

CITY OF BARTLETT DEVELOPMENT GUIDE

TABLE OF CONTENTS

INTRODUCTION	4
PURPOSE	4
THE PRE-DEVELOPMENT PROCESS	5
PRE-DEVELOPMENT MEETING	5
FREQUENTLY ASKED QUESTIONS	6
DEVELOPMENT PROCESS TABLE	7
FLOW CHART	9
PRE-DEVELOPMENT MEETING APPLICATION	10
ANNEXATION	13
IMPORTANCE OF ANNEXATION	13
ANNEXATION PROCESS	13
VOLUNTARY ANNEXATION APPLICATION	14
ZONING	17
IMPORTANCE OF ZONING, PERMITTED USES AND CHANGING YOUR ZONING	17
FREQUENTLY ASKED QUESTIONS	18
ZONING CHAGE/VARIANCE/CONDITIONAL USE APPLICATION	19
SUBDIVISION AND PLATTING	22
IMPORTANCE OF SUBDIVISION / PLATTING, WHEN TO PLAT	22
DIFFERENCES IN APPLICATION TYPES	22
MINOR PLAT	23
PROCESS	23
SUBMITTAL REQUIREMENTS	23
MINOR PLAT APPLICATION	24
AMENDING PLAT	28
PROCESS	28
SUBMITTAL REQUIREMENTS	28
AMENDING PLAT APPLICATION	29
REPLAT	33
PROCESS	33
SUBMITTAL REQUIREMENTS	33
REPLAT PLAT APPLICATION	34
PRELIMINARY PLAT	38
PROCESS	38
38	
PRELIMINARY PLAT APPLICATION	39
FINAL PLAT	43
PROCESS	43

RECORDATION	44
FINAL PLAT APPLICATION	45
SITE PLAN REVIEW AND PERMIT	49
WHEN IS IT NECESSARY?	49
SUBMITTAL REQUIREMENTS	49
REVIEW PROCESS	50
CRITERIA	50
STORMWATER PERMIT	50
SUBMITTAL REQUIREMENTS	50
REVIEW PROCESS	51
CONSTRUCTION PLANS	51
FISCAL SURETY	52
ACCEPTANCE OF PUBLIC IMPROVEMENTS	52
BUILDING PERMIT	53
PERMITS	53
INSPECTION AND FEE REQUIREMENTS	53
RESIDENTIAL INSPECTIONS:	53
RESIDENTIAL FEES:	53
COMMERCIAL INSPECTIONS:	54
COMMERCIAL FEES:	54
BUILDING CODES	54
CONTRACTOR REGISTRATION	54
SIGNAGE	54
CERTIFICATE OF OCCUPANCY	54

INTRODUCTION

Purpose

The purpose of this Development Guide is to provide general guidance regarding the land development process in the City of Bartlett. This guide does not include every requirement or technical detail of each phase of land development. This guide is intended to help you understand the various requirements and secure the appropriate land entitlements to develop a property.

The City of Bartlett's standards, policies, and regulations associated with land use and development have been created in order to ensure the health, safety, and welfare of the citizens, while protecting the property rights of landowners. This guide is intended to assist you through the required process in order to ensure that you can complete your project successfully and in full compliance with City Regulations.

The number of steps in the process are dictated by the current status of the property as well as your development plans and existing circumstances. In order to determine what steps must be taken to complete your project it is very helpful to schedule a pre-development meeting with the City Staff. The purpose of this meeting is to discuss your proposed project and receive feedback regarding the submittal process and requirements. This guide provides a basic overview of the timing of the different processes and hearings that must be completed prior to development.

Development Services

City of Bartlett

140 W Clark Street

Bartlett, Texas 76511

254-527-3219

www.bartlett-tx.us



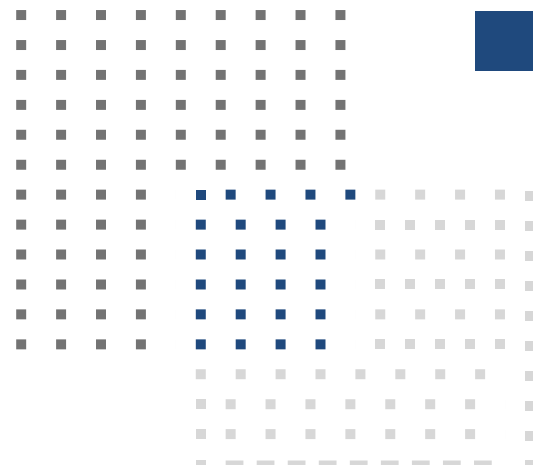
THE PRE-DEVELOPMENT PROCESS

Pre-Development Meeting

The City of Bartlett uses a Pre-Development Meeting as a means of providing a one-on-one dialogue with the primary personnel responsible for reviewing and permitting your project. Topics of discussion during this meeting include your general plans, needs, constraints, and goals for your development. The more intricate development projects are often affected by multiple City ordinances and requirements of various departments within the City. In this meeting, City Staff will provide you with the code requirements that are applicable to your development. This meeting will provide City Staff with the opportunity to explain the required processes for your project, supply you with the applicable applications and checklists, and answer any questions you might have. The City of Bartlett strives to assist applicants by providing all of the City's expectations and requirements to the applicant. This meeting is intended to provide the applicant with necessary information for an efficient and effective development experience.

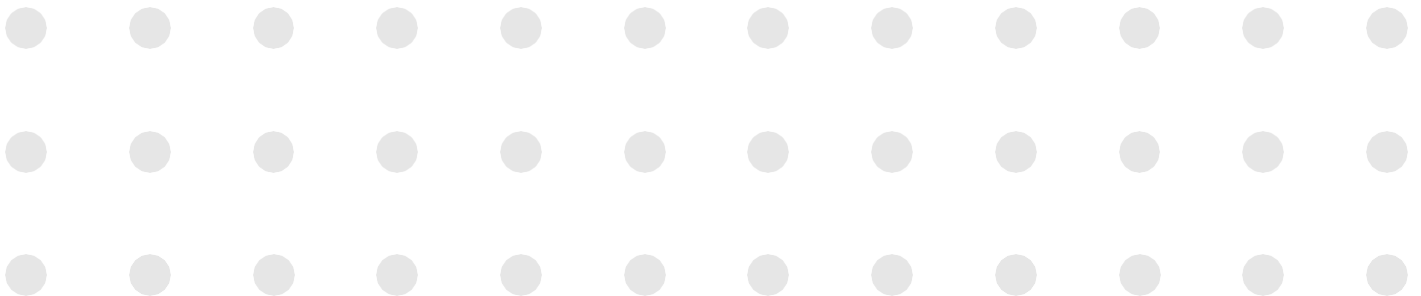
Looking for preliminary information on how to start a project?

1. Call or email the Development Department to request a Pre-Development Meeting Request Form.
2. Submit the completed form.
3. Follow the development steps as discussed in the Pre-Development Meeting.



Frequently Asked Questions

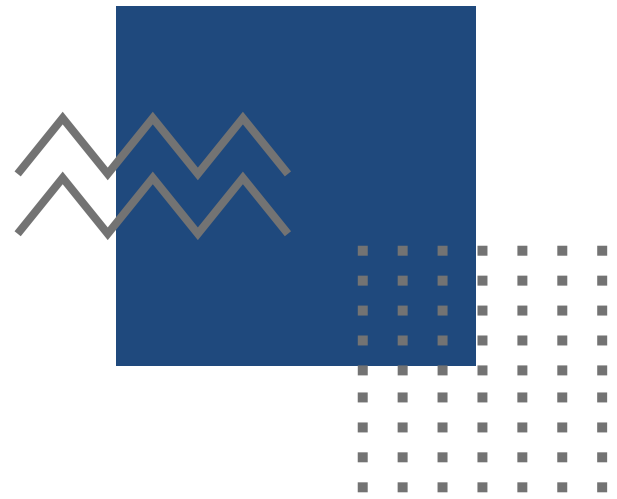
- 1. I am not sure what I would like to develop. I am looking for some preliminary information on how to proceed or get additional information.**
Call or email the Development Department. The Development Department staff will provide you with directions and can help to answer any preliminary questions you may have.
- 2. I want to skip the Pre-Development Meeting and move forward with the plan submittal process.**
Without a pre-development meeting no applications will be processed by City Staff.
- 3. What information should I bring to the Pre-Development Meeting?**
Aside from the information required with the Pre-Development Meeting Request Form, bring as much information as possible. The more information you have the better City Staff will be able to assist you.
- 4. How do I schedule a pre-development meeting?**
Contact the Development Department by calling 254-527-3219 or emailing permitclerk@bartlett-tx.us to request the Pre-Development Meeting Request Form.
- 5. When and where are the pre-development meetings held?**
The Pre-Development Meetings are on Wednesdays from 9 am – 12 pm.
- 6. How long does it take to get through the development process?**
The length of the development process depends on the number of required steps.
- 7. What is the cost of the development process?**
The cost of the development process is dictated by the size of the project and the number of steps required.



Development Process Table

Development in City Limits	Development in ETJ	City Council	Admin Review	Bell/Williamson County
POLICY-RELATED APPLICATIONS AND PERMITS				
Comprehensive Plan Amendment	Comprehensive Plan Amendment	X	O	
Subdivision Code Text Amendment	Subdivision Code Text Amendment	X	O	
Zoning Map Amendment		X	O	
Planned Unit Development		X	O	
Special Use Permit		X	O	
SUBDIVISION-RELATED APPLICATIONS AND PERMITS				
Plan Consistency Review	Plan Consistency Review		X	
Minor Plat	Minor Plat		X	
Amending Plat	Amending Plat		X	
Replat	Replat		X	
Development Plat	Development Plat	X		
Preliminary Plat	Preliminary Plat	X		
Construction Plan	Construction Plan		X	
Final Plat	Final Plat	X		
DEVELOPMENT-RELATED APPLICATIONS AND PERMITS				
Zoning Verification Letter			X	
Legal Lot Verification Letter	Legal Lot Verification Letter		X	
Written Interpretation	Written Interpretation		X	
Master Sign Plan	Master Sign Plan		X	
On-site Wastewater Permit	On-site Wastewater Permit			X
Site Plan Review			X	
Site Development Permit			X	

