



City of Liberty Hill
Planning and Development Department
100 Forest St
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Liberty Hill, TX 78642
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CITY OF LIBERTY HILL REPLAT APPLICATION REQUIREMENTS:

The Developer shall submit a Replat application that includes all of the following:
{NOTE: THE REPLAT WILL NOT BE CONSIDERED "FILED" UNLESS ALL APPLICATION REQUIREMENTS ARE MET.}

- ___ Subdivision name
 - ___ Submittal Date (in accordance with submittal calendar)
 - ___ 2 paper copies 18 x 24 of the Replat Plat with the title of the Replat appearing on the outside.
 - ___ 1 Disk including PDF copies of all submitted documents.
 - ___ An abstractor's certificate which shall state the names and addresses of all current owners and current lien holders of the property described in the Replat. The abstractor's certificate shall be dated no earlier than thirty (30) days prior to the submission of the Replat.
 - ___ A copy of the deed(s) identifying the owners of the property
 - ___ 1 copy of the Engineer's Report, of applicable
 - ___ If applicable, a City approved Traffic Impact Analysis.
 - ___ A list of names and addresses of the owners of property that are in the original subdivision and that are located within 200 feet of the property contained in the Replat as recorded on the current tax roll including a diagram that identifies said properties and a key to the list provided.
 - ___ Payment of fees including notification fees in accordance with the fee schedule adopted by City Council.
- Checks shall be made payable to the City of Liberty Hill.

REPLAT CONTENT (INFORMATION SHOWN ON PLAT):

- ___ Title of the subdivision, to include the proper description of the portions being replatted.
- ___ North arrow
- ___ Scale: 1:100
- ___ The following information shall appear in one place on the FIRST sheet:
OWNERS: (if corporation include name)
ACREAGE:
SURVEYOR:ENGINEER
LOT & BLOCK: LINEAR FEET OF
NEW STREETS:

SUBMITTAL DATE:

MEETING BENCHMARK DESCRIPTION & ELEVATION: See benchmark information below

- ___ Location map with North arrow
- ___ Boundary survey with bearings and distances
- ___ Streets with complete curve data
- ___ Point of beginning labeled on plat and described in a metes and bounds description
- ___ Metes and bounds description, tied to corner of original survey and across adjacent streets to determine right-of-way width
- ___ Monumentation (see requirements contained in this Development Packet)
- ___ Lot and block lines
- ___ Numbers on all proposed lots and letters on proposed blocks
- ___ Dimensions for front, rear, and side lot lines
- ___ Depiction of the 100-year flood plain; if the tract is not in the 100-year floodplain, a note stating such must be shown
- ___ Dashed lines showing the names and widths of adjacent land subdivisions
- ___, lot lines
- ___, **streets,**
- ___, **easements**
- ___, **water courses**
- ___ Street right-of-way widths must be labeled and reflect the City of Liberty Hill Transportation Plan
- ___ Streets: street names must not be duplicates, must be continuous from any adjacent subdivisions and only one cul-de-sac shall utilize a primary street name
- ___ All existing physical features within the area being subdivided, such as existing watercourses, railroads, width of streets, alleys, easements, etc.
- ___ All drainage easements shall be labeled as "drainage and storm sewer" easements
- ___ Designation of any special purpose lots (i.e., park, landscaping, detention, ROW, etc.); labeled and the area shown in acres.
- ___ Plat note stating: Building setbacks shall be in accordance with Chapter 4, Zoning, Lot Design Standards City of Liberty Hill Unified Development Code.
- ___ Plat note stating: Sidewalks shall be constructed in accordance with Chapter 5, Subdivisions; Public Improvements City of Liberty Hill Unified Development Code and with the Design and Construction Standards.
- ___ Plat note stating: No obstructions, including but not limited to fencing or storage, shall be permitted in any drainage easements shown hereon.
- ___ Plat note stating: A ten foot (10') PUE abutting and along the street side property line is hereby dedicated for all street side property lots shown hereon.
- ___ Plat note stating: This Plat conforms to the Concept Plan (or Preliminary Plat if no Concept Plan was required) approved by the Planning and Zoning Commission on (INSERT APPROVALDATE.)
- ___ Signed and notarized certificate of ownership, consent, restrictions, and dedications contained therein.

**IF THERE ARE LIEN HOLDERS:
Signature Block for Corporate Entity**

STATE OF TEXAS § COUNTY OF
WILLIAMSON §

That [Name of corporate entity], a [State of formation] [type of corporate entity], as the owner of that certain acre tract of land recorded in Volume, Page, of the Official Records of Williamson County, Texas do hereby dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as _____ subdivision. **[NAME OF CORPORATE ENTITY]**

[Name of authorized officer] [Title of officer] THE

STATE OF TEXAS §
COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the _day of _____, 20_, by, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a State of formation] [type of corporate entity], on behalf of said [Name of corporate entity].

Notary Public, State of Texas Printed
Name:

My Commission Expires:

Signature Block for Natural Person

STATE OF TEXAS §
COUNTY OF WILLIAMSON §

That I, _____, as the owner of that certain acre tract of land recorded in Volume , Page , of the Official Records of Williamson County, Texas do hereby dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as _____ subdivision.

