

**SHORT FORM FINAL PLAT REQUIREMENTS**

**Fees**

Short Form Final Plat	\$400.00 + \$5.00 per lot
Technology Fee	\$25.00
Engineer Review Deposit	\$300.00 (nonrefundable)
Public Hearing Notice	\$150.00
Property Owner Notice	\$5.00 per notified owner
Each additional revision/update or comment response	\$150.00
Technology Fee	\$15.00

**Other Agency Fees.** The City of Manor does not assess nor collect fees for reviews of Subdivisions by agencies having jurisdictional authority. All fees for other agencies are established and collected by each of the authorities conducting review.

**Short Form Final Plat Checklist**

Short Form Final Plats shall be provided and drawn on eighteen inch by twenty-four inch (18"x24") mylar sheets at a scale of one (1) inch equals one hundred feet (1"=100') with all dimensions labeled accurately to the nearest one tenth (1/10) of a foot. When more than one (1) sheet is necessary to accommodate the entire area, an index sheet showing the entire subdivision at a scale of one (1) inch equals four hundred feet (1" = 400') shall be attached to the plat.

**General Information**

- \_\_\_\_\_ Sheet # \_\_\_\_\_      The proposed name of the subdivision, which shall not have the same spelling or be pronounced similarly to the name of any other subdivision located within the City or within the extra-territorial jurisdiction of the City; provided however, that use of the same base names for different sections or phases is required when the units are contiguous with their namesakes and individually identified by a section number.
  
- \_\_\_\_\_ Sheet # \_\_\_\_\_      The date, scale, north point, addresses of the owner of record, developer, registered public surveyor, and registered professional engineer if required, platting the tract. The engineer and surveyor shall affix their seals to the plat in conjunction with the signing of the certification requirements.
  
- \_\_\_\_\_ Sheet # \_\_\_\_\_      A location map showing the relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one (1) inch equals two thousand feet (1" = 2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.
  
- \_\_\_\_\_ Sheet # \_\_\_\_\_      Identification and location of proposed uses and reservations for all lots within the subdivision.
  
- \_\_\_\_\_ Sheet # \_\_\_\_\_      Labels for mail notifications, including the owner's name, address, deed or plat reference and property lines of property within three hundred (300) feet of the development boundaries, as determined by current tax rolls.

\_\_\_\_\_ Sheet # \_\_\_\_\_ Certification, signature and revision blocks, as required by the City and County, including but not limited to the following: the surveyor, engineer and property owner.

\_\_\_\_\_ Sheet # \_\_\_\_\_ Certification from a registered professional engineer and approval by the State Health Department (if applicable) 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.

\_\_\_\_\_ Sheet # \_\_\_\_\_ Certification from the County Health District that a subdivision is located in an area which cannot reasonably be served by an organized wastewater collection system and that the use of septic tank or other means of disposal has been approved by the County Health District. Said certificate shall show the limitations, if any, of such approval.

\_\_\_\_\_ Sheet # \_\_\_\_\_ Lot area, width and depth, public utility and drainage easements, and setbacks shall conform to the requirements as established for the designated land use.

\_\_\_\_\_ Sheet # \_\_\_\_\_ All variances approved by the Commission shall appear as a note on the final plat.

\_\_\_\_\_ Sheet # \_\_\_\_\_ Where new streets are being created and named, the applicant must have documentation from Travis County 911 Addressing demonstrating that the street names proposed on the Final Plat are not duplicated within the County.

### **Existing Conditions**

\_\_\_\_\_ Sheet # \_\_\_\_\_ The existing property lines, including bearings and distances, of the land being subdivided. Property lines shall be drawn sufficiently wide to provide easy identification.

\_\_\_\_\_ Sheet # \_\_\_\_\_ Areas delineating the regulatory one hundred (100) year floodplain, if applicable. This information must be certified by a registered professional engineer.

\_\_\_\_\_ Sheet # \_\_\_\_\_ The location, dimensions, names and descriptions of all existing and 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 current deed and plat records. The existing right-of-way width of any boundary street to the proposed subdivision shall also be shown.

\_\_\_\_\_ Sheet # \_\_\_\_\_ Location of City limit lines and/or outer border of the City's extra-territorial jurisdiction, as depicted on the City's most recent base map, if either such line traverses the subdivision or is contiguous to the subdivision boundary.

### **Survey Control Information**

\_\_\_\_\_ Sheet # \_\_\_\_\_ True bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner which shall be 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.

\_\_\_\_\_ Sheet # \_\_\_\_\_ The description and location of all permanent monuments or benchmarks, standard monuments, survey control points and lot pins.

\_\_\_\_\_ Sheet # \_\_\_\_\_ 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.

\_\_\_\_\_ Sheet # \_\_\_\_\_ Sufficient data shall be shown on the plat for each lot to prove mathematical closure.

