

**City of Rollingwood  
SUBDIVISION SUBMITTAL REQUIREMENTS CHECKLIST**

ADDRESS:

REVIEW DATE:

<b>GENERAL SUBMITTAL REQUIREMENTS</b>	<b>Y/N/NA</b>	<b>REMARKS</b>
Filing Date _____		
Subdivision Title/Name _____		
Filing fee: \$ _____ Check # _____ or Cash _____ Inv. _____		
Plat Application with signature by record owner or duly authorized agent		
Current original Tax Certificate(s) issued by Travis County indicating that all taxes have been paid (tax receipts are not acceptable)		
Certified copy of <u>owner's deed</u> (or contract to purchase for a preliminary plat)		
Draft of separate restrictive covenants required by ordinance or those desired by applicant to be referenced on plat		
Variance requests and justifications, if known		
<b>ITEMS REQUIRED TO BE SHOWN ON PLAT</b>		
Name of owners and mailing addresses		
Subdivision plat with <u>original signature</u> by record owner, <u>notarized</u> as indicated		
A signature block with date for: Chair, City Planning and Zoning Commission.		
A signature block with date for: Mayor, City of Rollingwood attesting approval of the plat.		
Sketch showing location of the subdivision in relation to major streets or roadways, and containing a <b>north arrow</b>		
North Point Scale: 1" = 100'		
Lot and block numbers		
Show 2-ft contours		
Statement indicating that the property is located in the City of Rollingwood (see example below in item 1, Supplemental Checklist Information)		
Recording certificate for Travis County Clerk with short "Filed for Record" note (see wording below in item 2, Supplemental Checklist Information)		
Restriction prohibiting occupancy of any lot until the individual on-site disposal system is approved. All external lines providing service to the proposed subdivision are required to be in place before taps are sold.		
Restriction prohibiting occupancy of any lot until connection is made to a public water/wastewater system or other water system approved by the City of Rollingwood.		
Certification bearing the name, original signature, seal, address, and signature date of public surveyor or professional engineer registered in the State of Texas attesting that requirements of survey-related items on the plat are correct.		
Certification bearing original signature, seal and signature date of engineer responsible for flood plain and other engineering items; also references to the Federal Insurance Rate Map, panel number and date of study must be shown.		
Statement by the record owner dedicating all streets, alleys, easements, parks, and other open spaces to public use. For privately held streets, a statement indicating that provisions for perpetual maintenance and taxation will be provided.		
Names, locations, sizes of existing and proposed streets, alleys, and easements bordering or traversing the subdivision.		
Names, locations, and sizes of boundary streets.		
Names, addresses and property lines of adjoining owners (with deed references and adjoining subdivisions with lot and block number and plat reference for finals only)		
Acreage or square footage of overall subdivision plus acreage and square footage of individual commercial lots		
Accurate limits of the 100-year flood plains for all creeks and major drainage channels based on existing channel conditions and assuming fully developed watershed conditions		
Building setback lines		
Minimum floor slab elevations for all lots adjacent to a waterway.		
Survey tie across all existing streets bordering or traversing the subdivision to verify right-of-way width (or provide a copy of the street deed if street is dedicated by separate instrument).		
Centerline radii, radii at all intersection corners, and tangents between proposed reverse curves for all proposed streets.		
Location of all permanent concrete monuments and primary control points to which all dimensions, bearings, and similar data shall be referred, shown in feet and hundredths of a foot.		