



City of Liberty Hill Planning Department  
100 Forrest St  
PO Box 1920  
Liberty Hill, Texas 78642

[www.libertyhilltx.gov](http://www.libertyhilltx.gov)

Project Name: \_\_\_\_\_

Submittal Date: \_\_\_\_\_

Subdivision Case #: \_\_\_\_\_

(CITY WILL ASSIGN PROJECT NUMBER)

## PRELIMINARY PLAN APPLICATION & CHECKLIST

PLEASE SCHEDULE AN APPOINTMENT WITH THE PLANNING DEPARTMENT TO SUBMIT THIS APPLICATION:

Planning Director  
512-548-5519  
planning@libertyhilltx.gov

### INSTRUCTIONS.

- A Pre-Development meeting is required prior to submission of a Preliminary Plat. Please make an appointment with the Planning Department (512)548-5519.
- A Preliminary Plat is required for all subdivisions except those that qualify as a Replat or Amended Plat
- Fill out the following application and checklist completely prior to submission.
- The Preliminary Plan will not be considered "FILED" unless all application requirements are met.
- Place a check mark on each line if you have complied with that item. Indicate with N/A if the item does not apply to your plat. **This checklist is only a guide. All state and local subdivision requirements cannot be reflected on this checklist.** If there are any questions regarding subdivision regulations, the applicant should consult the source law. City ordinances can be obtained from the City of Liberty Hill at our website or at City Hall.

### REQUIRED ITEMS FOR SUBMITTAL PACKAGE:

- \_\_\_ 1. Completed and signed application/checklist (see last page for signature blocks). NOTE: An appointment is REQUIRED to submit this application unless the owner requests postponement of action until all staff comments are addressed – See last page of application.
- \_\_\_ 2. Four (4) sets of prints of the preliminary plat. – **18" X 24"** Collated and folded into fourths (9" x 12") with the name of the subdivision showing, including:
  - \_\_\_ Drainage Study (If located within the ETJ, enclose one additional copy of the drainage study)
  - \_\_\_ Utility schematic and utility intent letter including demand data (if City utilities are proposed)
  - \_\_\_ Four (4) copies of Engineering Report
  - \_\_\_ Park Plan
  - \_\_\_ All Submittal Documents in PDF format
- \_\_\_ 3. If project is in a MUD. Copies of executed "Consent Agreement" and Development Agreement
- \_\_\_ 4. One (1) copy of the General Development Plan (if required, determined at Pre-Development Meeting)
- \_\_\_ 5. Copy of the tree protection plan (if it is a single-family or two-family subdivision)
- \_\_\_ 6. Letter from Williamson County 911 Addressing Division indicating street name approval
- \_\_\_ 7. WCAD short ID # of subject property: \_\_\_\_\_
- \_\_\_ 8. Copy of deed showing current ownership.
- \_\_\_ 9. Annexation petition and letter requesting water and wastewater service where applicable.
- \_\_\_ 10. Park proposal (if is residential).
- \_\_\_ 11. Two (2) copies of any executed developer agreement affecting the subject plat.
- \_\_\_ 12. If the plan triggers a TIA, provide a copy (see criteria below).
- \_\_\_ 13. A subdivision variance application (if applicable).
- \_\_\_ 14. Copy of certified tax certificate, applicant keeps the original for plat recording
- \_\_\_ 15. Filing Fee (calculation listed below)
- \_\_\_ 16. **Upload Fire Review Application and separate check made out to WCESD#4 for review fees.**

### FILING FEE CALCULATION:

Filing Fee: \$1,500.00+  
 \$20.00 per lot, acre, or portion thereof (whichever is greater) \$ \_\_\_\_\_  
 Total Fee: (due at the time of application submission) \$ \_\_\_\_\_

**APPLICANT INFORMATION:**

**Please Note:** The signature of owner authorizes City of Liberty Hill staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with.

The agent is the official contact person for this project 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 Liberty Hill.
- I, the owner, hereby authorize the person named below to act as my agent in processing this application with the City of Liberty Hill.

**(Check One):**

- I, the owner, hereby request that this application be placed on the agenda for final action at the first available Planning & Zoning Commission Meeting even if I have not addressed all staff comments. I realize this could result in a disapproval of my application.
- I, the owner, hereby request that this application not be placed on a Planning and Zoning Commission agenda for final action until I have addressed all staff comments.