[Name of Owner]

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the _____ day of __, 20_
_____, by _____

Notary Public, State of Texas Printed
Name:

My Commission Expires:

AND

STATE OF TEXAS §
COUNTY OF WILLIAMSON §

That _____, the Lien Holder of that certain _____ acre tract of land recorded in Volume _____, Page _____, of the Official Records of Williamson County, Texas do hereby consent to the subdivision of that certain _____ acre tract of land situated in the City of Liberty Hill, Williamson County, Texas, and do further hereby join, approve, and consent to the dedication to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon.

_____(Name of Lienholder) By: _____, its _____ (Typed Name)

IF THERE ARE NO LIEN HOLDERS:

Signature Block for Corporate Entity

STATE OF TEXAS §
COUNTY OF WILLIAMSON §

That [Name of corporate entity], a [State of formation] [type of corporate entity], as the owner of that certain acre tract of land recorded in Volume, Page, of the Official Records of Williamson County, Texas do hereby certify that there are no lien holders and dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as _____ subdivision.

[NAME OF CORPORATE ENTITY]

[Name of authorized officer] [Title of officer] THE

STATE OF TEXAS §
COUNTY OF WILLIAMSON §

This instrument was acknowledged before me on the ___ day of ___, 20___, by, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a State of formation] [type of corporate entity], on behalf of said [Name of corporate entity].

Notary Public, State of Texas

Printed Name:

My Commission Expires:

Signature Block for Natural Person

STATE OF TEXAS §
COUNTY OF WILLIAMSON §

That I, as the owner of that certain acre tract of land recorded in Volume, Page, of the Official Records of Williamson County, Texas do hereby certify that there are no lien holders and dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as _____ subdivision.

[Name of Owner]

THE STATE OF TEXAS § COUNTY
OF WILLIAMSON §

This instrument was acknowledged before me on the _____ day of __, 20 __, by, Notary Public, State of
Texas Printed
Name:
My Commission Expires:

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

Use the following format:

THE 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:

THE STATE OF TEXAS §
COUNTY OF WILLIAMSON §

That I, _____, do hereby certify that the information contained 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 the Designee of the City Administrator. Use the following format:

I, JERRY L. MILLARD, JR. DIRECTOR OF PLANNING, DESIGNEE, OF THE CITY OF LIBERTY HILL, TEXAS, UNDER THE AUTHORITY GRANTED ME IN SECTION 3.09.02 OF THE UNIFIED DEVELOPMENT CODE, IN ACCORDANCE WITH THE TEXAS LOCAL GOVERNMENT CODE, DO CERTIFY THIS PLAT AS APPROVED FOR THE FILING OF RECORD WITH THE COUNTY CLERK OF WILLIAMSON COUNTY, TEXAS.

JERRY L. MILLARD, JR., DIRECTOR OF PLANNING

DATE

STATE OF TEXAS COUNTY OF
WILLIAMSON

I, NANCY E. RISTER, CLERK OF COUNTY COURT OF SAID COUNTY, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT IN WRITING, WITH ITS CERTIFICATE OF AUTHENTICATION, WAS FILED FOR RECORD IN MY OFFICE ON THE ___ DAY OF ___, 20___, A.D. AT ___ O’CLOCK __.M., AND WAS DULY RECORDED ON THIS THE DAY OF __, 20___, A.D. AT _____ O’CLOCK __.M., IN THE OFFICIAL PUBLIC RECORDS OF SAID COUNTY IN INSTRUMENT NO. _____.

BY: _____ NANCY E. RISTER
CLERK, COUNTY COURT WILLIAMSON
COUNTY, TEXAS

RECORDATION PROCEDURES (I) In order for the approved Plat to be recorded, the Developer must submit the following to the City Administrator or designee:

- _____ An abstractor's certificate which shall state the names and addresses of all current owners and current lien holders of the property described in the Plat. The abstractor's certificate shall be dated no earlier than thirty (30) days prior to request for recordation of the Plat if applicable;
- _____ An acknowledged signature on the Plat by the current owner of the land being platted if the current owner is different than the owner at the time the Final Plat was approved;
- _____ A deed for any parkland dedication or cash contribution in lieu of parkland dedication, if applicable. If the Final Plat is a phase of the total tract to be platted and it does not include the parkland to be dedicated, the Developer must provide a temporary access easement to the parkland acceptable to the City in a form approved by the City Attorney.
- _____ A deed for right-of-way, drainage and/or detention lots to be dedicated to the City as applicable;
- _____ Current original tax certificates;
- _____ Williamson County affidavit certifying tax certificates (form follows);
- _____ The fees for preparing reproducible drawings required to record the Plat;
- _____ A copy of the letter from the City Engineer either certifying that the Public Improvements have been satisfactorily completed in accordance with Section 7.05 of the Liberty Hill Unified Development Code or that Subdivision Improvement Construction Plans have been accepted by the City Engineer and the appropriate fiscal security has been posted in accordance with Section 7.05;
- _____ The prescribed County recordation fees (by check made payable to "Williamson County");
- _____ Separate instrument easements where applicable;

AFFIDAVIT FOR RECORDATION
THE STATE OF TEXAS § COUNTY
OF WILLIAMSON §

Now comes _____, the subdivider of a subdivision to be known as _____, and states under oath or affirmation and subject to penalties of law that the original tax certificates attached to the plat of the subdivision describe all of the property contained within the subdivision and all taxing entities with jurisdiction over the property.

Signature _____ Date__ Typed Name _____

Acknowledged and sworn before me on _____, 200_ Notary

Public

My commission expires _____