### **Improvements**

\_\_\_\_\_ Sheet # \_\_\_\_\_ The location, bearings, distances, widths, purposes and approved names of proposed streets, alleys, easements and rights-of-way to be dedicated to public use.

\_\_\_\_\_ Sheet # \_\_\_\_\_ Streets. Provide 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.

\_\_\_\_\_ Sheet # \_\_\_\_\_ Water Courses and Easements. Provide distances to be provided along the side lot lines from the right-of-way line or the high bank of a stream. Traverse line to be provided along the edge of all major waterways in a convenient location, preferably along a utility easement if paralleling the drainage easement or stream.

\_\_\_\_\_ Sheet # \_\_\_\_\_ 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. The surveyor shall certify that all lots meet the City's minimum requirements set forth herein.

\_\_\_\_\_ Sheet # \_\_\_\_\_ 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.

\_\_\_\_\_ Sheet # \_\_\_\_\_ The location of building setback lines, as required by the City's Zoning Ordinance and indicated by dashed lines on the plat, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries.

\_\_\_\_\_ Sheet # \_\_\_\_\_ The proposed location of sidewalks for each street, to be shown as a dotted line inside the proposed right-of-way lines.

### **Support Documents**

The following supporting documents must accompany the Final Plat:

\_\_\_\_\_ Developer shall include a copy of the approved application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable.

\_\_\_\_\_ If a subdivision is located in an area served by any utility other than the City, the developer shall 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.

\_\_\_\_\_ If the construction of all improvements needed to serve the subdivision is not completed prior to the filing of the plat for recordation then the developer must provide financial assurance for the completion of the remainder of those improvements in accordance with this Ordinance.

\_\_\_\_\_ Completed application forms and the payment of all applicable fees.

\_\_\_\_\_ Any materials or documents required by the Commission and/or Council as a condition of Preliminary Plat approval.

\_\_\_\_\_ A letter requesting any variances from the provisions of this Ordinance, if not previously approved as part of the Preliminary Plat, and posted pursuant to the requirements this Ordinance.

\_\_\_\_\_ Two (2) copies of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the Final Plat.

\_\_\_\_\_ Certification from all applicable taxing authorities that all taxes due on the property have been paid.

\_\_\_\_\_ Performance and maintenance guarantees as required by the City.

\_\_\_\_\_ Any attendant documents needed to supplement the information provided on the Final Plat.

\_\_\_\_\_ For projects located within the City's extra-territorial jurisdiction, one (1) extra copy of the above referenced items must be provided to the County for review and approval. The applicant shall be responsible for any additional information required by the County for Final Plat approval.

\_\_\_\_\_ Seal of surveyor, and engineer if required

CITY OF MANOR PLAT  
REQUIRED PLAT SIGNATURE BLOCKS AND NOTES

SIGNATURE BLOCKS:

ACCEPTED AND AUTHORIZED FOR RECORD BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF MANOR, TEXAS, ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

APPROVED:

ATTEST:

\_\_\_\_\_  
WILLIAM MYERS, CHAIRPERSON

\_\_\_\_\_  
FRANCES AGUILAR, CITY SECRETARY

ACCEPTED AND AUTHORIZED FOR RECORD BY THE CITY COUNCIL OF THE CITY OF MANOR, TEXAS, ON THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

APPROVED:

ATTEST:

\_\_\_\_\_  
RITA JONSE, MAYOR

\_\_\_\_\_  
FRANCES AGUILAR, CITY SECRETARY

STATE OF TEXAS  
COUNTY OF TRAVIS

I, DANA DEBEAUVIOR, CLERK OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING AND ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 201\_\_ AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M., DULY RECORDED ON THE DAY OF \_\_\_\_\_ 201\_\_ AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M. IN THE PLAT RECORDS OF SAID COUNTY AND STATE IN DOCUMENT NUMBER \_\_\_\_\_, OFFICIAL RECORDS OF TRAVIS COUNTY, TEXAS.

WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY CLERK, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_, A.D.

DANA DEBEAUVIOR, COUNTY CLERK,  
TRAVIS COUNTY, TEXAS

BY \_\_\_\_\_  
DEPUTY

REQUIRED NOTES:

THIS SUBDIVISION IS LOCATED WITHIN THE CITY OF MANOR CORPORATE CITY LIMITS AS OF THIS DATE. \_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_.

*(FOR RESIDENTIAL SUBDIVISIONS ONLY)*

A TEN (10) FEET WIDE EASEMENT FOR PUBLIC UTILITIES IS HEREBY ASSIGNED ALONG ALL RIGHTS-OF-WAYS DEDICATED BY THIS PLAT.

Be sure to include: ownership certification (with notary), engineer's certification (with floodplain statement and a utility statement if applicable), and surveyor certification.