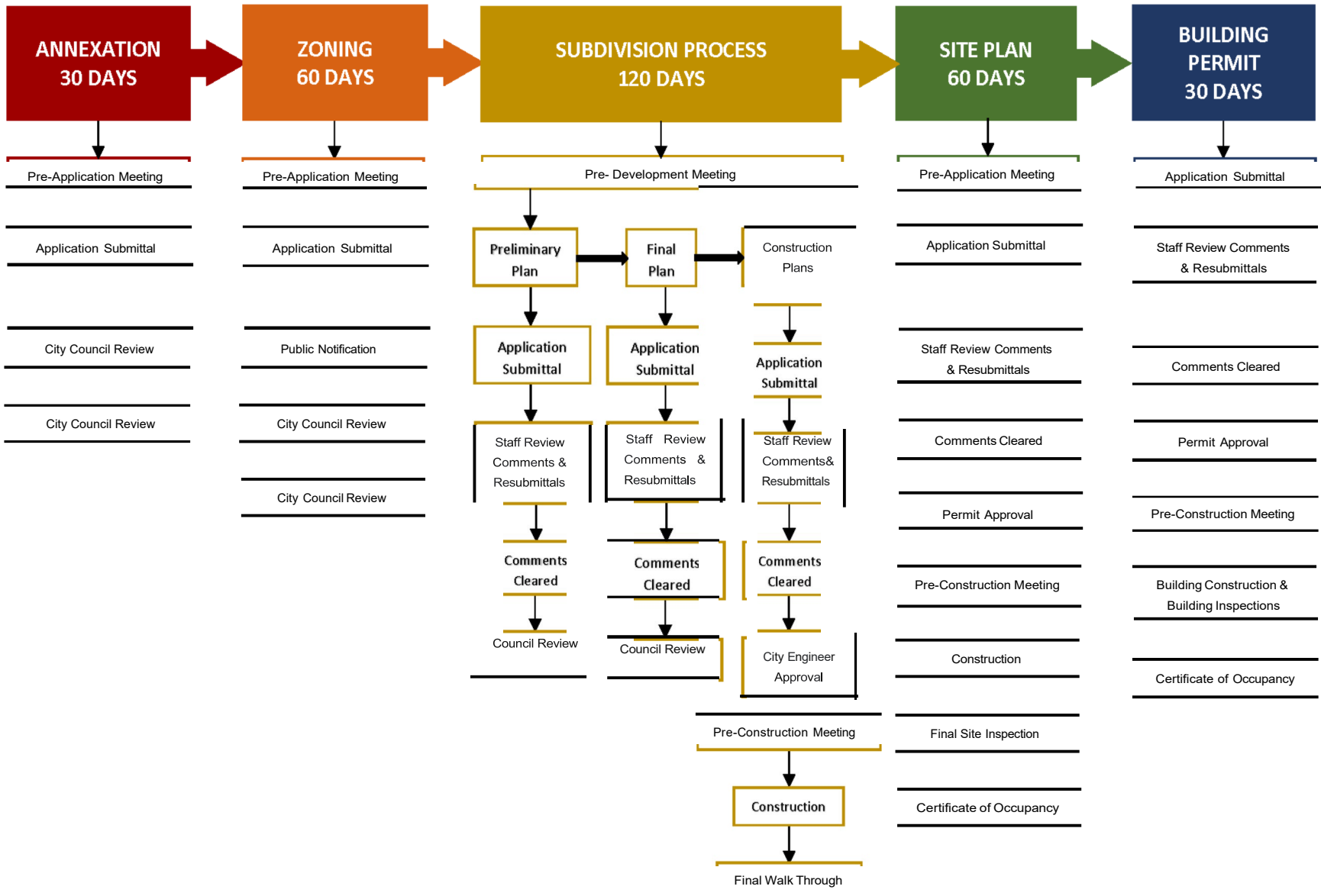
Development in City Limits	Development in ETJ	City Council	Admin Review	Bell/Williamson County
Certification of Design Compliance			X	
Stormwater Permit	Stormwater Permit		X	
Administrative Decision			X	
Appeal of an Administrative Decision				
Administrative Exception				
Variance		X		
Temporary Use Permit			X	
Building Permit	Building Permit (Signs and Utility Permit Only)		X	
X	Final Review Authority			
O	Initial Review Authority or Recommending Authority			
A	Advisory Review			



THE PRE-DEVELOPMENT PROCESS

Development Process Flow Chart

NOTE: Days shown below are estimates of total process time, including city and applicant reviews.



PRE-DEVELOPMENT MEETING APPLICATION

Instructions:

- Fill out the application and checklist completely prior to submission.
- Use the most recent application from the City's Website or obtain through City Hall.
- City Ordinances can be obtained at City Hall or by emailing Development Services at permitclerk@bartlett-tx.us.
- If there are any questions reach out to the Development Department at (254)-527-3219.

Submittal Requirements:

- APPLICATION
- LIST OF ATTENDEES, CONTACT INFORMATION, AND RESPECTIVE RESPONSIBILITIES IN THE PROJECT
- AREAS OF CONCERN WITH DEVELOPMENT
- SITE LOCATION MAP, OR TAX MAP INDICATING THE LOCATION OF THE PROPOSED PROJECT
- SITE PLAN
- DRAWINGS OR OTHER GRAPHIC INFORMATION TO DEPICT THE PROPOSED PROJECT
- ANY OTHER INFORMATION THAT CAN BE SEEN AS PERTINENT

THE FOLLOWING INFORMATION IS **REQUIRED** IN ORDER TO SCHEDULE A PRE-DEVELOPMENT MEETING.
PLEASE NOTE THE MORE INFORMATION THAT CAN BE PROVIDED IN ADVANCE WILL GAIN MORE
PRODUCTIVE FEEDBACK DURING THE MEETING.

CONTACT PERSON:			PHONE:
ADDRESS:			CELL:
CITY:	STATE:	ZIP:	EMAIL:
PROPERTY OWNER(S), IF DIFFERENT:			PHONE:
ADDRESS:			CELL:
CITY:	STATE:	ZIP:	EMAIL:

SITE ADDRESS:	ZONING:
LEGAL DESCRIPTION:	
PROJECT NAME:	
DESCRIPTION OF PROPOSAL (E.G. BUILDING, PROPOSED USE):	
DESCRIBE ALL LAND USES ASSOCIATED WITH PROPOSED PROJECT:	
PROPOSED HEIGHT:	NUMBER OF STORIES:

FLOOR AREA (SQ. FT.):	TOTAL SITE AREA (SQ. FT.):
NUMBER OF DWELLING UNITS:	SQ. FT. OF DWELLING UNITS:
PROPOSED TYPE OF CONSTRUCTION:	
PROPOSED OCCUPANCY:	
TYPE OF PROJECT: REMODEL NEW CONSTRUCTION	IS THE SITE PLATTED? YES NO DON'T KNOW
DATE ANTICIPATED FOR PERMIT SUBMITTAL:	
TARGET DATE TO BEGIN CONSTRUCTION:	TARGET DATE TO COMPLETE CONSTRUCTION:

CHECK ALL INFORMATION TO BE DISCUSSED AT THE MEETING:

- ANNEXATION
- PLATTING
- ZONING
- BUILDING PLAN
- TRAFFIC PLAN
- OTHER:

ADDITIONAL QUESTIONS, COMMENTS, OR CONCERNS:

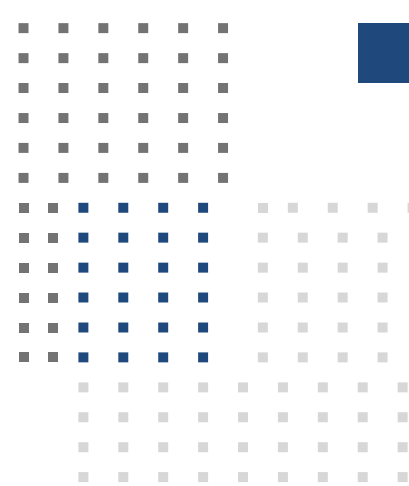
ANNEXATION

Importance of Annexation

Annexation is the process of bringing property into the City limits. It is one of the primary means by which cities grow. Cities annex territory to provide urbanizing areas with municipal services and to exercise regulatory authority necessary to protect public health and safety. Annexation is also a means of ensuring that current and future residents and businesses outside a city's corporate limits who benefit from access to the city's facilities and services share the tax burden associated with constructing and maintaining those facilities and services.

Annexation Process

Process	Public Notice/ Statutory Requirement	Action Required
Pre-Development Meeting	None	Starts the process.
Letter of Intent	None	
Application Submission	None	Council Accepts annexation application
Call for a public hearing to approve annexation.		Adopt resolution calling for public hearing
Notification for Neighboring Properties, Railroads, Public Entities	31+ days prior to Public Hearing	
Publish Notice, newspaper, website. Written Notice; public schools, public entities	11-20 days prior to Public Hearing	
Hold public hearing to annex.		Council approves annexation.
Letter of Acceptance	None	None



VOLUNTARY ANNEXATION APPLICATION

Instructions:

- Fill out the application and checklist completely prior to submission.
- Use the most recent application from the City's Website or obtain through City Hall.
- City Ordinances can be obtained at City Hall or by emailing Development Services at permitclerk@bartlett-tx.us.
- If there are any questions reach out to the Development Department at (254)-527-3219.

Submittal Requirements:

- Completed annexation petition with each owner's original notarized signature. Must include signatures of all owners if there are multiple owners of record.
- Copy of deed showing current ownership.
- A clear and legible copy of certified field notes, survey, or plat, clearly showing the property.
- If the property is a subdivided lot, submit a copy of the recorded subdivision plat.

CONTACT PERSON:			PHONE:
ADDRESS:			CELL:
CITY:	STATE:	ZIP:	EMAIL:
PROPERTY OWNER(S), IF DIFFERENT:			PHONE:
ADDRESS:			CELL:
CITY:	STATE:	ZIP:	EMAIL:

PROJECT INFORMATION:

Site Address:	County, State, Zip:	Total Acres:	Lot and Block or Parcel:

Subdivision Name: _____

Subdivision Plat on File? ___Yes ___No

Survey Name and Abstract Number:

Current Land Use:

Current Zoning

Please check one of the following:

I will Represent my Petition before the City of Bartlett Council and Staff

I hereby authorize the person named below to act as my agent representing his application before the City of Bartlett Council and Staff

Agent Name

Company Name (If Applicable)

Due at the Time of Application Submission

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel any other Federal, State, or local law regulating construction or the performance of construction.

Signature

Name (printed)

Date

Owner's Mailing Address

City

State

Zip

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared _____, known to me to be the person's whole name is subscribed to the foregoing instrument, and acknowledged that he/she executed the same for the purposes and consideration therein expressed and, in the capacity, therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the _____ day of __, 20__.

Notary Public in and for the State of

Texas My commission expires: _____

[seal]

SECOND OWNER (IF APPLICABLE):

<i>Signature</i>	<i>Name (printed)</i>	<i>Date</i>
------------------	-----------------------	-------------

<i>Owner's Mailing Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
--------------------------------	-------------	--------------	------------

THE STATE OF TEXAS §

COUNTY OF WILLIAMSON §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared _____, known to me to be the person's whole name is subscribed to the foregoing instrument, and acknowledged that he/she executed the same for the purposes and consideration therein expressed and, in the capacity, therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the _____ day of __, 20__.

Notary Public in and for the State of

Texas My commission expires: _____

[seal]

THE STATE OF TEXAS §

COUNTY OF Bell §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared _____, known to me to be the person's whole name is subscribed to the foregoing instrument, and acknowledged that he/she executed the same for the purposes and consideration therein expressed and, in the capacity, therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the _____ day of __, 20__.

Notary Public in and for the State of

Texas My commission expires: _____

[seal]

SECOND OWNER (IF APPLICABLE):

<i>Signature</i>	<i>Name (printed)</i>	<i>Date</i>
------------------	-----------------------	-------------

<i>Owner's Mailing Address</i>	<i>City</i>	<i>State</i>	<i>Zip</i>
--------------------------------	-------------	--------------	------------

THE STATE OF TEXAS §

COUNTY OF Bell §

BEFORE ME, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared _____, known to me to be the person's whole name is subscribed to the foregoing instrument, and acknowledged that he/she executed the same for the purposes and consideration therein expressed and, in the capacity, therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the _____ day of __, 20__.