**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: \_\_\_\_\_ Mobile: \_\_\_\_\_ Pager: \_\_\_\_\_

I hereby request that my property, as described above, be considered for this application and I give City Staff and elected or appointed representative's permission to visit the site described in this application. I acknowledge that I will be required to pay an engineering review fee for this project in an amount that will be determined at the end of the review period based on how much review time is required by the reviewing engineer:

**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: \_\_\_\_\_ Mobile: \_\_\_\_\_ 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 hereon is correct and complete to the best of my knowledge. I acknowledge that an engineering review fee will be required for this project in an amount that will be determined at the end of the review period based on how much review time is required by the reviewing engineer:

\_\_\_\_\_  
 Signature Name (printed) Date

**THE FOLLOWING INFORMATION IS REQUIRED TO BE SHOWN ON THE PLAT AND/OR SUBMITTED WITH THE PLAT:**

**GENERAL INFORMATION**

---

- \_\_\_ 1. Name, address and phone and fax numbers of the developer, record owner, and authorized agents (engineer, land planner, etc.).
- \_\_\_ 2. The proposed name of the subdivision. The name does not have the same spelling nor is it pronounced similarly to the name of any other subdivision located within the City or ETJ.
- \_\_\_ 3. The date, scale (1"=100), and north indicator.
- \_\_\_ 4. A location map. (Recommend USGS 7.5 minute quadrangle map.)
- \_\_\_ 5. The owners' names, deed or plat references and property lines for adjacent property as determined by the most recent tax rolls for all properties located within two hundred (200) feet of the subdivision boundary.
- \_\_\_ 6. The total acreage of the property to be subdivided and the subtotals by land use.
- \_\_\_ 7. A certification block signed and sealed by the project engineer.
- \_\_\_ 8. A letter of certification, if containing any 100-year floodplain or proposing on-site sewage treatment, that the plat has been submitted to the County Health District for review.
- \_\_\_ 9. The following information shall appear in one place on the first sheet
  - a. Owner: (if corporation, include name of responsible individual)
  - b. Acreage
  - c. Patent Survey
  - d. Number of Blocks
  - e. Number of Lots
  - f. Linear feet of new streets
  - g. Submittal Date
  - h. Surveyor
  - i. Engineer
  - j. Benchmark Description and Elevation

**EXISTING CONDITIONS:**

---

- \_\_\_ 1. The existing property lines of the land being subdivided, including bearings and distances, of the land being subdivided. Point of beginning labeled. Property lines shall be drawn sufficiently wide to provide easy identification.
- \_\_\_ 2. The location of existing water courses, dry creek beds, wells, sinkholes and other similar topographic features.
- \_\_\_ 3. Centerline of water courses, creeks, existing drainage structures and other pertinent data shall be shown.
- \_\_\_ 4. Areas subject to flooding delineating the regulatory one hundred (100) year floodplain.
- \_\_\_ 5. Topographic data indicating two (2) foot contour intervals for slopes up to 10% and five (5) foot contour intervals for slopes exceeding 10%. The contoured area shall extend outward from the property boundary for a distance of two hundred (200) feet.
- \_\_\_ 6. 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.
- \_\_\_ 7. Location, dimensions, names and descriptions of all existing or recorded streets, alleys, reservations, railroads, easements or other public rights-of-way within or near the subdivision.
- \_\_\_ 8. Survey ties locating adjacent intersecting streets/driveways and median breaks to determine compliance with alignment or off-set requirements on a boundary street within a distance of one thousand (1,000) feet of the subdivision boundary.
- \_\_\_ 9. Survey ties at no less than three hundred (300) foot intervals across boundary streets indicating existing ROW width/location (unless such ROW was dedicated by plat).
- \_\_\_ 10. The location of City limit lines and/or extra-territorial jurisdiction, as depicted on the City's most recent base map, if either traverses the subdivision or is contiguous to the subdivision boundary.
- \_\_\_ 11. Existing zoning districts for subject tract.

