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| cid:71147395-4327-4f1a-8abc-c53fcc8bbae0 **Planning and Development Services 18649 FM 1431, Suite 16 Jonestown TX 78645 (512) 267-0359 |** [**www.jonestowntx.gov**](http://www.jonestowntx.gov) | **Final Plat**  **Application Checklist**  **& Procedures**  **Article 5 - Section 5.2.6** |

The City of Jonestown subdivision plat and land development regulations, including design standards and improvement requirements, are described in Article 5 of the Unified Development Code (UDC) adopted January 9, 2025, by the Jonestown City Council (Ordinance No. 2025-O-650). The UDC is available on the City’s website [www.jonestowntx.gov](http://www.jonestowntx.gov) > Documents > Ordinances. The City’s Comprehensive Plan and Future Land Use Map are available on the City’s website under Documents > Planning: City Adopted Plans.

Final plat is included in the City of Jonestown subdivision regulations to provide detailed graphic information and associated text indicating property boundaries, easements, streets, utilities, drainage, and other information required for the maintenance of public records of the subdivision of land. A final plat shall be required for all subdivisions except for a minor plat. After approval of the preliminary plat and construction plans for a proposed subdivision, a final plat for that subdivision shall be submitted to the city for commission and council approval before recordation.

**Please review the requirements outlined in Section 5.2.6 Final Plat. If you have questions, please contact the Development Services office at 512.267.0359 or email** [**permitting@jonestowntx.gov**](mailto:permitting@jonestowntx.gov).

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| **PROJECT INFORMATION** | | | | | | |
| **Project Physical Address** | | | **Zone Classification** | | | |
| **Proposed Business Type** | | | **Proposed Business Name** | | | |
| **CONTACT INFO** | | | | | | |
| **Applicant’s Name** | **Contact Number** | | | **Email** | | |
| **Mailing Address** | | **City** | | **State** | **Zip** | |
| **Property Owner’s Name** | **Contact Number** | | | **Email** | | |
| **Mailing Address** | | **City** | | **State** | **Zip** | |
| **PROCESS AND GUIDELINES** | | | | | | |
| A preliminary plat for any proposed subdivision of land within the corporate limits or extraterritorial jurisdiction of the city shall be submitted to city staff, the city engineer, the commission and the council for their approval, along with the following:  (1) Completed application forms and the payment of all applicable fees.  (2) A letter requesting any variances from the provisions of this article.  (3) Legible prints of any attendant documents needed to supplement the information provided on the development plat.  The application, preliminary plat and supporting documents must be submitted electronically via [www.MyGovernmentOnline.com](http://www.MyGovernmentOnline.com) to the City of Jonestown Texas jurisdiction on or before the City of Jonestown development application deadline. A copy of the “Development Submittal Timeline” is available on the city website [www.jonestowntx.gov](http://www.jonestowntx.gov) > Documents > Planning and Zoning.  The commission and council, after holding public hearings in accordance with city ordinances and codes, shall act on the request for preliminary plat approval. Zoning of the tract, if applicable, that shall permit the uses proposed by the preliminary plat, or any pending zoning amendment necessary to permit the proposed uses, shall have been adopted by the council prior to approval of the preliminary plat. Preliminary plat approval by the city council, as authorized herein, shall be evidenced by the authorized signature of the mayor and the chair of the planning and zoning commission on the preliminary plat. Approval by the city council shall become effective immediately. | | | | | | |
| **VERIFICATION AND SIGNATURES** | | | | | | **Initial** |
| **I verify that I have included all the documents required as described in the checklist below.** | | | | | |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Applicant Printed Name Date  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Property Owner Printed Name Date | | | | | | |

**CHECKLIST**

**Purpose**

The final plat provides detailed graphic information and associated text indicating property boundaries, easements, streets, utilities, drainage, and other information required for the maintenance of public records of the subdivision of land.

**Format**

The final plat shall be drawn on twenty-four by thirty-six inch (24" x 36") mylar Page 284 sheets at a scale of one (1) inch equals one hundred feet (1" = 100') with all dimensions labeled accurately to the nearest one-tenth (1/10) of a foot. When more than one (1) sheet is necessary to accommodate the entire area, an index sheet showing the entire subdivision at a scale of one (1) inch equals four hundred feet (1" = 400') shall be attached to the plat.

**Contents**

The final plat shall include all of the tract intended to be developed at one (1) time, and shall contain or have attached thereto:

**General Information**

☐ The proposed name of the subdivision, which shall not have the same spelling or be pronounced similarly to the name of any other subdivision located within the city or within the extraterritorial jurisdiction of the city; provided however, that use of the same base names for different sections or phases is required when the units are contiguous with their namesakes and individually identified by a section number

☐ A legend with a table, number of lots and blocks, acreage, Patton Survey, and linear feet of new streets date, scale, north point, names and addresses of the owner of record, developer, registered public surveyor, and registered professional engineer if required, platting the tract. The point of beginning labeled on the plat shall be described by the metes and bounds. The engineer and surveyor shall affix their seals to the plat in conjunction with the signing of the certification requirements.

