

## **Subdivision – Concept Plan Submittal**

This Checklist is intended to provide the information and data that is necessary to assess the merits of the project proposal. Please note that this Checklist is intended to assist developers and design professionals in the preparation of submittals for review and is generally what is needed to facilitate the review of the project. A dditional items may be required prior to approval. **As per Section 2.4g of the Subdivision Ordinance, no excavation, grading, tree removal or site clearing activities shall occur prior to approval of the construction plat and engineering plans.**

**APPLICATION AND MATERIALS MUST BE SUBMITTED DIRECTLY TO THE VILLAGE WHICH WILL THEN BE FORWARDED TO THE VILLAGE ENGINEER. If all the information noted in the “Items Required for Submittal” section of this checklist are not provided, it is considered an incomplete application and will not be accepted for processing/review.** Per the Subdivision Ordinance Section 2.2d, the Administrator will make a determination of completeness based upon whether the application contains all required elements, documents, materials and fees mandated by State and local Ordinance. You will receive a written notice advising whether the application is complete. If deemed incomplete, the notification will attempt to list all missing or incomplete items.

<b>Items Required for Submittal</b>		
<p><b>Digital Submission (required)</b></p> <ol style="list-style-type: none"> <li>1. All items must be submitted in pdf format (300 dpi resolution, no digital signatures or passwords), unless otherwise noted. Media submitted (CD/DVD or Flash drive) will not be returned.</li> <li>2. Label each file on the disc or drive as it appears on the checklist.</li> <li>3. Discs or drives must be clearly labeled with the project name on the outside of the media.</li> </ol> <p><b>Hard Copy Submission (required)</b> All items (2 sets) on 24"x36" paper. Construction plans (2 sets).</p>		
▶ Application Information	Applicant	Staff
	Check box if included or write NA in box:	
• Pre-Application Conference Form (Completed and signed)	<input type="checkbox"/>	<input type="checkbox"/>
• Master Application	<input type="checkbox"/>	<input type="checkbox"/>
• Plat Checklist (this document – all pages)	<input type="checkbox"/>	<input type="checkbox"/>
• Base Map on Topography Map; scale of <b>1" = 100' or greater</b>	<input type="checkbox"/>	<input type="checkbox"/>
• Proposed Land Uses and Zoning (Zoning if Applicable) – <i>Notation Sufficient</i>	<input type="checkbox"/>	<input type="checkbox"/>
• Proposed Densities and Lot Sizes - <i>Notation Sufficient</i>	<input type="checkbox"/>	<input type="checkbox"/>
• Site Drainage (Detention and Channel Areas)	<input type="checkbox"/>	<input type="checkbox"/>
• Proposed Public Facilities (including, but not limited to, parks and schools)	<input type="checkbox"/>	<input type="checkbox"/>
• General Public Infrastructure Layout (including utilities)	<input type="checkbox"/>	<input type="checkbox"/>
• General Roadway Alignment and Width of Streets	<input type="checkbox"/>	<input type="checkbox"/>
• Roadway Connections to Other Off-Site Roadways	<input type="checkbox"/>	<input type="checkbox"/>
• Compliance w/Thoroughfare Plan	<input type="checkbox"/>	<input type="checkbox"/>
• Compliance w/Future Land Use Plan	<input type="checkbox"/>	<input type="checkbox"/>
• Compliance w/Parks and Trails Master Plan	<input type="checkbox"/>	<input type="checkbox"/>
• Compliance w/Utility Plan	<input type="checkbox"/>	<input type="checkbox"/>
• Development Timeline - <i>Notation Sufficient</i>	<input type="checkbox"/>	<input type="checkbox"/>
• Political Subdivisions Labeled	<input type="checkbox"/>	<input type="checkbox"/>
• Floodplain	<input type="checkbox"/>	<input type="checkbox"/>
▶ Applicable Fees and Deposit	<input type="checkbox"/>	<input type="checkbox"/>

Subdivision Name: \_\_\_\_\_

Date Received: \_\_\_\_\_

### Certification of Application Submission

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have included any required conditions of an approved rezoning, special use permit, variance, development agreement, or covenants.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### Waiver of 30 day Requirement

I hereby agree to waiver of the 30 day approval requirement in order to allow more time to correct deficiencies, address concerns, or otherwise improve the plat pursuant to the Village's regulations and Village Engineer's comments. If this waiver is not signed, and the plat does not meet all requirements, the plat will be forwarded to the Review Authority and staff recommendation will be to not approve the plat.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### Verification of Detailed Information

I hereby confirm that the above detailed information as required by the checklist is complete and accurate to the best of my knowledge. I understand that proper City staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided by me/ my firm/ etc., may delay the proper review of this application.

\_\_\_\_\_  
Applicant's Engineer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Firm

**Note:**

*Plats in the ETJ: ETJ plats must be submitted to the Bell County Commissioners Court for final approval prior to recordation. The recordation process is the same as for non-ETJ plats.*

*Recordation: Once the tax certification has been obtained, the plat is ready for filing at the Bell County Deed Records located at 1201 Huey Road, Belton, Texas. It is the Village's responsibility to file the plat with Bell County.*