Notary Public in and for the State of

Texas My commission expires: _____

[seal]

ZONING

Importance of Zoning, Permitted Uses and Changing Your Zoning

Importance of Zoning

Zoning is an important responsibility of a municipal government and authorized by state law under the police powers of the City to control nuisances. Zoning allows the local government to regulate the development and use of land within its jurisdiction through the establishment of districts. The city regulates land use, and site conditions with zoning districts. The intent of zoning is to protect health, safety, and welfare of the public as well as preserve the development rights of private landowners. In addition, zoning plays a major role in the preservation of existing neighborhoods as well as in the development of new neighborhoods. Through the zoning process, the City of Bartlett strives to promote compatible land use patterns and minimize conflicts between uses.

Permitted Uses

The first step in determining whether or not a proposed use is permitted is to identify the current zoning of a property. The zoning district can be found on the zoning map located on the City's Website. The next step is to review Division 2 found in Chapter 9 Planning and Development, Use Regulations, and Lot Design Standards of the Code of Ordinances to determine what uses are permitted in the current zoning district.

Changing Your Zoning Designation

The zoning of a property may be changed to accommodate a proposed use for a property that conflicts with the allowable uses or standards determined by the zoning district. Applicants interested in changing the zoning of a property may schedule a meeting with staff to discuss the project proposal and submit the application. The zoning application will be reviewed by City Staff and scheduled for a public hearing before the City Council. The City Staff will review the request and make recommendations that will be forwarded to the City Council. The City Council will then review the recommendations and make a final decision.

Frequently Asked Questions

1. How can I find out what my property is zoned?

The City zoning map is available on the City's website www.bartlett-tx.us or you may contact the Development Services Department for assistance.

2. What can I do to let the City know that I am either in support of or opposed to a proposed rezoning?

The City Council are always seeking input on rezoning requests. You can email or mail a letter to the Development Department, or you can attend the public hearing and speak about the request.

3. What if my zoning district does not allow for the use I want to develop?

You will need to request a rezoning of the property.

4. How long is the rezoning process?

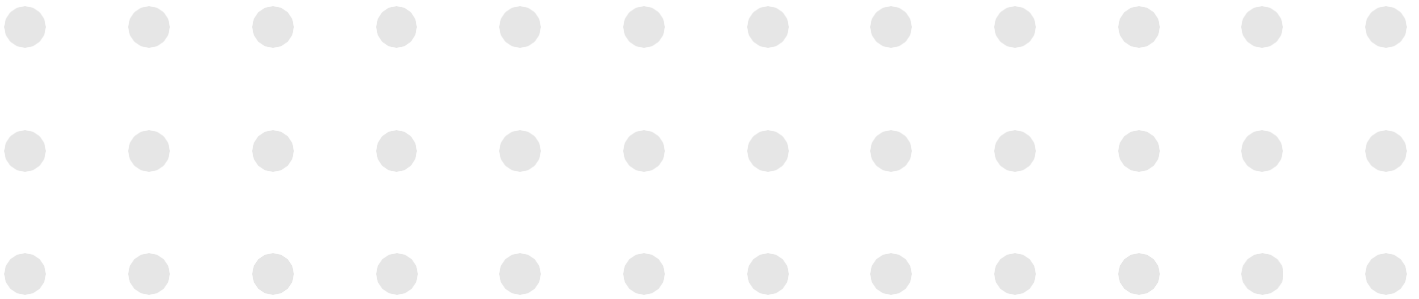
The rezoning process is approximately 6-8 weeks.

5. Is there a deadline for me to submit my zoning request?

Once Staff has completed the review of the application and confirmed the completeness, it will be scheduled for the next available City Council public hearing. State law requires public notification to occur prior to the hearings.

6. How much does it cost to rezone a property?

The cost of the rezoning depends on the size of the property. The fee schedule is available as part of the Zoning Application.



Zoning Change/ Variance/Special Use Application

Instructions:

- Fill out the application and checklist completely prior to submission.
- Use the most recent application from the City's Website or obtain through City Hall.
- City Ordinances can be obtained at City Hall or by emailing Development Services at permitclerk@bartlett-tx.us.

Submittal Requirements:

- Completed application form with owner's original signature.
- Tax map(s) highlighting the subject property and showing the line extending 200 feet from property.
- List of property owners' names and addresses from the county appraisal district (www.wcad.org) within 200 feet of the perimeter of the tract (include the tract being re-zoned) and
- One set of mailing labels for notification of adjacent owners from (b) above.
- The Public Hearing Signage document at the end of this checklist is signed and dated.
- Letter of intent explaining requested zoning change. Include statements supporting request.
- Field notes, dimensioned map or subdivision name with lot and block describing all proposed zoning districts.
- Prepare an 8½" x 11" hard copy color map including the area of the requested zoning change and surrounding areas within 1,000'. The zoning map can be found at www.bartlett-tx.us under community development tab. Draw the boundary of your request on the maps with a black marker and label the zoning district(s) requested.
- A physical description of the property including slopes or other topographic conditions, tree cover (extent and type), waterways, existing structures, and any unique features of the site.
- Copy of the deed showing current ownership.
- Tax certificates or other evidence that all applicable property taxes have been paid for the subject property.
- Rezoning Fees (calculation listed below).

\$500.00 + \$15 Tech Fee (1 st 5 acres) (Zoning Change)	\$ _____
\$250.00 + \$15 Tech fee (Variance)	\$ _____
\$750.00 + \$15 Tech fee (Special Use)	\$ _____
TOTAL FEE (due at time of application submission):	\$ _____

Do Not Write Below – Staff Use Only

Accepted for Processing by: _____

Date: _____

Date of Planning & Zoning Commission: _____

Date of City Council: _____

PROPERTY INFORMATION:

Property Address: _____

Property Acreage: _____

Legal Description: _____

County Short ID #: _____

Current Zoning: _____

Proposed Zoning: _____

APPLICANT INFORMATION:

PLEASE NOTE: The signature of the owner authorizes the City of Bartlett staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his/her agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. The agent shall be considered the official and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

(Check One):

- I, the owner, will represent this application with the City of Bartlett
- I, the owner, hereby authorize the person named below to act as my agent in processing this application with the City of Bartlett.

OWNERSHIP INFORMATION:

PROPERTY OWNER: _____

Phone: _____

FAX: _____

(If Property ownership is in the name of a partnership, corporation, joint venture, trust, or other entity, please list the official name of the entity and the name of the managing partner)

ADDRESS: _____

CITY: _____

STATE: _____

ZIP: _____

EMAIL: _____

CELL: _____

PAGER: _____

I hereby request that my property, as described above, be considered for a Minor Plat and I give City Staff and elected or appointed representative's permission to visit the site described in this application:

Owner's Signature: _____

Date: _____

AGENT INFORMATION:

If an agent is representing the owner of the property, please complete the following information:

Project Agent: _____

Phone: _____

FAX: _____

ADDRESS: _____

CITY: _____

STATE: _____

ZIP: _____

EMAIL: _____

CELL: _____

PAGER: _____

I hereby authorize the person named above to act as my agent in processing this application:

Owner's Signature: _____

Date: _____

I hereby attest that I prepared this application/checklist and that all information shown herein is correct and complete to the best of my knowledge.

Signature

Printed Name

Date

PUBLIC HEARING SIGNAGE REQUIREMENTS

I, _____, AGREE TO POST PUBLIC NOTICE SIGNAGE IN ACCORDANCE WITH THE FOLLOWING RULES (AN AFFIDAVIT IS ENCLOSED).

Signature *Name (printed)* *Date*

The applicant is required to place notification signs on the property in question notifying the public of the dates and times of the Planning & Zoning meeting and the City Council meeting. These signs must be visible on the property for both meetings. Signs must be placed on the property at least 15 days prior to the meeting date, but not more than 30 days prior to the first meeting and shall remain until after the last public meeting date.

The yellow public hearing signs are to be posted on the subject property adjacent to all roadways at each corner of the development and at intervals not to exceed 300 feet. Please write the following information on the yellow signs in black, waterproof ink with letters a minimum of 1-1/2" tall, approximately 3/8 of an inch thick, and legible.

Proposed
'PROJECT TYPE'
(i.e., Concept Plan, Preliminary Plat, Re-Zone, Special Use Permit, Variance)
FOR
'PROJECT NAME & FILE # – SPECIFIC REQUEST'
PUBLIC HEARING
DATES/TIMES:

The owner or owner's agent is required to sign the attached affidavit indicating that signs will be posted in accordance with these Public Hearing Signage Requirements. Staff will check to determine if the signage is posted in accordance with requirements. Failure to post public hearing signage in accordance with requirements will result in invalid public notice and the applicant will be required to pay for new public notices, letter notices and signage fees and proceed through the notification again.

<i>Do Not Write Below – Staff Use Only</i>
SIGNS ARE TO BE POSTED NO EARLIER THAN: _____
SIGNS ARE TO BE POSTED NO LATER THAN: _____
PLANNING & ZONING MEETING IS: _____
CITY COUNCIL MEETING IS: _____

SUBDIVISION AND PLATTING

Importance of Subdivision / Platting, When to Plat

Platting, or subdivision of land, is a tool utilized to provide public infrastructure to lots including streets, utilities, and adequate drainage improvements. It is also utilized to implement various ordinances for parkland and park improvements, tree protection, and other standards that promote reasonable growth within the city. During the platting stage, the layout of streets, drainage improvements and utilities are established. This process is utilized to subdivide land prior to the development or selling of the property. Platting is also used to subdivide existing platted lots which do not involve the extension of public improvements.

The ways in which land is subdivided, streets are planned, and lots are laid out can have a lasting effect on the physical character of the City. The system of improvements for streets, water and wastewater services, utilities, drainage, public facilities, and community amenities determines in large measure the quality of life enjoyed by the residents of the community.

Differences in Application Types

Minor Plat

- Used to divide a tract into 5 lots or less, in which all lots have the minimum frontage to a public street and does not require the dedication of public improvements.

Amending Plat

- Used to correct an error in existing plat, it does not require Joint Hearing Approval.

Replat

- Used to re-subdivide all or part of a recorded plat, without the vacation of the preceding plat, and to allow for a review by the City Council.

Development/ Preliminary Plat

- Used to divide any land into six or more separate parcels and any plat that requires a dedication of land or public improvements to the city.

Final Plat

- Demonstrates for public record all individual lots, public improvements, and dedications associated with the subdivision.

Minor Plat

A minor plat is a plat to divide a tract into 5 lots or less, in which all lots have the minimum frontage to a public street and does not require the dedication of public improvements (streets, waterlines or wastewater lines) to the City. A minor plat does not require P&Z or Council approval and may be approved by the City Administrator or designee. If the City Administrator or designee is unable to approve the minor plat, the applicant may request an appeal. (Refer to an Appeal of an Administrative Decision).

Process

The applicant may meet with the City Administrator or designee at a pre-development conference to determine whether the proposed division is eligible for following the minor plat process.