## **IMPROVEMENTS:**

- \_\_\_ 1. 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.
- \_\_\_ 2. A copy of the application for flood plain map amendment or revision to FEMA if applicable.
- \_\_\_ 3. The location, dimensions, names and descriptions of all proposed streets, alleys, parks, open spaces, blocks, lots, reservations, easements and rights-of-way within the subdivision indicating the connection to or continuation of other improvements in adjacent subdivisions.
- \_\_\_ 4. Provide a Street Design Table including the street name ROW/PVG widths and linear feet.
- \_\_\_ 5. Boundary streets have been reviewed for adequate ROW and improvements. If boundary street improvements are needed, these are described by a note on the plat.
- \_\_\_ 6. Numbers to identify each lot and letters to identify each block.
- \_\_\_ 7. The lengths of each proposed property line of all lots. The area of each non-rectangular lot shall be provided.
- \_\_\_ 8. A tree protection plan if single family or two family use is proposed. UDC Appendix "A" Section 6.07
- \_\_\_ 9. Information showing that the proposed subdivision complies with the Round Rock Transportation Criteria Manual (RRTCM) street design standards including intersection sight distance, minimum horizontal curve radii, tangent spacing between curves, intersection spacing, ROW widths, curb return radii, etc.
- \_\_\_ 10. Proposed final plat section boundaries within the preliminary plat if more than one section is proposed.
- \_\_\_ 11. Watershed information is provided (if applicable):
  - \_\_\_ Watershed information is provided (if applicable):
  - \_\_\_ Edward's recharge zone report provided to TCEQ.
  - \_\_\_ Edward's contributing zone report provided to TCEQ.
- \_\_\_ 12. Note prohibiting obstructions in drainage easements.
- \_\_\_ 13. The proposed location and width of sidewalks for each street shown as a dotted line inside the proposed right-of-way and the following sidewalk note:

***Sidewalks shall be installed on both sides of all streets in the subdivision and on the subdivision side of [insert boundary street name(s)]. Those sidewalks not abutting a residential, commercial or industrial lot (including sidewalks along street frontages of lots proposed for schools, churches, park lots, detention lots, drainage lots, landscape lots, or similar lots), sidewalks on arterial streets to which access is prohibited, sidewalks on double frontage lots on the side to which access is prohibited, and all sidewalks on safe school routes shall be installed when the adjoining street is constructed.***
- \_\_\_ 14. Residential blocks do not exceed a perimeter length as specified in the RRTCM. City staff may approve longer blocks where unusual conditions are found such as steep slopes or other restrictive topography, floodplains, public land, railroad tracks, freeways, tollways, existing adjacent development or other similar features..
- \_\_\_ 15. Blocks along arterial streets and blocks containing or proposed to contain primarily commercial or industrial uses do not exceed a perimeter length as specified in the RRTCM unless City staff approves longer blocks where unusual conditions are found such as steep slopes or other restrictive topography, floodplains, public land, railroad tracks, freeways, tollways, existing adjacent development or other similar features.
- \_\_\_ 16. Blocks are wide enough to accommodate two tiers of lots except for blocks adjacent to major streets, railroads, waterways or other topographical features prohibiting a second lot tier.
- \_\_\_ 17. If inside the City, lot sizes and dimensions as well as proposed use are in conformance with the UDC. Lots outside the City Limits to be served by septic systems shall be a minimum of one acre in area if on a public water supply, two acres if served by an on-site private well, and conform to the County regulations based on percolation tests and soil analysis.
- \_\_\_ 18. No lot has a lot line intersection of less than forty-five (45) degrees.
- \_\_\_ 19. All lots front on a public roadway.
- \_\_\_ 20. Lots are arranged so that all lots face similar lots across the street.
- \_\_\_ 21. Wherever feasible, single family and two family residential lots are oriented so that the rear line of a lot is not the side lot line of another lot.
- \_\_\_ 22. There are no single family or two family double frontage lots except where one of the frontages is to an arterial street or special circumstances due to topographic or other unusual constraints.
- \_\_\_ 23. Single family and two family residential corner lots on unequal class streets have access only to the street with the lower classification and a note is shown on the plat prohibiting access to the other street.

