

## TIMELINE AND HOW-TO

### 1 Determining Need

Do I need a plat?

If you are redeveloping your lot and it was never platted, you will be required to plat your lot before redeveloping.

If your lot was already platted, but there is an error, or you own two lots and wish to combine them, then you may need to file an amended plat or a replat. City Staff will assist you in determining whether you need to do this, and if so, what type of plat you will be filing.

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### 2 Gathering Documents

You will need to obtain the following documents before you can file an application for a plat:

- 1) Owner's deed (must have Travis County recordation stamp)
- 2) Original Tax Certificate (must be embossed with Travis County seal, and must show taxes paid)

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### 3 Survey

You will need to have a licensed engineering/surveying company complete a new survey of your property. You will also need a survey for development so review all survey requirements for your project. This will help save you time and money.

The surveyor will prepare your plat document per the checklist requirements.

### 4 Submittal

Once you have all your plat, supplemental documents, and your signed application, you are ready to submit. **Rollingwood accepts plat applications on the 8th day of each month.** If you submit your plat before that day, the City will hold your plat until the 8th.

Staff will review for administrative completeness. If everything is complete, the applicant will be invoiced for the filing fees. The cost is \$1200.00 + \$300.00 per lot. If you are platting a single lot the fee will be \$1500.00.

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### 5 Review

Staff will review your plat. Most Rollingwood plats can be administratively approved. In that instance, an approved plat will get signed, notarized, and City Staff will file it with the County.

In certain instances, a public hearing is required to approve a plat. In those cases, staff will notify you of your hearing date and post any additional noticing requirements.

The plat will be heard by the Planning and Zoning Commission and the City Council for consideration.

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### 6 Hearing/Approval

If your plat requires a public hearing, it will be held within 30 days of the filing date. You or your representative will need to appear at the Planning and Zoning Meeting and then the City Council Meeting. P&Z typically meets the first Wednesday of each month, and CC meets the third Wednesday of each month. Plats that are legal and meet all City and State requirements must be approved. If the plat deemed deficient, the commissions may deny the plat or offer conditional approval. When the plat has been heard and approved by P&Z and City Council, the signed document gets filed by staff at the County and you are cleared to move forward in your next development steps.

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