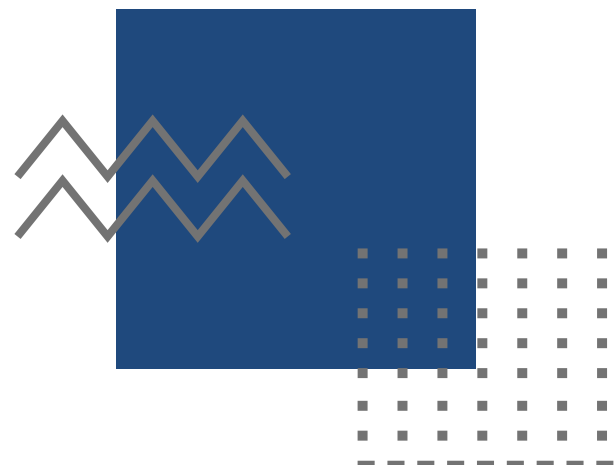
If the City Administrator or designee determines that the plat does not meet the approval criteria, he or she will summarize the comments in a letter to the applicant. The applicant must respond within 12 days of the date of the comment letter, or the application will be forwarded to the City Council. The applicant may request that the plat may be forwarded to the City Council, which will take final action.

Once the City Administrator or designee has determined that the plat meets all approval criteria, he or she will contact the applicant and request one Mylar copy and three bond copies of the plat for final signatures. It is the applicant's responsibility to have the Mylar plat filed for record with the County Clerk. Only a recorded plat is considered valid for the purposes of title transfer or building permits, and any entity wishing to apply for a building permit must present a copy of the recorded plat from the County Clerk's office.

Submittal Requirements

The application for a Minor Plat requires the following items to be submitted, in accordance with the checklist provided below.

The City Administrator or designee or designee will review the application for completeness. If the application is complete, the City Administrator or designee will review the plat for technical compliance with the code, within 12 days of the determination of completeness.



Minor Plat Application

Instructions:

- Fill out the application and checklist completely prior to submission.
- Use the most recent application from the City's Website or obtain through City Hall.
- City Ordinances can be obtained at City Hall or by emailing Development Services at permitclerk@bartlett-tx.us.
- If there are any questions reach out to the Development Department at (254)-527-3219.

Submittal Requirements:

- Subdivision name
- Submittal Date (in accordance with submittal calendar)
- 2 paper copies 24" by 36" of the Minor Plat with the title of the Minor Plat appearing on the outside.
- 1 copy of the Minor Plat in pdf format.
- 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 Final Plat. The abstractor's certificate shall be dated no earlier than thirty (30) days prior to the submission of the Final Plat.
- A copy of the deed(s) identifying the owners of the property
- Letters from utility providers stating that utilities are available.
- 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 precision for monuments found or set within the corporate limits of any city in Texas.
- Payment of fees in accordance with the fee schedule adopted by the City Council and provided in this Development Packet.

The City Administrator or designee will review the application for completeness. If the application is complete, the City Administrator or designee will review the plat for technical compliance with the code.

\$1,000.00 + \$15.00 Tech Fee (Minor Plat)

\$ _____

TOTAL FEE (due at time of application submission):

\$ _____

Do Not Write Below – Staff Use Only

Accepted for Processing by: _____

Date Approved: _____

APPLICANT INFORMATION:

PLEASE NOTE: The signature of the owner authorizes the City of Bartlett staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his/her agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. The agent shall be considered the official and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

(Check One):

- I, the owner, will represent this application with the City of Bartlett
- I, the owner, hereby authorize the person named below to act as my agent in processing this application with the City of Bartlett.

OWNERSHIP INFORMATION:

PROPERTY OWNER: _____ Phone: _____ FAX: _____
(If Property ownership is in the name of a partnership, corporation, joint venture, trust, or other entity, please list the official name of the entity and the name of the managing partner)

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____ CELL: _____ PAGER: _____

I hereby request that my property, as described above, be considered for a Minor Plat and I give City Staff and elected or appointed representative's permission to visit the site described in this application:

Owner's Signature: _____ Date: _____

AGENT INFORMATION:

If an agent is representing the owner of the property, please complete the following information:

Project Agent: _____ Phone: _____ FAX: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____ CELL: _____ PAGER: _____

I hereby authorize the person named above to act as my agent in processing this application:

Owner's Signature: _____ Date: _____

I hereby attest that I prepared this application/checklist and that all information shown herein is correct and complete to the best of my knowledge.

Signature

Printed Name

Date

MINOR PLAT CONTENT (INFORMATION SHOWN ON PLAT)

- Title of Subdivision; title must include the word "Revised" if changed after recordation.
- North arrow
- Scale: 1:100
- The following information shall appear in one place on the FIRST sheet:
 - OWNERS: (if corporation include name) ACREAGE:
 - PATENT SURVEY:
 - SURVEYOR:
 - ENGINEER:
 - NUMBER OF BLOCKS:
 - NUMBER OF LOTS:
 - SUBMITTAL DATE:
 - BENCHMARK DESCRIPTION & ELEVATION: See below.
- Location map with North arrow
- Boundary survey with bearings and distances
- Streets with complete curve data
- Point of beginning labeled and described in a metes and bounds description
- A metes and bounds description, tied to corner of original survey and across adjacent streets to determine right-of-way width
- Monumentation (see requirements contained in this Development Packet
- Lot and block lines
- Numbers on all proposed lots and letters on proposed blocks
- Dimensions for front, rear, and side lot lines
- Depiction of 100-year floodplain; if the tract is not in the 100-year floodplain, a plat note stating such must be shown.
- Dashed lines showing the names and widths of adjacent land subdivisions, lot lines, streets, easements, water courses.
- Street right-of-way widths must be labeled and reflect the City of Bartlett Master Transportation Plan
- All existing physical features within the area being subdivided, such as existing watercourses, railroads, width of streets, alleys, easements, etc.
- All drainage easements shall be labeled as "drainage and storm sewer" easements.

- Designation of any special purpose lots (i.e., park, landscaping, detention, ROW, etc.); labeled and the area shown in acres.
- Plat note stating: Building setbacks shall be in accordance with Chapter 4, Zoning and Lot Design Standards, City of Bartlett Unified Development Code.
- Plat note stating: Sidewalks shall be constructed in accordance with Chapter 5, Subdivisions & Public Improvements, City of Bartlett Unified Development Code and with the Design and Construction Standards.
- Plat note stating: No obstructions, including but not limited to fencing or storage, shall be permitted in any drainage easements shown hereon.
- 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.
- Signed and notarized certificate of ownership, consent, restrictions, and dedications contained therein.

Amending Plat

In certain instances of an error being made on a plat, a procedure can be undertaken to correct the error without requiring P&Z or Council approval and is specifically laid out in §212.016 of the Local Government Code. The City's role in the process is to follow this section of the Local Government Code and objectively determine that the amending plat process is utilized to correct an error, and not bestow a development right which without the process would not be there.

Process

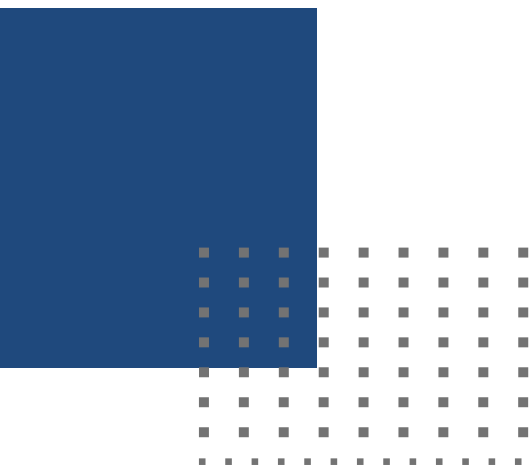
The applicant may meet with the City Administrator or designee at a pre-development conference to determine if the proposed division is eligible for the amending plat process. At the conclusion of the pre-development conference, the City Administrator or designee will determine if the proposed division is eligible for an amending plat process. (Note: if the applicant disagrees with the City Administrator or designee decision, the applicant may request an appeal. Refer to Appeal of an Administrative Decision).

Submittal Requirements

The application for an Amending Plat requires the following items to be submitted, in accordance with the checklist found in the application.

The City Administrator or designee will review the application for completeness. If the application is complete, the City Administrator or designee will review the plat for technical compliance with the code. If the City Administrator or designee determines that the plat does not meet the approval criteria, the applicant may request that the plat may be forwarded to the City Council, which will take final action.

Once the City Administrator or designee has determined that the plat meets all approval criteria, he or she will contact the applicant and request one photographic Mylar copy and three bond copies of the plat for final signatures. It is the applicant's responsibility to have the Mylar plat filed for record with the County Clerk. Only a recorded plat is considered valid for the purposes of title transfer or building permits, and any entity wishing to apply for a building permit must present a copy of the recorded plat from the County Clerk's office.



Amending Plat Application

Instructions:

- Fill out the application and checklist completely prior to submission.
- Use the most recent application from the City's Website or obtain through City Hall.
- City Ordinances can be obtained at City Hall or by emailing Development Services at permitclerk@bartlett-tx.us.
- If there are any questions reach out to the Development Department at (254)-527-3219.

Submittal Requirements:

- 2 paper copies 24" by 36" of the Amending Plat with the title of the subdivision appearing on the outside
- 1 copy of the Amending Plat in pdf format
- 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 Amending Plat. The abstractor's certificate shall be dated no earlier than thirty (30) days prior to the submission for the Amending Plat
- A copy of the deed(s) identifying the owners of the property
- 2 copies of an Engineer's Report
- 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 precision for monuments found or set within the corporate limits of any city in Texas.
- Payment of fees including notification fees in accordance with the fee schedule adopted by the City Council and provided in this Development Packet. Checks shall be made payable to the City of Bartlett

The City Administrator or designee will review the application for completeness. If the application is complete, the City Administrator or designee will review the plat for technical compliance with the code.

\$2,000.00 + \$15.00 Tech Fee (Amending Plat)

\$ _____

TOTAL FEE (due at time of application submission):

\$ _____

Do Not Write Below – Staff Use Only

Accepted for Processing by: _____

Date Approved: _____

APPLICANT INFORMATION:

PLEASE NOTE: The signature of the owner authorizes the City of Bartlett staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his/her agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. The agent shall be considered the official and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

(Check One):

- I, the owner, will represent this application with the City of Bartlett
- I, the owner, hereby authorize the person named below to act as my agent in processing this application with the City of Bartlett.

OWNERSHIP INFORMATION:

PROPERTY OWNER: _____ Phone: _____ FAX: _____
(If Property ownership is in the name of a partnership, corporation, joint venture, trust, or other entity, please list the official name of the entity and the name of the managing partner)

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
 EMAIL: _____ CELL: _____ PAGER: _____

I hereby request that my property, as described above, be considered for a Minor Plat and I give City Staff and elected or appointed representative's permission to visit the site described in this application:

Owner's Signature: _____ Date: _____

AGENT INFORMATION:

If an agent is representing the owner of the property, please complete the following information:

Project Agent: _____ Phone: _____ FAX: _____
 ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
 EMAIL: _____ CELL: _____ PAGER: _____

I hereby authorize the person named above to act as my agent in processing this application:

Owner's Signature: _____ Date: _____

I hereby attest that I prepared this application/checklist and that all information shown herein is correct and complete to the best of my knowledge.

