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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) | **Preliminary Plat**  **Application Checklist**  **& Procedures**  **Article 5 - Section 5.2.4** |

The City of Jonestown subdivision platting 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.

Preliminary plats are included in the City of Jonestown subdivision regulations to facilitate review of the proposal’s detailed layout of the proposed subdivision including street and drainage systems, easements, utilities, development lots, and other lots, including parkland and open spaces. All plan reviews/approvals by City staff, the City Engineer, the Planning and Zoning Commission and Council must be obtained prior to commencement of development or construction activities, including clearing and/or rough grading.

**Prior to submitting a Preliminary Plat application**, **the Applicant shall schedule a pre-application conference with City planning staff to discuss the proposed development. Please review the requirements outlined in Section 5.2.2 Pre-application Conference and Section 5.2.3 Platting Plan. To schedule, 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 preliminary plat provides detailed graphic information and associated text indicating property boundaries, easements, land use, streets, utilities, drainage, and other information required to evaluate proposed subdivisions of land. A preliminary plat shall be required for any subdivision or platting of land, except as otherwise provided for in these regulations.

**Format**

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

**General Procedure**

A preliminary plat for any proposed subdivision of land, shall be submitted to the city for approval by the commission and the council.

(1)  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 preliminary plat is to be heard, along with the following:

(A) Completed application forms and the payment of all applicable fees.

(B)  A summary letter stating briefly the type of street surfacing, drainage, water and

wastewater facilities proposed, and declaring the intent to either dedicate park land and/or trails or pay fees in lieu of said dedication if such dedication or fees apply.

(C)  A petition requesting annexation, if applicable.

(D) A letter requesting any variances from the provisions of this ordinance.

(E) Any attendant documents needed to supplement the information provided on the preliminary plat.

(2)  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 preliminary plan approval.

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

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

(5) City staff shall prepare a report analyzing the preliminary plat submittal, as well as any comments received concerning the concept plan, and a list of any missing components or areas where the plat is not in compliance with City ordinances. The City Engineer shall also provide a review letter verifying compliance with City Regulations. This report shall be available at least five (5) working days prior to the commission meeting.

(6)  If the developer chooses to withdraw the preliminary 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.

**Contents**

The preliminary plat shall include all of the tract intended to be developed at one (1) time, and any off-site improvements required to accommodate the project. The preliminary plat shall contain or have attached thereto:

1. **General Information**

☐ A table with the name, address and phone numbers of the developer, record owner, and authorized agents (engineer, land planner, etc.); linear feet of new streets, number of lots, land use, and zoning for lots located in the city limits.

☐ 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 or phase number.

☐ The date, scale, and north indicator.

☐  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.

☐ A legend with all acronyms, line work and hatching defined.

☐ Point of beginning labeled on plat and described in a metes and bounds description.

☐ Two points of vehicular access shall be provided for more than 25 lots.

☐ Any land or easement dedicated to the City shall be by separate document.

☐ The owner’s name, deed or plat reference and property lines of property within three hundred (300) feet of the subdivision boundaries as determined by the most recent tax rolls.

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

☐ Certification and signature blocks as required by the city and the county.

☐ The total acreage of the property to be subdivided and the subtotals by land use.

1. **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.

☐ The location of existing watercourses, dry creek beds, wells, sinkholes and other similar topographic features.

☐ Significant trees, within the boundaries of the subdivision and of 10-inch caliper and larger, shall be shown accurately to the nearest one (1) foot, critical root zones of these trees shall also be shown.

☐ Centerline of watercourses, creeks, existing drainage structures and other pertinent data shall be shown.

☐ Areas subject to flooding shall be shown, delineating the regulatory 100-year floodplain, and any other floodplains identified in the city's master drainage plan.

☐ Topographic data indicating one-foot contour intervals for slopes less than 5%, two-foot contour intervals for slopes between 5% and 10%, and five-foot contour intervals for slopes exceeding 10% shall be depicted as labled. The contoured area shall extend outward from the property boundary for a distance equal to twenty-five percent (25%) of the distance across the tract, but not fewer than fifty (50) feet nor more than two hundred (200) feet.

☐  The locations, sizes and descriptions of all existing utilities, including but not limited to wastewater lines, lift stations, wastewater and storm sewer manholes, water lines, water storage tanks, and wells within the subdivision, and/or adjacent thereto.

☐  The location, dimensions, names and descriptions of all existing or 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 existing 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.

☐  The 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 traverses the subdivision or is contiguous to the subdivision boundary.

1. **Improvements**

☐ The location, size and description of any proposed drainage appurtenances, including storm sewers, detention ponds and other drainage structures proposed to be constructed on and off the site, and designed in accordance with the requirements of this ordinance.

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

☐ The location, dimensions, names and descriptions of all proposed streets, alleys, parks, open spaces, blocks, lots, reservations, easements and rights-of-way; and areas within the subdivision indicating the connection to or continuation of other improvements in adjacent subdivisions. All new streets or easements shall be labeled as proposed.

☐ The location of building setback lines indicated by dashed lines on the plat.

☐ Numbers to identify each lot and each block.

☐ The bearings and distances of each proposed property line of all lots. The area of each non-rectangular lot shall be provided.

☐ Significant trees to remain during construction, showing the critical root zones as solid circles, and significant trees designated to be removed showing the critical root zones as dashed circles.

☐ Replacement trees shall be shown on the preliminary plat based on a replacement ratio (inches removed to inches planted) of:

1. 1:2 for significant trees eighteen (18) inches in caliper and larger; and
2. 1:1 for significant trees between ten (10) and eighteen (18) in caliper.
3. Replacement trees shall not be required for the removal of trees smaller than ten (10) inches in caliper.

The removal of significant trees larger that eighteen inches in caliper requires commission approval.

1. **Support Documents**

☐ A drainage study, consisting of a drainage area map with contours, location and capacities of existing and proposed drainage features, and calculations in accordance with this ordinance and good engineering practices, shall be provided to ensure the property will be developed in accordance with city drainage policies.

☐ Utility demand data, consistent with the proposed uses indicated on the preliminary plat, to determine the adequacy and the consistency of proposed utility improvements.

☐ A letter of certification, when applicable, that the plat has been submitted to the county health district for review (applicable to all projects proposing septic systems and/or containing any portion of the regulatory 100-year floodplain outside of the city limits).

1. **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.**

1. **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.

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