- \_\_\_ 24. "Flag" lots are not proposed unless there are no other reasonable alternatives and they meet the following conditions:
- \_\_\_ Driveways would be located no closer than permitted by the RRTCM.
  - \_\_\_ The minimum width of the flag lot is no less than twenty five (25) feet.
  - \_\_\_ The narrow portion of the lot is dedicated as a common driveway access easement.
  - \_\_\_ The Wilco ESD #4 Fire Chief has no objection to the lot layout.
  - \_\_\_ The narrow "flag pole" portion of the lot is not considered when calculating lot width, depth or area requirements, or in establishing setback requirements.
- \_\_\_ 25. A note is provided limiting access to a specified roadway if required.
- \_\_\_ 26. The proposed subdivision complies with the Liberty Hill Roadway Plan.
- \_\_\_ 27. Provide an estimate of average daily trips to be generated by this development and include land use assumptions. Utilize assumptions that reflect land uses with the higher trip generation rates. If the proposed development generates traffic in excess of 1,000 average daily trips (based on the ITE Trip Generation Manual), provide one of the following:
- . A registered professional engineer is required to prepare a TIA after meeting with City staff to determine the geographic area to be included. The TIA is prepared to meet the criteria of the RRTCM and includes the following:
    - Trips to be generated by the proposed development
    - Assignment of such trips to the road network analyzed
    - The capacity of affected thoroughfares before and after the proposed development
    - Specific recommendations for thoroughfare improvements and traffic control modifications needed to mitigate the traffic from the proposed development
    - The development project's proportionate share of the costs of such improvements and modifications
    - Additional review fee based on the following trip generation/fee.
 

▪ 2000 to 5000 TPD	1500.00
▪ 5001 to 10000 TPD	2400.00
▪ 10001 to 15000 TPD	3300.00
▪ 15001 plus TPD	3700.00
▪ TIA Revision	50% of current rate
- \_\_\_ 28. A statement by the surveyor is provided indicating that all easements of record are shown or noted on the plat as found on the title policy or discovered with a title search prepared for the most recent purchase of property.
- \_\_\_ 29. Is this plat subject to an approved MUD, PUD, PID or developer agreement? (Y/N) If yes, provide copies as stated in the list of required items for the submittal package.
- \_\_\_ 30. Is applicant proposing a development agreement? (Y/N) If yes, provide a letter explaining proposal and complete the Development Agreement Application and submit fee.
- \_\_\_ 31. Local streets have been designed so as to calm traffic and discourage "cut through" traffic as follows:
- a) Residential collector streets shall be preferred over neighborhood collector streets in proposed residential areas.
  - b) Straight sections of local streets and collector streets with single family or two family lots fronting on them shall not exceed one thousand three hundred (1,300) feet in length unless other traffic calming design is utilized as approved by the City or unless such design is approved by the City Engineer.
- \_\_\_ 32. Streets extend to the boundary lines of the tract as necessary for eventual extension to the adjacent tract(s) to do not, in general, exceed the limits defined by this ordinance and to provide access to adjacent property.
- \_\_\_ 33. Provisions have been made for the appropriate extension of existing and proposed streets. Streets intended to be extended from an adjacent tract have been extended.
- \_\_\_ 34. Street right-of-way is shown to be dedicated with the plat for the full length and/or width of the lots in the section of the subdivision adjacent to such street, unless otherwise approved by the City Engineer.
- \_\_\_ 35. AutoCAD or GIS digital file on a CD as follows: Any graphics files in electronic format shall be in ESRI shape file format or Autodesk native file format, using the Datum, Projection, and Units listed below. The zoom settings, views, pen tables, and layers for each file shall be set to display the drawing as a complete plat sheet. Symbol files, font files, external reference files and other files required to correctly display the drawings shall be included in the same directory as the graphics files. A key of all CAD layers, with a description of the information on each layer, shall be provided to assist city staff in extracting the required information. For submittals in Shape file format, all metadata as listed above shall be included.

Datum: North American Datum 1983 (NAD 83)      Projection: Texas State Plane – Central Zone (4203)  
 Units: US Survey Feet