Signature

Printed Name

Date

AMENDING PLAT CONTENT (INFORMATION SHOWN ON PLAT)

- Title of the subdivision that is being amended as previously recorded.
- North arrow
- Scale: 1:100
- The following information shall appear in one place on the FIRST sheet:
 - OWNERS: (if corporation include name) ACREAGE:
 - SURVEYOR:
 - ENGINEER LOT & BLOCK:
 - LINEAR FEET OF NEW STREETS:
 - SUBMITTAL DATE:
 - DATE OF MEETING:
 - BENCHMARK DESCRIPTION & ELEVATION: See benchmark information below.
- Location map with North arrow
- Boundary survey with bearings and distances
- Streets with complete curve data
- Point of beginning labeled on plat and described in a metes and bounds description.
- Metes and bounds description, tied to corner of original survey and across adjacent streets to determine right-of-way width.
- Monumentation (see requirements contained in this Development Packet)
- Lot and block lines. Numbers on all proposed lots and letters on proposed blocks
 - Dimensions for front, rear, and side lot lines
- Depiction of the ultimate 100-year flood plain; if the tract is not in the 100-year flood, a note stating such must be shown.
- Dashed lines showing the names and widths of adjacent land subdivisions.
- Streets
- Easements
- Water courses
- Street right-of-way widths must be labeled and reflect the City of Bartlett Thoroughfare Plan
- All existing physical features within the area being subdivided, such as existing watercourses, railroads, width of streets, alleys, easements, etc.

- All drainage easements shall be labeled as "drainage and storm sewer" easements.
- Designation of any special purpose lots (i.e., park, landscaping, detention, ROW, etc.); labeled and the area shown in acres.
- Plat note stating: Building setbacks shall be in accordance with Chapter 9, Zoning, and Lot Design Standards City of Bartlett Unified Development Code.
- Plat note stating: Sidewalks shall be constructed in accordance with Chapter 10 of the Subdivision Code

& Public Improvement City of Bartlett Unified Development Code and with the Design and Construction Standards.
- Plat note stating: No obstructions, including but not limited to fencing or storage, shall be permitted in any drainage easements shown hereon.
- 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.
- Plat note stating: This Plat conforms to the Concept Plan (or Preliminary Plat if no Concept Plan was required) approved by the City Council on INSERT APPROVAL DATE.
- Signed and notarized certificate of ownership, consent, restrictions, and dedications contained therein.

Replat

The purpose of a Replat is to re-subdivide all or part of a Recorded Plat, without the vacation of the preceding plat, and to allow for a review by the. Some replats require mailed notice and cannot be done administratively. See §§212.014 and 212.015 of the Local Government Code.

Process

The applicant may meet with the City Administrator or designee at a pre-development conference to determine that the proposed division is eligible for following the replat process. If the City Administrator or designee determines the proposed division is/is not eligible for a replat, the applicant may request an appeal. Refer to Appeal of an Administrative Decision.

Submittal Requirements

The application for a Replat requires the following items to be submitted, in accordance with the checklist found in Appendix B:

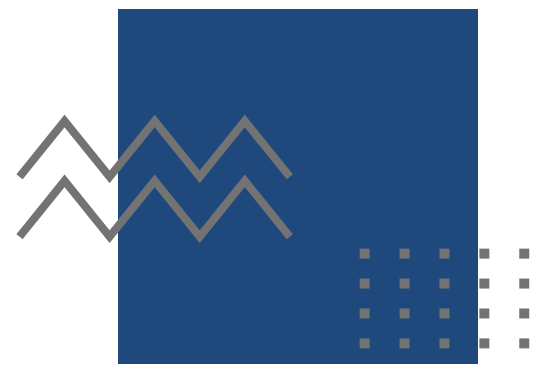
The City Administrator or designee will review the application for completeness within 5 days of receipt of the submittal materials. If the application is complete, the City Administrator or designee will review the plat for technical compliance with the code, within 12 days of the determination of completeness. The City Administrator or designee will also schedule a public hearing before the next regularly scheduled. Published notice is required.

If the City Administrator or designee determines that the plat does not meet the approval criteria, he or she will summarize the comments in a letter to the applicant. The applicant must respond within 12 days of the date of the comment letter, or the application will be recommended for statutory disapproval. In other words, the applicant must meet all the technical requirements, or the plat cannot be approved under the 30-day timeline.

At the public hearing, the City Council will consider staff comments and recommendations, the applicant's testimony, and public comment during the hearing. After consideration of these, the City Council will make a recommendation to the City Administrator or designee to either approve or disapprove the replat.

If the plat is approved by both the City Council and the City Administrator or designee, he or she will contact the applicant to begin the signature and recordation process. It is the applicant's responsibility to

have the Mylar plat filed for record with the County Clerk. Only a recorded plat is considered valid for the purposes of title transfer or building permits, and any entity wishing to apply for a building permit must present a copy of the recorded plat from the County Clerk's office.



Replat Plat Application

Instructions:

- Fill out the application and checklist completely prior to submission.
- Use the most recent application from the City's Website or obtain through City Hall.
- City Ordinances can be obtained at City Hall or by emailing Development Services at permitclerk@bartlett-tx.us.
- If there are any questions reach out to the Development Department at (254)-527-3219.

Submittal Requirements:

- Subdivision name
- Submittal Date (in accordance with submittal calendar)
- Date of review (in accordance with submittal calendar)
- 2 paper copies 24" by 36" of the Replat Plat with the title of the Replat appearing on the outside.
- 12 paper copies 11" by 17" of the Replat Plat.
- 1 copy of the Replat Plat in pdf format.
- 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 Replat. The abstractor's certificate shall be dated no earlier than thirty (30) days prior to the submission of the Replat.
- A copy of the deed(s) identifying the owners of the property
- 2 copies of the Engineer's Report
- If applicable, a City approved Traffic Impact Analysis.
- A list of names and addresses of the owners of property that are in the original subdivision and that are located within 200 feet of the property contained in the Replat as recorded on the current tax roll including a diagram that identifies said properties and a key to the list provided.
- Payment of fees including notification fees in accordance with the fee schedule adopted by the City Council and provided in this Development Packet. Checks shall be made payable to the City of Bartlett.

The City Administrator or designee will review the application for completeness. If the application is complete, the City Administrator or designee will review the plat for technical compliance with the code.

\$2,000.00 + \$20.00 Per Acre or Lot (Whichever is Greater) + \$50.00 Tech Fee (Replat)	\$ _____
TOTAL FEE (due at time of application submission):	\$ _____

Do Not Write Below – Staff Use Only

Accepted for Processing by: _____

Date Approved: _____

APPLICANT INFORMATION:

PLEASE NOTE: The signature of the owner authorizes the City of Bartlett staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his/her agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. The agent shall be considered the official and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

(Check One):

- I, the owner, will represent this application with the City of Bartlett*
- I, the owner, hereby authorize the person named below to act as my agent in processing this application with the City of Bartlett.*

OWNERSHIP INFORMATION:

PROPERTY OWNER: _____ Phone: _____ FAX: _____
(If Property ownership is in the name of a partnership, corporation, joint venture, trust, or other entity, please list the official name of the entity and the name of the managing partner)
ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
EMAIL: _____ CELL: _____ PAGER: _____
I hereby request that my property, as described above, be considered for a Minor Plat and I give City Staff and elected or appointed representative's permission to visit the site described in this application:
Owner's Signature: _____ Date: _____

AGENT INFORMATION:

If an agent is representing the owner of the property, please complete the following information:
Project Agent: _____ Phone: _____ FAX: _____
ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
EMAIL: _____ CELL: _____ PAGER: _____
I hereby authorize the person named above to act as my agent in processing this application:
Owner's Signature: _____ Date: _____

I hereby attest that I prepared this application/checklist and that all information shown herein is correct and complete to the best of my knowledge.

Signature

Printed Name

Date

REPLAT CONTENT (INFORMATION SHOWN ON PLAT)

- Title of the subdivision, to include the proper description of the portions being replaced.
- North arrow
- Scale: 1:100
- The following information shall appear in one place on the FIRST sheet:
 - OWNERS: (if corporation include name) ACREAGE: SURVEYOR:
 - ENGINEER LOT & BLOCK:
 - LINEAR FEET OF NEW STREETS:
 - SUBMITTAL DATE:
 - DATE OF
 - MEETING BENCHMARK DESCRIPTION & ELEVATION: See benchmark information below.
- Location map with North arrow
- Boundary survey with bearings and distances
- Streets with complete curve data
- Point of beginning labeled on plat and described in a metes and bounds description. Metes and bounds description, tied to corner of original survey and across adjacent streets to determine right-of-way width.
- Monumentation (see requirements contained in this Development Packet)
- Lot and block lines, Numbers on all proposed lots and letters on proposed blocks
- Dimensions for front, rear, and side lot lines
- Depiction of the 100-year flood plain; if the tract is not in the 100-year floodplain, a note stating such must be shown.
- Dashed lines showing the names and widths of adjacent land subdivisions, lot lines, streets, easements, water courses.
- Street right-of-way widths must be labeled and reflect the City of Bartlett Thoroughfare Plan
- Streets: street names must not be duplicates, must be continuous from any adjacent subdivisions and only one cul-de-sac shall utilize a primary street name
- All existing physical features within the area being subdivided, such as existing watercourses, railroads, width of streets, alleys, easements, etc.
- All drainage easements shall be labeled as "drainage and storm sewer" easements.

- Designation of any special purpose lots (i.e., park, landscaping, detention, ROW, etc.); labeled and the area shown in acres.
- Plat note stating: Building setbacks shall be in accordance with Chapter 9, Zoning, Lot Design Standards City of Bartlett Unified Development Code.
- Plat note stating: Sidewalks shall be constructed in accordance with Chapter 10, Subdivisions; Public Improvements City of Bartlett Unified Development Code and with the Design and Construction Standards.
- Plat note stating: No obstructions, including but not limited to fencing or storage, shall be permitted in any drainage easements shown hereon.
- 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.
- Plat note stating: This Plat conforms to the Concept Plan (or Preliminary Plat if no Concept Plan was required) approved by the City Council on INSERT APPROVAL DATE.
- Signed and notarized certificate of ownership, consent, restrictions, and dedications contained therein.

Preliminary Plat

A preliminary plat is required for any division of land into six or more separate parcels, and any plat that requires a dedication of land or public improvements to the City. The goal of the preliminary plat process is to develop a preliminary design level subdivision plan prior to the development of the final plat and construction plans, to ensure compatibility, connectivity, and utility serviceability.

Process

The applicant may meet with the City Administrator or designee at a predevelopment meeting to discuss the development plans.

The City Administrator or designee will review the application for completeness. Any outstanding items must be submitted before the submittal deadline, or the application will be scheduled for the following month's cycle.

Once the application has been determined complete, the City Administrator or designee will review the application for technical compliance with the code. The preliminary plat should demonstrate conformance with the approved general development plan (if applicable), consistency with the Comprehensive Plan, consistency with the Subdivision Code Chapter 10, and utility serviceability. The City Administrator or designee will combine his/her comments with the City Engineer's and provide a copy of the comments to the applicant within 12 days of submittal. The applicant should respond to the comments at least 5 days prior to the meeting.

The item will be placed on the City Council agenda, worded something to the effect of: "DISCUSSION AND RECOMMENDATION TO COUNCIL ON A PRELIMINARY PLAT OF THE SUBDIVISION, BEING ACRES OF LAND IN THE _____ SURVEY."