☐ A location map showing the relation of the subdivision to streets and other prominent features in all directions for a radius of at least one (1) mile using a scale of one (1) inch equals two thousand feet (1" = 2,000'). The latest edition of the USGS 7.5 minute quadrangle map is recommended.

☐ Identification and location of proposed uses and reservations for all lots within the subdivision.

☐ The owner’s names and the property lines of property within three hundred (300) feet of the subdivision boundary, together with the respective plat or deed references as determined by the most recent tax rolls.

☐ Certification, signature and revision blocks as required by the city and county, including but not limited to the following:

* Certification from a registered professional engineer and approval by the state health department (if applicable) that water satisfactory for human consumption is available in adequate supply at the time of submission, except that such certification is not Page 285 required if the property will be served by the city water system.
* Certification from the county health district that a subdivision is located in an area which cannot reasonably be served by an organized wastewater collection system and that the use of septic tank or other means of disposal has been approved by the county health district. Said certificate shall show the limitations, if any, of such approval.

☐ Lot area, width and depth, public utility and drainage easements, and setbacks shall conform to the requirements as established for the designated land use as set forth in this ordinance.

**Existing Conditions**

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

☐ Areas delineating the regulatory 100-year floodplain, if applicable. This information must be certified by a registered professional engineer.

☐ The location, dimensions, names and descriptions of all existing and recorded streets, alleys, reservations, railroads, easements or other public rights-of-way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries, as determined from current deed and plat records. The existing right-of-way width of any boundary street to the proposed subdivision shall also be shown. Easements and rights-of-ways shall be identified by type, owner, width, and identify the conveyance document creating the easement or right-of-way by reference to county record.

☐ Location of city limit lines and/or outer border of the city’s extraterritorial jurisdiction, as depicted on the city’s most recent base map, if either such line traverses the subdivision or is contiguous to the subdivision boundary.

☐ Statement from surveyor that all recorded easements are shown on the plat.

**Survey Control Information**

☐ True bearings and distances to the nearest established street lines, official monuments, or existing subdivision corner which shall be accurately described on the plat and rotated to the state plane coordinate system. Using said system, X and Y coordinates shall be identified for four (4) property corners.

☐ The description and location of all permanent monuments or benchmarks, standard monuments, survey control points and lot pins and a point of beginning

☐ Suitable primary control points to which all dimensions, bearings and similar data shall be referenced. At least one (1) corner of the subdivision shall be located with respect to a corner of the original survey of which it is a part.

☐ Sufficient data shall be shown on the plat for each lot to prove mathematical closure.

**Improvements**

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

☐ Streets. Provide complete curve data (delta, arc length, radius, tangent, point of curve, point of reverse curve, point of tangent, long chord with bearing) between all lot corner pins.

☐ Watercourses and easements. Provide distances to be provided along the side lot lines from the right-of-way line or the high bank of a stream. Traverse line to be provided along the edge of all major waterways in a convenient location, preferably along a utility easement if paralleling the drainage easement or stream.

☐ The property lines and number designations of all proposed lots and blocks, with complete bearings, distances and dimensions for front, rear and side lot lines. The surveyor shall certify that all lots meet the city’s minimum requirements set forth herein.

☐ The use, property dimensions, names and boundary lines of all special reservations to be dedicated for public use, including sites for schools, churches, parks and open spaces; common ownership; or subsequent development.

☐ The location of building setback lines, as required by the city’s zoning ordinance and indicated by dashed lines on the plat, and the location, dimensions, and descriptions of all required easements within the subdivision, intersecting, or contiguous with its boundaries or forming such boundaries.

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

**Support Documents**

The following supporting documents must accompany the final plat:

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

☐ If a subdivision is located in an area served by any utility other than the city, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility’s intent to serve the property, except that said letters are not required if the easements conform to those approved on the preliminary plat.

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

**General Procedure**

After approval of the preliminary plat and construction plans for a proposed subdivision, a final plat for that subdivision shall be submitted to the city for commission and council approval before recordation.

(1) A final plat may be submitted for review and approval simultaneously with construction plans, provided however that the final plat shall not be approved until the construction plans have been approved. If the final plat and construction plans are to be reviewed simultaneously, a complete application for final plat and a complete application for construction plans must be submitted to the city simultaneously.

(2) Legible prints, as indicated on the application form, shall be submitted at least thirty (30) days prior to the regular meeting of the commission at which the final plat is to be heard, along with the following:

a. Completed application forms and the payment of all applicable fees.

b. Any materials or documents required by the commission and/or council as a condition of preliminary plat approval.

c. A letter requesting any variances from the provisions of this ordinance, if not previously approved as part of the preliminary plat, and posted pursuant to the requirements this ordinance.

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

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

f. Performance and maintenance guarantees as required by the city.

g. Any attendant documents needed to supplement the information provided on the final plat.

(3)  For projects located within the city’s extraterritorial jurisdiction, one (1) extra copy of the above-referenced items must be provided to the county for review and approval. The applicant shall be responsible for any additional information required by the county for final plat approval.

