans for compliance with the Subdivision Ordinance and other city requirements and provide comments. The applicant may need to make changes and revisions to the plans or supporting materials.
3. **Action.** The City Engineer must approve the Subdivision Construction Plans if:
 - a. The Subdivision Construction Plans are consistent with the approved preliminary plat; and
 - b. The Subdivision Construction Plans conform to the subject property's zoning (including zoning design standards) or development agreement, as applicable, and to the standards for adequate Public Facilities, contained in the UDC, Technical Manuals, and all other applicable City Ordinances.
4. **Effect of Approval of Subdivision Construction Plans.** Following approval of the Subdivision Construction Plans by the City Engineer the applicant may:
 - a. Schedule a Pre-Construction Meeting (See UDC Section 2.4.2B.2); and
 - b. Apply for Construction Release (See UDC Section 2.4.2B.3)
 - c. Record the Final Plat, if required Fiscal Security has been posted (See UDC Section 2.4.3B.3)
 - d. The applicant may also be issued a Building Permit if the City has approved a Building Permit application and all other Building Permit requirements have also been met. The City will not issue a Certificate of Occupancy until after acceptance of the required Public Facilities.
5. **Expiration Date for Subdivision Construction Plans.** The approval of Subdivision Construction Plans remains in effect for a period of one (1) year from the date of approval, or for the duration of construction of the project, provided that Progress Towards Completion, in accordance with TLGC Chapter 245.005, continues or the City approves an extension of the Subdivision Construction Plans in accordance with UDC Section 2.4.1H.

REQUIRED ITEMS FOR SUBMITTAL OF A COMPLETE APPLICATION

The following is grouped into the electronic documents that will be required for submittal. The list below each document heading shows the individual items that are to be combined to form the PDF document. Please, flatten all PDF before submittal and rename documents for easy readability. Note the application preparer must check off each item and sign the statement at the end of the checklist. The completed checklist must be submitted with the application.

- Letter of Certification** (*less than 1 year old, if older a new Letter of Certification must be obtained*)
- Application Information**
 - Deed showing current ownership
 - Notarized Verification of Land Ownership Form
 - Authorization to apply on behalf of the owner (if applicant different than owner)
 - Recent Title Commitment (dated within one year) *If the title commitment is older, submit a property report and nothing further certificate*
 - Original Tax Certificate issues by Travis Central Appraisal District and showing no taxes due
- Engineer's Summary Letter**
- Easements** – *if proposed to be dedicated by separate instrument, drafts to have been approved during Letter of Certification process*
- Subdivision Construction Plans**, *as submitted/reviewed during Letter of Certification process*
- Engineer's Opinion of Probable Cost**
- Approval Letters (See UDC Section 2.4.1B.2)**
 - WTC-PUA or WCID 17, *as applicable*
 - Austin Energy
 - Texas Gas, *if applicable*
 - Lake Travis Fire & Rescue/Emergency Services District 6
 - TXDOT, *if applicable*
 - Travis County, *if in ETJ*
- Any additional information and materials, such as plans, maps, exhibits, legal description of property, information about proposed uses, and deemed necessary by the City Engineer**



SUBDIVISION CONSTRUCTION PLAN APPLICATION CHECKLIST

CERTIFICATION OF APPLICATION CHECKLIST

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:

Signature

Name (printed)

Title

Date