

CITY OF ROLLINGWOOD

PLAT APPLICATION INSTRUCTIONS

The plat, plat application, owner notification certification and the filing fee make up the plat application packet. Per Subdivision Ordinance, all of these items, prepared as instructed, must be received before the application can be considered “filed” and proceed through the platting process.

Plat: The Subdivision Ordinance is provided with the Plat Application to provide guidance and instruction for the surveyor’s use in preparing a plat to be submitted to the City of Rollingwood. Please encourage the surveyor to incorporate the requirements listed in Sec. 105-26. The Subdivision Submittal Requirements Checklist also provides additional information for preparation of the Plat, as well as a checklist to ensure all required documents are submitted.

Plat application:

Page 1 will be the cover page for the application documents and names the Primary Contact for the platting process. Enter information about the plat, owner, professional(s) who prepared the plat and the Primary Contact who can be any one of these or another person appointed by the owner.

Page 2 is the Owner’s Acknowledgment form. Ask the surveyor to complete this form. It requires owner(s) name and signature(s) which must be notarized. By this signature, the owner is authorizing the plat application as well as the Primary Contact entered on page 1 of the application. The form is to be signed and sealed at the bottom of the page by the professional who prepared the plat.

Owner’s deed with the Travis County recordation stamp on the last page.

Original Tax Certificate issued by Travis County showing all taxes have been paid for the previous year. The original tax certificate will have an embossed County seal. Call 512-854-9473 or email TaxOffice@co.travis.tx.us to request the Tax Certificate, providing the address, legal owner’s name.

Owner Notification Certification that is signed by the owner(s) to verify that plat application notification has been done as required by City Ordinance. The owner notification letter will be prepared based on the type of plat being proposed and will be emailed to the applicant for owner signature and distribution.

Digitally submit plat, application and filing fee: Email developmentservices@rollingwoodtx.gov or your Development Services Manager the plat submittal for technical review.

Filing fee: \$1200 + \$300 per lot (we will digitally email you a link for payment by Credit Card)

CITY OF ROLLINGWOOD

Development Services

Phone +1 (512) 327-1838

403 Nixon Dr. Rollingwood, TX 78746-5512

Email: developmentservices@rollingwoodtx.gov

CITY OF ROLLINGWOOD PLAT APPLICATION

SUBDIVISION NAME AND LOCATION:

CURRENT LEGAL DESCRIPTION: _____
PROPOSED LEGAL DESCRIPTION: SUBDIVISION _____
LOT _____ BLOCK _____
STREET LOCATION: _____

OWNER INFORMATION:

NAME: _____ CONTACT: _____
STREET ADDRESS: _____ CITY/STATE/ZIP: _____
TELEPHONE: _____ EMAIL: _____

PRIMARY CONTACT/AGENT INFORMATION:

FIRM NAME: _____ CONTACT: _____
STREET ADDRESS: _____ CITY/STATE/ZIP: _____
TELEPHONE: _____ EMAIL: _____

ENGINEER INFORMATION:

FIRM NAME: _____ CONTACT: _____
STREET ADDRESS: _____ CITY/STATE/ZIP: _____
TELEPHONE: _____ EMAIL: _____

SURVEYOR INFORMATION:

FIRM NAME: _____ CONTACT: _____
STREET ADDRESS: _____ CITY/STATE/ZIP: _____
TELEPHONE: _____ EMAIL: _____

RELATED CASES:

EXISTING ZONING: _____ PROPOSED ZONING: _____
ZONING CASE NUMBERS: _____
ZONING ORDINANCE NUMBERS: _____

PROJECT INFORMATION: CITY USE ONLY

PROCESS TYPE: _____ 1 = Subdivide; _____ 2 = Plat-building permit; _____ 3 = Replat/Vacation; _____ 4 = Resubdivide
ADDRESS: _____
FILING DATE: _____ HEARING DATES: P&Z _____ COUNCIL _____ ACCEPTED BY _____

OWNER'S ACKNOWLEDGMENT

STATE OF TEXAS)(

COUNTY OF TRAVIS)(

KNOW ALL MEN BY THESE PRESENTS:

That _____
(Individual) _____
(Corporation, acting by and through)

(Partnership, acting by and through)

(Other)

owner(s) of the tract(s) of land described in warranty deed(s) recorded in Volume(s) _____
Page(s) _____, of deed records of Travis County, copies thereof attached hereto and made a part
hereof for all pertinent purposes, do hereby make and/or authorize _____
to make application for subdivision of such property in accordance with the accompanying plan/plat, and do hereby offer to
dedicate to the public use all streets and easements shown thereon, or as may otherwise be required by applicable
ordinances, pursuant to the City of Rollingwood Code of Ordinances and Chapter 212, of the Texas Local Government
Code.

Witness my hand this _____ day of _____,
20____.

(Owner's signature)

This instrument acknowledged before me on the
_____ day of _____, 20____.

Notary Public, in and for

My Commission expires: _____

Witness my hand this _____ day of _____,
20____.

(Owner's signature)

This instrument acknowledged before me on the
_____ day of _____, 20____.

Notary Public in and for

My Commission expires: _____

ENGINEER'S / SURVEYOR'S CERTIFICATION

This is to certify that I am authorized to practice the profession of Engineering/Surveying in the State of Texas; that I
prepared/reviewed the plan/plat submitted herewith; that all information shown thereon is accurate and correct to the best
of my knowledge as related to the engineering / surveying portions thereof; and that said plat complies with the City of
Rollingwood Code of Ordinances.

Witness my hand this _____ day of _____, 20____.

(SEAL)

Engineer's/Surveyor's signature



SUPPLEMENTAL CHECKLIST INFORMATION

1. Example of statement verifying that property is located in the City of Rollingwood as required by Travis County Clerk's Office:

This subdivision is located within the Full Purpose City Limits of the City of Rollingwood, Texas on this the _____ day of _____, 20____, A.D.

2. Certification block required by Travis County Clerk's Office:

*** Please always ensure you are using the correct current County Clerk's name.**
www.countyclerk.traviscountytexas.gov

STATE OF TEXAS)(
COUNTY OF TRAVIS)(

I, DYNA LIMON-MERCADO, CLERK OF TRAVIS COUNTY, TEXAS, DO HEREBY CERTIFY THAT THE FOREGOING INSTRUMENT OF WRITING AND ITS CERTIFICATE OF AUTHENTICATION WAS FILED FOR RECORD IN MY OFFICE ON THE _____ DAY OF _____ 20____, A.D. AT _____ O'CLOCK ____M., AND DULY RECORDED ON THE _____ DAY OF _____ 20____, A.D. AT _____ O'CLOCK ____M., OFFICIAL PUBLIC RECORDS OF SAID COUNTY AND STATE IN DOCUMENT NO. _____ WITNESS MY HAND AND SEAL OF OFFICE OF THE COUNTY CLERK, THE _____TH DAY OF _____ 20____, A.D.

DYNA LIMON-MERCADO, COUNTY CLERK
TRAVIS COUNTY, TEXAS

BY: _____
DEPUTY

Plats will be reviewed using the requirements contained in the applicable sections of the ordinances: City of Rollingwood Code of Ordinances Sec.105-3 to 105-22.



THE CITY OF ROLLINGWOOD

Phone +1 (512) 327-1838

403 Nixon Dr, Rollingwood, TX 78746-5512

www.rollingwood.com