In the case of recommending disapproval, The City Council should note the specific requirements of the Code or refer to specific provisions of the Comprehensive Plan that are its grounds for disapproval.

The item will then proceed to the next regularly scheduled City Council meeting for consideration by Council. The agenda item should read something like this.

"DISCUSSION AND ACTION ON A PRELIMINARY PLAT OF THE SUBDIVISION, BEING ACRES OF LAND IN THE _____ SURVEY."



Preliminary Plat Application

Instructions:

- Fill out the application and checklist completely prior to submission.
- Use the most recent application from the City's Website or obtain through City Hall.
- City Ordinances can be obtained at City Hall or by emailing Development Services at permitclerk@bartlett-tx.us.
- If there are any questions reach out to the Development Department at (254)-527-3219

Submittal Requirements:

- Subdivision name
- Submittal Date (in accordance with submittal calendar)
- Date of Planning Commission review (in accordance with submittal calendar) The Developer shall submit a Preliminary Plat application that contains all of the following:
 - 2 paper copies 24" by 36" of the Preliminary Plat with the title of the Preliminary Plat appearing on the outside.
 - 12 paper copies 11" by 17" of the Preliminary Plat
 - 1 copy of the Preliminary Plat in pdf format.
 - 2 copies of a Tree Survey, at the same scale as the Preliminary Plat, that identify the size and location of all protected trees per the requirements of Section 6.07, City of Bartlett, Unified Development Code, as amended. For each copy, the Tree Survey shall be superimposed graphically on the preliminary plat.
 - 5 copies of a schematic that indicates utilities, streets and drainage together with the phases or sections that will be developed to ensure the orderly extension of utilities and streets.
 - 3 copies of the Engineer's Report
 - If applicable, a City approved Traffic Impact Analysis.
 - 1 copy of a letter from the CTCOG 911 Addressing Division indicating street name approval.
 - Payment of fees in accordance with the fee schedule adopted by the City Council. Checks shall be made payable to the City of Bartlett.

The City Administrator or designee will review the application for completeness. If the application is complete, the City Administrator or designee will review the plat for technical compliance with the code.

\$2,500.00 + \$20.00 Per Acre or Lot (Whichever is Greater) + \$50.00 Tech Fee (Preliminary Plat)	\$ _____
TOTAL FEE (due at time of application submission):	\$ _____

Do Not Write Below – Staff Use Only

Accepted for Processing by: _____

Date Approved: _____

APPLICANT INFORMATION:

PLEASE NOTE: The signature of the owner authorizes the City of Bartlett staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his/her agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. The agent shall be considered the official and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

(Check One):

- I, the owner, will represent this application with the City of Bartlett
- I, the owner, hereby authorize the person named below to act as my agent in processing this application with the City of Bartlett.

OWNERSHIP INFORMATION:

PROPERTY OWNER: _____ Phone: _____ FAX: _____
(If Property ownership is in the name of a partnership, corporation, joint venture, trust, or other entity, please list the official name of the entity and the name of the managing partner)

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____ CELL: _____ PAGER: _____

I hereby request that my property, as described above, be considered for a Minor Plat and I give City Staff and elected or appointed representative's permission to visit the site described in this application:

Owner's Signature: _____ Date: _____

AGENT INFORMATION:

If an agent is representing the owner of the property, please complete the following information:

Project Agent: _____ Phone: _____ FAX: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____ CELL: _____ PAGER: _____

I hereby authorize the person named above to act as my agent in processing this application:

Owner's Signature: _____ Date: _____

I hereby attest that I prepared this application/checklist and that all information shown herein is correct and complete to the best of my knowledge.

Signature

Printed Name

Date

PRELIMINARY PLAT CONTENT (INFORMATION SHOWN ON PLAT)

- Title of Subdivision; title must include the word "Revised" if changed after recording.
- North Arrow
- Plat should be at a scale of 1" = 100', and labeled
- The following information shall appear in one place on the first sheet:
 - OWNERS: (if corporation, include name of responsible individual)
 - ACREAGE:
 - PATENT SURVEY:
 - NUMBER OF BLOCKS:
 - NUMBER OF LOTS:
 - LINEAR FEET OF NEW STREETS:
 - SUBMITTAL DATE:
 - DATE OF PLANNING COMMISSION REVIEW:
 - SURVEYOR:
 - ENGINEER:
 - BENCHMARK DESCRIPTION & ELEVATION:
- Location map with North arrow
- Boundary survey with bearings and distances
- Lot and Block Lines
- Point of beginning labeled on plat and described in a metes and bounds description.
- A metes and bounds description; tie to corner of original survey; survey tie across adjacent streets to determine right-of-way width.
- Monumentation (review requirements contained in this Development Packet)
- Topographic and planimetric features, with two (2)-foot interval contour lines
- Ownership boundaries in heavy lines
- Numbers on all proposed lots and letters on proposed blocks
- Dimensions for front, rear, side lot lines
- Depiction of the ultimate 100-year flood plain. If the tract is not within the 100-year floodplain, a note stating such must be shown.
- Dashed lines showing the names and widths of adjacent land subdivisions; property lines and names of adjoining property owners of unsubdivided property; streets; easements & watercourses.

- Street layout and right-of-way must be in accordance with the City of Bartlett Thoroughfare Plan.
- Streets: street names must be continuous from any adjacent subdivisions and only one cul-de-sac shall utilize a primary street name.
- All drainage easements shall be labeled as “drainage and storm sewer” easements.
- Designation of any special purpose lots (i.e., park, landscaping, detention, ROW, etc.); labeled and the area shown in acres.
- Show any additional PUEs (if applicable) with engineering data necessary for all utility providers including electric, telephone, gas, cable, water and wastewater, and drainage.
- Plat note stating: Building setbacks shall be in accordance with Chapter 9, Zoning, Lot Design Standards City of Bartlett Unified Development Code.
- Plat note stating: Sidewalks shall be constructed in accordance with Chapter 10, Subdivisions; Public Improvements City of Bartlett Unified Development Code and with the Design and Construction Standards.
- Plat note stating: No obstructions, including but not limited to fencing or storage, shall be permitted in any drainage easements shown hereon.
- 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.
- Plat note stating: This Plat conforms to the General Development Plan (if applicable) approved by the City Council on INSERT APPROVAL DATE.

Final Plat

The final plat is intended to demonstrate for public record all the individual lots and public improvements and dedications associated with the subdivision. A recorded final plat demonstrates that the developer has completed all his or her necessary obligations to create legal lots for sale and development. A Final Plat application and Site Development Permit application can run concurrently. An approved final plat means that the property has had plans prepared for a subdivision which are in compliance with the codes, but it does not mean that the necessary public improvements have been completed and accepted for maintenance. A plat is only eligible for recordation if the improvements have been completed and inspected, or adequate fiscal surety has been posted.

Process

Following a mandatory pre-application conference, the applicant will make a submittal to the City Administrator or designee in accordance with the checklist. The City Administrator or designee will determine if the application is complete and notify the applicant within 5 days of the original submittal of any outstanding items. It is the applicant's responsibility to have a complete package by the submittal deadline prescribed on the calendar. Once the application is complete, the City Administrator or designee will disseminate the package to reviewing entities. The City Administrator or designee will notify Bell and/or Williamson County Engineering Department of any plat applications that are proposed in the ETJ.

The City Administrator or designee will review the plat for compliance with the Subdivision Code Chapter 10. At the final platting stage, most of the review will involve the following:

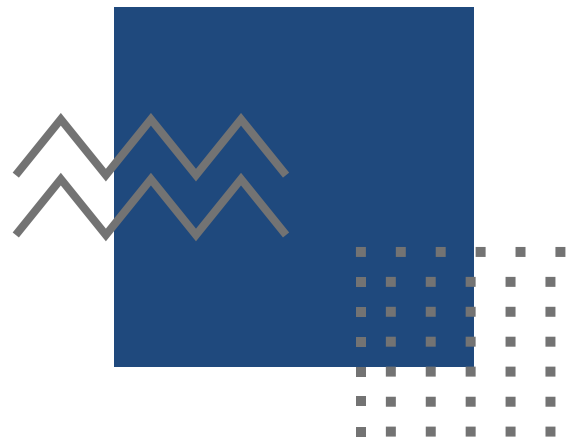
- Verification of minimum lot frontage and size
- Verification of adequate public road frontage
- Verification of dedicated easements, setbacks and buffer yards.
- Verification of road alignments and connectivity to adjacent properties.
- Construction plan review for adequacy of public facilities:
- Street, alleys, bridges, lighting, rights-of-way, sidewalks and signage.
- Water system, including wells (where used), utility easements, distribution lines, fire hydrants, valves, pumps, pressure tanks, water towers and other water facilities.
- Sanitary sewer system, or approval of the Williamson County Health Department for an On-Site Sewage facility (OSSF).
- Drainage System, including easements, culverts, channels, storm sewer lines, inlets, basins, control structures.
- Utilities for electric and telephone service and associated utility easements, as evidenced in a letter of review and approval by the respective utility provider.
- Gas and cable TV service and associated utility easements, as evidenced in a letter of review and approval by the respective utility provider.

The other significant component of the review pertains to the status of the public improvements. For the final plat to be approved, the improvements must be in place and inspected to the City Engineer's satisfaction, or fiscal surety must be provided in accordance with Subdivision Code Chapter 10

Recordation

A plat is eligible for recordation once all remaining conditions have been satisfied and the improvements are complete or fiscal surety is provided and in effect. Please refer to the checklist for recordation.

The applicant will bring the required items to the City Administrator or designee's office. Once all the items have been received, the City Administrator or designee will secure the necessary signatures on the plat and the developer will submit the plat for recordation with the County Clerk.



Final Plat Application

Instructions:

- Fill out the application and checklist completely prior to submission.
- Use the most recent application from the City's Website or obtain through City Hall.
- City Ordinances can be obtained at City Hall or by emailing Development Services at permitclerk@bartlett-tx.us.
- If there are any questions reach out to the Development Department at (254)-527-3219

Submittal Requirements:

- Subdivision name
- Submittal Date (in accordance with submittal calendar)
- Date of review (in accordance with submittal calendar)
- 2 paper copies 24" by 36" of the Final Plat with the title of the Final Plat appearing on the outside.
- 12 paper copies 11" by 17" of the Final Plat.
- 1 copy of the Final Plat in pdf format.
- 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 Final Plat. The abstractor's certificate shall be dated no earlier than thirty (30) days prior to the submission of the Final Plat.
- A copy of the deed(s) identifying the owners of the property.

- 2 Engineer's Reports or a letter from the Developer, if applicable, certifying that no changes have been made to the Engineer's Report since its previous submittal.
- If applicable, a City approved Traffic Impact Analysis.
- 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 precision for monuments found or set within the corporate limits of any city in Texas.
- Payment of fees in accordance with the fee schedule adopted by the City Council and provided in this Development Packet.

The City Administrator or designee will review the application for completeness. If the application is complete, the City Administrator or designee will review the plat for technical compliance with code.

\$2,500.00 + \$20.00 Per acre or Lot (Whichever is Greater) + \$50.00
Tech Fee (Final Plat)

\$ _____

TOTAL FEE (due at time of application submission):

\$ _____

Do Not Write Below – Staff Use Only

Accepted for Processing by: _____

Date Approved: _____

APPLICANT INFORMATION:

PLEASE NOTE: The signature of the owner authorizes the City of Bartlett staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his/her agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. The agent shall be considered the official and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

(Check One):

- I, the owner, will represent this application with the City of Bartlett
- I, the owner, hereby authorize the person named below to act as my agent in processing this application with the City of Bartlett.