(4)  City staff shall review all final plat submittals for completeness at the time of application. If, in the judgment of city staff, the final plat submittal substantially fails to meet the minimal informational requirements as outlined above, it will not be accepted for review.

(5) Prior to the commission meeting at which the final plat is presented, city staff shall review the plat for consistency with city codes, policies and plans.

(6) City staff shall prepare a report analyzing the final plat submittal, as well as any comments received concerning the preliminary plat. This report shall be available at least five (5) working days prior to the commission meeting.

(7) If the developer chooses to withdraw the final plat, in writing, by noon of the third working day preceding the meeting [of the] commission, the submittal may appear on the next commission agenda after repayment of the applicable fees.

**Notification**

☐ Public notification of final plats filed as part of an approved preliminary plat shall not be required.

**Approval**

The commission and the council, respectively, after holding a public hearing, shall act on the request for final plat approval.

☐ The failure of the commission or the council, respectively, to act within thirty (30) days of the final plat filing date shall be deemed an approval of the plat, except as otherwise agreed to by the developer.

☐ For final plats submitted simultaneously with a construction plans, the failure of the commission to act within thirty (30) days of the later of the filing date or the construction plan approval date shall be deemed an approval of the final plat, Page 289 except as otherwise agreed to by the developer.

☐ The developer shall begin construction of the required public improvements or file a financial surety instrument for the improvements within six (6)months after final plat approval by the commission, or such approval of the final plat shall be void.

☐Unless the final plat is recorded in the official county records within twelve (12) months after approval by the commission, such approval of the final plat shall be void, except that the developer may apply in writing to allow extension of approval prior to the end of such twelve-month period, stating just cause therefor, and the commission may grant an extension not to exceed one (1) year.

☐ Zoning of the tract, if applicable, that shall permit the proposed use, or any pending zoning amendment necessary to permit the proposed use shall, have been adopted by the council prior to approval of the final plat.

☐ The developer should be aware that specific approvals from other agencies may be required.

**Revision**

If revision of the final plat is required by the commission or the council, then the final plat shall not be recorded until the revised final plat has been resubmitted and approved by city staff for compliance with the commission’s requirements, and the council’s requirements, if any, established by the council.

**Recordation**

1. Prior to the recordation of the final plat, three (3) original copies with notarized signatures from the owner and surveyors of the final plat shall be submitted to the city for signatures by the Mayor and Planning & Zoning Commission Chair, and:
   1. The final plat shall have been approved by the commission pursuant to the provisions of this ordinance.
   2. All conditions of final plat approval established by the commission shall have been determined to be complete by city staff.
   3. Construction plans for all required improvements shall have been approved by the city engineer.
   4. Fees in lieu of park land dedication as required by this ordinance, if applicable, shall have been paid.
   5. Performance and maintenance guarantees for all required improvements shall have been established pursuant to this ordinance.
   6. Copies of any agreements required providing for the proper and Page 290 continuous operation, maintenance, and supervision of any facilities that are of common use or benefit which cannot be satisfactorily maintained, or which have been rejected for operation and/or maintenance, by an existing public agency shall be executed.
   7. Written acceptance of all improvements required by this ordinance by the city engineer or, in lieu of acceptance, assurance of completion of said improvements pursuant to this ordinance, shall be received by the city.
   8. Applicable fees pursuant to city ordinance shall be paid.
   9. Notes shall be added to the plat describing any variances approved by the commission.
2. City staff shall, upon determination that all provisions of this ordinance have been satisfied, and all the above conditions have been met, obtain signatures certifying final plat approval by the chairperson of the commission, and the mayor, as attested to by the city secretary.
3. Once the original final plat has been certified by the chairperson of the commission and the mayor, city staff shall notify the developer that the original final plat is ready for reproduction.
4. The developer, at his/her own expense, shall make two (2) photographic mylar copies of the original, signed final plat, and return the photographic mylar copies and the original final plat to the city engineer for recordation.
5. If the land area represented by the subdivision is located outside the corporate limits of the city on the date of its filing for recordation with the official county records, then it must be approved by the commissioners court of the county prior to recordation. It shall be the responsibility of the developer to be familiar with the process, procedures, and requirements necessary to secure county approval. Such approval shall be evidenced by the signature of the statement of certification by the county judge.
6. City staff shall, after the photographic mylar copies and the original final plat have been duly recorded in the official county records, return the original final plat to the developer within five (5) working days by notifying the developer that the original final plat is available for pickup at the office of the city engineer.
7. The city shall keep one (1) photographic mylar copy of the original approved final plat on file as public record as well as a digital copy of the approved final plat onto the My Government Online website in AutoCAD format for the City Engineer.

**Responsibility**

Notwithstanding the approval of any final plat by the council, commission or the city engineer, the developer and the engineer that prepares and submits such plats Page 291 shall be and remain responsible for the adequacy of the design and nothing in this ordinance shall be deemed or construed to relieve or waive the responsibility of the developer or his/her engineer for or with respect to any plat submitted.

**Accuracy of Data**

**The applicant shall be responsible for verifying the accuracy of all data submitted, including that which might be obtained from the city, excepting that data which can only be obtained from the city.**