

FINAL PLAT COMPLETENESS CHECK REQUIREMENTS

The applicant is **required** to attend a Pre-development Meeting prior to the submittal of the application. Please contact the Planning Department to schedule the meeting by emailing sdunlop@cityofmanor.org.

SUBMITTALS ARE ONLY ACCEPTED ON SELECT DAYS. PLEASE REFER TO THE CITY OF MANOR SUBMITTAL CALENDAR FOR SUBMITTAL DATES AND DEADLINES.

One copy of the Final Plat shall be provided and drawn on eighteen inch by twenty-four-inch (18"x24") 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.

REQUIRED ITEMS FOR SUBMITTAL PACKAGE

1. Approved construction plans are required prior to submitting the final plat.
2. Completed application.
3. Confirmation that a predevelopment meeting was conducted.
4. Where new streets are being created and named, the applicant must have documentation from Travis County 911 Addressing demonstrating that the street names proposed on the Final Plat are not duplicated within the County.
5. Developer shall include a copy of the approved application for flood plain map amendment or revision, as required by the Federal Emergency Management Agency (FEMA), if applicable.
6. 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.
7. Any materials or documents required by the Commission and/or Council as a condition of Preliminary Plat approval.
8. 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 the Subdivision Ordinance.
9. Certification from all applicable taxing authorities that all taxes due on the property have been paid. (Current Tax Certificate).
10. One copy 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.