OWNERSHIP INFORMATION:

PROPERTY OWNER: _____ Phone: _____ FAX: _____
(If Property ownership is in the name of a partnership, corporation, joint venture, trust, or other entity, please list the official name of the entity and the name of the managing partner)

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
 EMAIL: _____ CELL: _____ PAGER: _____

I hereby request that my property, as described above, be considered for a Minor Plat and I give City Staff and elected or appointed representative's permission to visit the site described in this application:

Owner's Signature: _____ Date: _____

AGENT INFORMATION:

If an agent is representing the owner of the property, please complete the following information:

Project Agent: _____ Phone: _____ FAX: _____
 ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____
 EMAIL: _____ CELL: _____ PAGER: _____

I hereby authorize the person named above to act as my agent in processing this application:

Owner's Signature: _____ Date: _____

I hereby attest that I prepared this application/checklist and that all information shown herein is correct and complete to the best of my knowledge.

Signature

Printed Name

Date

FINAL PLAT CONTENT (INFORMATION SHOWN ON PLAT)

- Title of Subdivision; title must include the word "Revised" if changed after recordation.
- North arrow
- Scale: 1:100
- The following information shall appear in one place on the FIRST sheet:
 - OWNERS: (if corporation include name) ACREAGE:
 - PATENT SURVEY:
 - SURVEYOR:
 - ENGINEER:
 - NUMBER OF BLOCKS:
 - NUMBER OF LOTS:
 - LINEAR FEET OF NEW STREETS:
 - SUBMITTAL DATE:
 - DATE OF REVIEW: BENCHMARK DESCRIPTION & ELEVATION: See below.
- Location map with North arrow
- Boundary survey with bearings and distances
- Streets with complete curve data
- Point of beginning labeled and described in a metes and bounds description.
- A metes and bounds description, tied to corner of original survey and across adjacent streets to determine right-of-way width.
- Monumentation (review requirements contained in this Development Packet)
- Lot and block lines
- Numbers on all proposed lots and letters on proposed blocks
- Dimensions for front, rear, and side lot lines
- Depiction of the ultimate 100-year flood plain; if the tract is not in the 100-year floodplain, a note stating such must be shown.
- Dashed lines showing the names and widths of adjacent land subdivisions, lot lines, streets, easements, water courses.
- Street right-of-way widths must be labeled and reflect the City of Bartlett Thoroughfare Plan
- Streets: street names must not be duplicates, must be continuous from any adjacent subdivisions, and only one cul-de-sac shall utilize a primary street name
- All existing physical features within the area being subdivided, such as existing watercourses, railroads, width of streets, alleys, easements, etc.

- All drainage easements shall be labeled as "drainage and storm sewer" easements.
- Designation of any special purpose lots (i.e., park, landscaping, detention, ROW, etc.); labeled and the area shown in acres.
- Plat note stating: Building setbacks shall be in accordance with Chapter 9, Zoning and Lot Design Standards, City of Bartlett Unified Development Code.
- Plat note stating: Sidewalks shall be constructed in accordance with Chapter 10, Subdivisions and Public Improvements, City of Bartlett Unified Development Code and with the Design and Construction Standards.
- Plat note stating: No obstructions, including but not limited to fencing or storage, shall be permitted in any drainage easements shown hereon.
- 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.
- Plat note stating: This Plat conforms to the General Development Plan (or Preliminary Plat if no General Development Plan was required) approved by the City Council on INSERT APPROVAL DATE.
- Signed and notarized certificate of ownership, consent, restrictions, and dedications contained therein.

SITE PLAN REVIEW AND PERMIT

When is it necessary?

A site development permit shall be required for all site developments unless they are smaller than the following sizes of development:

- Construction that involves paving or other impervious surface alteration totaling seventy-five hundred (7,500) square feet, including existing improvements; or modifications to a drainage channel or pipe or other storm drainage feature with a catchment's area, whether on-site or off-site, less than or equal to five (5) acres, may be reviewed and permitted by the City Administrator or designee, without requiring the City Council approval. If larger than these criteria, the Site Development Permit requires the City Council approval.
- Construction or expansion of a building other than a single-family or duplex residential building, with a floor area of one thousand (1,000) square feet.
- Construction or expansion of a parking lot or any other impervious surface of one thousand (1,000) square feet.
- Conversion of a residential or nonresidential structure to a nonresidential use in which the floor area of the building is one thousand (1,000) square feet.

Submittal Requirements

Applications which require Council action should be submitted in accordance with the adopted schedule. Applications which require only City Engineer / City Administrator or designee approval may be submitted at any time during normal business hours. The applicant should complete the application form which covers basic contact information and a legal description of the property. The applicant should also submit the following items to the City Administrator or designee:

- A copy of the recorded plat
- Copies of letters from utility providers stating that utility service is available at the site.
- Copy of approved TXDoT driveway permit, if applicable.
- Five copies of a site plan, which includes the following information:
 - Property Boundary dimensions
 - All setbacks and easements
 - Location of any existing physical improvements, including buildings, parking lots, driveways, landscaping, accessory structures, and septic facilities, as applicable.
 - Location of any proposed physical improvements, including buildings, parking lots, driveways, landscaping, accessory structures, and septic facilities as applicable.
 - Location of any adjacent utilities in the ROW, including culverts, headwalls, fire hydrants, valves, sanitary clean-outs, manholes, etc.
- A summary letter describing the proposed improvements including a statement by a registered professional engineer that the proposed improvements will not result in any adverse drainage impact to properties upstream or downstream. The summary letter should address the requirements of the Stormwater Permit (next section below).
- A statement from a registered professional engineer or licensed sanitarian that the septic system (if applicable) is in safe operating condition for the proposed use. — Review fee of \$3,500 + \$50.00 Per Acre over 1 Acre

Review Process

The City Administrator or designee will review the application for completeness and provide a list of outstanding items within 5 days of initial submittal. See Subdivision Code chapter 10 for further information on completeness review. When the application is determined to be complete, the City Administrator or designee will forward a copy of the site plan, and all required supporting documentation to the City Engineer for review.

The City Engineer will review the application for compliance with engineering criteria of the Code and issue a letter report to the City Administrator or designee summarizing his comments. The City Administrator or designee will review the site plan concurrently for setback, easement, and zoning issues. The City Administrator or designee will combine and enumerate all comments in a letter to the applicant at least 10 days prior to the scheduled City Council meeting (if the application requires Council action). For applications which require only administrative approval (City Engineer and City Administrator or designee), the summary letter must be prepared within 15 days of an application that is determined to be complete.

Prior to final approval of any site plan, the City Engineer will need to certify that the requirements for a stormwater permit are met by the site plan.

Criteria

- Technical compliance with the Subdivision Code Chapter 10 in effect at the time of submittal is the main criterion for a recommendation for approval or disapproval of the site plan. Additional criteria include:
 - Compliance with the development agreement or ordinance governing the parcel (e.g., PUD, Conditional use permit, etc.)
 - Compliance with any zoning overlay district requirements

Stormwater Permit

On construction requiring a site development permit, a stormwater permit is required prior to any land disturbance within the city limits or ETJ. An application for a stormwater permit must be prepared by a licensed professional engineer.

Submittal requirements

The application for a stormwater permit is usually made in conjunction with a site plan application. The stormwater permit application includes the following:

- 3 copies of a to-scale drawing showing on one or multiple sheets:
 - Property Boundary dimensions
 - All setbacks and easements
 - Location of any existing physical improvements, including buildings, parking lots, driveways, landscaping, accessory structures, and septic facilities, as applicable.
 - Location of any proposed physical improvements, including buildings, parking lots, driveways, landscaping, accessory structures, and septic facilities as applicable.
 - Location of any adjacent utilities in the ROW, including culverts, headwalls, fire hydrants, valves, sanitary clean-outs, manholes, etc.
 - The location of the 100-year floodplain, if applicable.
 - The location of proposed erosion control measures
 - The existing and proposed drainage areas
 - Existing and proposed flow paths
 - A summary table of existing and proposed discharges, velocities, and depth of flow.
 - A stage-discharge table for proposed detention ponds.
 - A stage-storage table for proposed detention ponds.

- A signature block for the City Engineer which states:
 - "The plans and specifications contained herein have been reviewed and are found to be in compliance with the stormwater management requirements of the City of Bartlett. <City Engineer> <Date>"
- An engineer's summary letter to demonstrate:
 - The method of analysis
 - Determination of runoff, including design storm, time of concentration, and runoff coefficient
 - Adequacy of conveyance for open channel or closed conduits, as applicable.
 - Any other information necessary to demonstrate that the proposed improvements do not adversely impact properties upstream or downstream of the project.
 - Any other information necessary to demonstrate that erosion will be mitigated.
- Copies of any applicable permits from the TCEQ, USEPA or other entity, or a statement to reflect the status of these applications.

Review Process

The City Engineer will review the permit application for completeness and notify the applicant within 5 days of any outstanding, required items. Once the application has been determined complete, the review period will be thirty days or less.

Approval of the stormwater permit will consist of a letter to the applicant stating that the application is in compliance with the stormwater management requirements of the City of Bartlett. The City Engineer will sign three copies of the plan sheets at the signature block provided: one for the City Administrator or designee's files, one for the City Engineer's files, and one copy for the applicant. It is recommended that the applicant provide a Mylar copy of the approved stormwater permit plans (or site plan) upon receipt of the City Engineer's letter. The City Engineer will sign the Mylar.

If the City Engineer determines that modifications to the plans are necessary, he/she will summarize his/her comments.

Construction Plans

Construction plan review is handled by the City Engineer. The applicant shall submit 3 copies of the construction plans to the City Administrator or designee along with the review fee. The City Manager or designee will distribute one set of the plans to the City Engineer, one set to the City Council reviewer, and one set for the file. The City Engineer will review the plans for compliance with the Subdivision Code Chapter 10 and the adopted Design and Construction Standards (DACs). The DACs are available through the City of Round Rock.

The initial review period for construction plans is 30 days. Subsequent review periods depend on the nature of revisions, unresolved issues, and accurate and timely submittals by the applicant.

When the City Engineer has determined that the plans are complete and satisfactory, he/she will issue a site development permit and sign the construction plans. The site development permit may take the form of a letter stating that the plans have been approved and any conditions of approval that must be met during and after construction and prior to acceptance of any public improvements. The letter will reference City Council action on the applicable preliminary plat, final plat, or site plan. The letter will be copied to the City Administrator or designee, Chairperson, and the Mayor.

The construction plans must include a signature block for the City Engineer, which reads:

"The plans contained herein have been reviewed and approved for construction on this date. The Engineer of Record is solely responsible for the completeness, accuracy, and adequacy of design, whether or not the application is reviewed for code compliance by the City of Bartlett. Date"

Fiscal Surety

If the applicant elects to construct the required public improvements prior to recording the plat (after the plat has been approved), the construction will be inspected while in progress and must be approved upon completion by the City Engineer. If the applicant elects to post fiscal surety in lieu of completing construction prior to final plat approval, he or she may elect to issue the City a performance bond or irrevocable letter of credit equal to 110% of the estimated cost of construction. Subdivision Code Chapter 10 applies.