**PARK PLAN** *(This plan is required only if the development proposal includes residential uses):*

---

- \_\_\_ 36. The subdividers of all residential subdivision of more than four single-family lots shall be required to provide parkland for proposed residents through the clear fee simple dedication of suitable land for park and recreational purposes. Non-residential subdivisions and residential subdivision of four or fewer single-family lots shall not be subject to the parkland dedication requirements of this section.
- \_\_\_ 37. The minimum amount of land required to be dedicated as parkland shall be 8% of the total subdivision acreage proposed for residential use, excluding acreage within the 100-year floodplain.
- \_\_\_ 38. The subdivider shall dedicate parkland to the city as a part of the final plat approval. The area to be dedicated for the purpose of parkland shall be shown on the General Development Plan, the preliminary plat, and the final plat, and shall be included in the dedication statement. The parkland shall be dedicated to the city by general warranty deed, and acceptable evidence of clear title and evidence that all taxes have been paid shall be furnished by the city.
- \_\_\_ 39. Land dedicated for park and recreational purposes shall be of size, character, and location consistent with the standards outlined below:
- The dedicated parkland shall provide a minimum of 200 feet of frontage on a dedicated public street or of a width acceptable to the parks board and the city.
  - At least 50% of the dedicated parkland shall be level, well-drained, and suitable for use as an open playfield.
  - Water and wastewater connections shall be readily available at the park site with water and wastewater lines located along the street frontage of the park.
  - The area shall not be subject to any reservation of record, encumbrances of any kind, or easements which will interfere with the use of the land for park or recreational purposes.
- \_\_\_ 40. All land proposed for dedication as parkland that is located in a floodplain area shall:
- Be easily accessible and have adequate street frontage;
  - Have any alteration of its natural character and that of its waterway approved by the parks board and city;
  - Be at least 100 feet in width, or of a width acceptable to the parks board and the city;
  - Have a configuration and topography suitable for placement of facilities such as playgrounds, picnic facilities, and open playfields.
- \_\_\_ 41. If a subdivider is unable to meet the standards set out above consideration may be given to the following alternatives:
- Dedication by the subdivider of a unique area of natural beauty or an area possessing unique natural features or biologically valuable qualities;
  - The combination of two or more required dedications to form a single, viable park area;
  - Land dedication that would expand existing parks or recreation facilities; and/or
  - Transfer of required parkland dedication in one subdivision to another location owned by the same subdivider within one-half mile of the proposed subdivision.
- \_\_\_ 42. When an area is required to be dedicated, the city may require a cash payment in lieu of dedication or parkland.
- If the city council determines that a subdivider is unable to meet the requirements above, the subdivider may be required to deposit a cash payment with the city. The amount of such cash payments shall be in accordance with the provisions set out in this section. Alternatively, the city may accept a combination of parkland dedication and a cash payment in lieu of a portion of the parkland dedication.
  - All cash payments shall be used exclusively for the acquisition and/or improvement of parks.
  - The amount of cash payment to be made to the city shall be 8% of the fair market value of the land proposed to be subdivided, as determined by a qualified real estate appraiser employed by the city, less a credit for the value of the land actually dedicated for parkland as determined by such real estate appraiser. A subdivider, at his own expense, may obtain an additional appraisal by a qualified real estate appraiser mutually agreed upon by the city and

the subdivider. In such case, the city council shall determine fair market value upon consideration of both appraisals.

- All required cash payments must be submitted prior to final plat approval:

\_\_\_ 43. Fifty percent of land contained within the 100-year floodplain shall be credited against the parkland dedication requirement; provided that adjoining land within the 25-year floodplain is also dedicated. Land within the 25-year floodplain shall not be credited against the parkland dedication requirement.

**SIGNATURE BLOCKS: Provide signature blocks on first page of Preliminary Plan**

---

**Certificate, signature, and seal of licensed surveyor who surveyed the land.**

Use the following format:

STATE OF TEXAS {COUNTY OF WILLIAMSON}

That I \_\_\_\_\_, do hereby certify that I prepared this plat from an actual and accurate on the ground survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with Chapter 5, Subdivisions, Public Improvements, City of Liberty Hill Unified Development Code.

\_\_\_\_\_  
Signature and Seal of Licensed Surveyor

\_\_\_\_\_  
Date

**Certificate, signature, and seal of a registered professional engineer.**

Use the following format:

STATE OF TEXAS {COUNTY OF WILLIAMSON}

That I \_\_\_\_\_, do hereby certify that the information on this plat complies with Chapter 5, Subdivisions, Public Improvements, City of Liberty Hill Unified Development Code and the Design and Construction Standards adopted by the City of Liberty Hill, Texas.

\_\_\_\_\_  
Signature and Seal of Licensed Engineer

\_\_\_\_\_  
Date

**Certificate of approval to be signed by Chairman of the Planning and Zoning Commission.**

Approved this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by the City Planning and Zoning Commission of the City of Liberty Hill, and authorized to be filed for record by the County Clerk of Williamson County, Texas.

\_\_\_\_\_  
Wes Griffin, Chairman

\_\_\_\_\_  
Date

**Certificate of approval to be signed by Mayor with "ATTEST" by City Secretary**

Approved this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by the City Council of the city of Liberty Hill, and authorized to be filed for record by the County Clerk of Williamson County, Texas.

\_\_\_\_\_  
Liz Branigan, Mayor

\_\_\_\_\_  
Nancy Sawyer, City Secretary