Acceptance of Public Improvements

As public improvements are completed (usually in phases with a larger subdivision), they are inspected for proper installation according to city standards. This is a task of the City Engineer. Once all of the improvements have been satisfactorily installed, the developer provides a certification from his/her engineer that the improvements have been installed in conformance to plans and specifications and a petition for acceptance. The developer also provides the City Engineer with a set of as-built Mylar drawings, for permanent recording. Finally, the developer provides the City Administrator or designee with a Maintenance Bond. Once these items have been received, the City Engineer will make a recommendation to the Council for acceptance of the public improvements. The council takes final action on the acceptance of improvements.

BUILDING PERMIT

The Development Services Department is responsible for the issuance and inspection of all construction-related permits, as well as the issuance of Certificates of Occupancy.

Permits

A permit is required prior to the commencement of any construction located on property within the city limits. Activities requiring permits are listed below:

- New construction (commercial and residential)
- Remodels (relocation or removal of interior walls, and/or electrical, mechanical, or plumbing)
- Additions to existing structures
- Accessory buildings and structures
- Swimming pools
- Driveways/culverts
- Signs (new or re-facing)
- Demolition
- Moving structures
- Water/wastewater connections
- Irrigation systems
- Electrical service upgrades and standalone installations
- Plumbing repair with or without foundation repairs
- Water heater changeouts
- Others that may not be specifically listed

In most cases, properties located outside of the city limits and within the Bartlett ETJ only required permits for signs and water/wastewater connections. This list is not comprehensive, so please confirm with the Building Inspection Department prior to commencing work.

Inspection and Fee Requirements

Residential Inspections:

- Temporary Power Pole
- Plumbing Rough-In
- Foundation
- Sheathing
- Plumbing Top Out
- Electrical Meter Release
- Plumbing Final
- Electrical Final
- Flatwork / Driveway
- Building Finals

Residential Fees:

- Permit Fee (Construction Fees)
- Inspection Fees (per paid Inspections above)
- Review Fees
- Water Access Fees
- Water Meter Fees
- Wastewater Access Fees

Commercial Inspections:

- Form Board
- Foundation Piers
- Plumbing Rough-In
- Foundation Slab / Grade Beams
- Underground Electrical
- Concrete Tilt Wall Panels
- Structural Steel Frames
- Interior Frame Walls
- Firewalls
- Tenant Separation Walls*
- Interior Electrical Walls
- Interior Plumbing Top Out
- Mechanical Rough Inspection
- Commercial Ceiling Cover

- Utility Meter Release Procedures
- Commercial Kitchen Vent-A-Hood
- Mechanical Final Inspection
- Electrical Final Inspection
- Plumbing Final Inspection
- Building Final Inspection

Commercial Fees:

- Permit Fee (Construction Fees)
- Inspection Fees (per paid Inspections above)
- Review Fees
- Water Access Fees
- Water Meter Fees
- Wastewater Access Fee

Building Codes

The following Building Codes need to be considered for all construction related permits:

- 2018 International Building Code (IBC)
- 2018 International Mechanical Code (IMC)
- 2018 International Plumbing Code (IPC)
- 2018 International Fuel Gas Code (IFGC)
- 2018 International Residential Code (IRC)
- 2018 Energy Conservation Code (IECC)
- 2020 National Electric Code (NEC)
- 2018 International Fire Code (IFC)

Contractor Registration

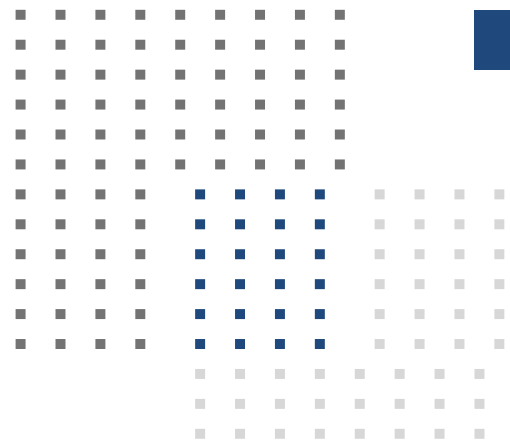
All Plumbing, Electrical, and Mechanical contractors shall be licensed by the State of Texas. All general contractors and subcontractors shall be required to have an updated registration form on file with the Development Services Department.

Signage

All signs erected or modified within city limits or the ETJ require the issuance of a Sign Permit as specified in the City's Sign Ordinance Chapter 4.07. The modification of an existing sign includes the changing of the face.

Certificate of Occupancy

Businesses are required to have a certificate of occupancy to conduct business within the City of Bartlett. There is a cost to apply for a certificate of occupancy. Upon application, inspectors will visit the location and inspect the site for code compliance and safety. Once each inspection passes, a certificate of occupancy will be issued. Please note that for commercial projects, a Certificate of Completion for site work is required prior to issuance of a Certificate of Occupancy.



ATTACHMENT B

Application Fee Schedule

The following is a summary of the City of Georgetown’s land development processing fees. The Planning Department encourages you to verify the total fees for your project prior to submitting an application by emailing (permticlerk@bartlett-tx.us). All fractions of an acre will be rounded up to the next acre. A per lot calculation includes the total number of lots being created in a subdivision (not just buildable lots, but open space, drainage, etc.).

Application Type	New Application Fee	Tech Fee	Total Amount Due at time of Submittal
Abandonment	\$150	\$10	\$160
Annexation	\$500	\$10	\$510
Appeal (100% refunded if appeal is granted)	\$500	\$10	\$510
Comprehensive Plan Amendment	\$350	\$25	\$375
Construction Plans			
Construction Plans, Subdivision (Limits of construction)	\$3,099 + \$50 per acre/lot over 1 acre/lot/easement area (whichever is greater)	\$50	\$3,149 + \$50 per acre/lot over 1 acre/lot/easement area (whichever is greater)
Construction Plan Revision, Minor	\$750	\$6	\$756
Construction Plan Revision, Major	\$2,500 + \$50 per acre/lot over 1 acre/lot/easement area (whichever is greater)	\$50	\$2,550 + \$50 per acre/lot over 1 acre/lot/easement area (whichever is greater)

Application Type	New Application Fee	Tech Fee	Total Amount Due at time of Submittal
Development Agreement			
Development Agreement	\$2,250 (includes 5 hrs. of staff meetings) + add'l staff time (at hourly rate to be determined) + related legal fees (at rate billed to the City, minimum \$225/hr.)	\$50	\$2,300 (includes 5 hrs. of staff meetings) + add'l staff time (at hourly rate to be determined) + related legal fees (at rate billed to the City, minimum \$225/hr.)
Development Agreement Amendment	\$500 (includes 5 hrs. of staff meetings) + add'l staff time (at hourly rate to be determined) + related legal fees (at rate billed to the City, minimum \$225/hr.)	\$50	\$550 (includes 5 hrs. of staff meetings) + add'l staff time (at hourly rate to be determined) + related legal fees (at rate billed to the City, minimum \$225/hr.)
Driveway Access Permit			
Agricultural	\$100	\$6	\$106
Residential	\$100	\$6	\$106
Non-Residential	\$250	\$6	\$256
Letter of Regulatory Compliance (Plat Certification and Zoning Verification)	\$25	\$6	\$33
License to Encroach (Easement or Right-of-Way)	\$200	\$10	\$210
Rezoning			
Rezoning	\$500 (1 st 5 acres) + \$25 per each add'l 5 acres (maximum fee \$1,000)	\$15	\$515 (1 st 5 acres) + \$25 per each add'l 5 acres (maximum fee \$1,000)
Planned Development District Rezoning	\$2,500 (1 st 5 acres) + \$50 per each add'l 5 acres (maximum fee \$7,000)	\$50	\$2,500 (1 st 5 acres) + \$50 per each add'l 5 acres (maximum fee \$7,000)
PDD Amendment	50% of full application fee	\$10	50% of full application fee + \$10
Site Development Plan			
Site Development Plan (includes Construction Plans) (must be submitted together)	\$3,500 + \$50 per acre over 1 acre	\$50	\$3,550 + \$50 per acre over 1 acre
Site Development Plan Amendment	\$1,500	\$6	\$1,506

Application Type	New Application Fee	Tech Fee	Total Amount Due at time of Submittal
Site Development Plan, Minor	\$750	\$6	\$756
Site Development Plan Extension	\$750	\$6	\$756
Site Development Plan Reinstatement	\$750	\$10	\$760
Special Use Permit			
Special Use Permit	\$750	\$15	\$765
Special Use Permit Extension	\$50	\$6	\$56
Stormwater Permit	\$1,000	\$10	\$1,010
Subdivision Plats			
Amending Plat	\$2,000	\$15	\$2,015
Final Plat	\$2,500 + \$25 per acre or lot (whichever is greater)	\$25	\$2,525 + \$25 per acre or lot** (whichever is greater)
Minor Plat	\$1,000	\$15	\$1,015
Preliminary Plat	\$2,500 + \$20 per acre or lot (whichever is greater)	\$50	\$2,550 + \$20 per acre or lot** (whichever is greater)
Preliminary Plat Amendment	50% of full application fee	\$10	50% of full application fee
Replat	\$2,000 + \$20 per acre or lot (whichever is greater)	\$50	\$2,000 + \$20 per acre or lot** (whichever is greater)
Subdivision Variance (with Plat)	\$750	\$6	\$756
Subdivision Variance (without Plat)	\$750	\$6	\$756
Plat Extension	\$750	\$6	\$756
Vacation of Recorded Plat	\$750	\$6	\$756
Temporary Use Permit	\$500, \$250 for extension	\$10	\$510, \$260 for extension

Application Type	New Application Fee	Tech Fee	Total Amount Due at time of Submittal
Traffic Impact Analysis	\$250 + engineer review fees @ \$150/hr. (charged separately, engineer fee will be higher if City billed at higher rate)	\$15	\$265 + engineer review fees @ \$150/hr. (charged separately, engineer fee will be higher if City billed at higher rate)
Code Text Amendment (Out of Cycle)	\$350	\$25	\$375
Zoning Variance	\$250	\$15	\$275

Other Fees	New Application Fee	Tech Fee	Total Amount Due at time of Submittal
Resubmission (after 3 rd submission)	\$750	--	\$750
Revisions			
Minor Revision	\$150	\$6	\$156
Minor Revision, Board or Council Action	50% of full application fee	\$10	50% of full application fee + \$10
Major Revision	Current application fee	\$50	Current application fee + \$50
Parkland Dedication			
One or two dwelling units on a lot or parcel	\$200 per unit	--	\$200 per unit
Three or more dwelling units on a lot or parcel	\$100 per unit	--	\$100 per unit
Development			
Utility Feasibility Study	\$1,500	-	\$1,500
Service Availability Fee	Water - \$1,100 per unit/lot Wastewater - \$900 per unit/lot	-	Water - \$1,100 per unit/lot Wastewater - \$900 per unit/lot
Re-notices: All application fees include the initial public notice fee, up to 50 mailed notices. For projects with over 50 mailed notices, an additional fee of \$1.00 per letter shall be charged for each mailing. Any necessary subsequent public notifications will be charged to the applicant prior to each additional notice at the rate of \$75 per type of notice.			