



**Planning Department**  
**Administrative Subdivision Plat Submission Checklist**

Subdivision Name: \_\_\_\_\_

Submission Date: \_\_\_\_\_ A/C \_\_\_\_\_

Submitted by: \_\_\_\_\_  
Name Firm Phone

**Plat Documents**

\_\_\_\_\_ Formal application (may use this checklist) and appropriate filing fee

\_\_\_\_\_ Five (5) separate 18"x24" copies of final plat                      \_\_\_\_\_ PDF of plat

\_\_\_\_\_ Two copies of the drainage study    \_\_\_\_\_ Two copies of a Traffic Impact Analysis

\_\_\_\_\_ Two copies of a Transportation Network Plan                                      \_\_\_\_\_ One Open Space System Plan

\_\_\_\_\_ One tree preservation plan    \_\_\_\_\_ Slope Map (if req. by Planning Director)

\_\_\_\_\_ **For Applications Constructed in Phases** – Conceptual Master Plan for the entire parcel/subdivision

\_\_\_\_\_ **For Subdivisions 10 acres or larger** – written inventory of existing natural features reflective of Hill County Character

\_\_\_\_\_ **For Fire Code Official** – fire protection plan

\_\_\_\_\_ **Letters/Memos** from all necessary review agencies having jurisdiction over improvements required or desired in the subdivision, including:

- \_\_\_\_\_ Bandera Electric Co-op and/or Pedernales Electric Co-op
- \_\_\_\_\_ TXDOT, if any state right-of-way is involved in streets or access points
- \_\_\_\_\_ Cow Creek Ground Water Conservation District
- \_\_\_\_\_ Cable and telephone wire services
- \_\_\_\_\_ Kendall County, if any county right-of-way is involved in streets or access points or if in ETJ
- \_\_\_\_\_ Any other State/public agency with jurisdiction over improvements desired in the subdivision
- \_\_\_\_\_ Other Utility Providers (if any)

**Infrastructure Documents**

\_\_\_\_\_ Three complete bound sets of design and construction documents - Each bound with a copy of the plat

\_\_\_\_\_ Design Compliance Letter

\_\_\_\_\_ Engineer's Opinion of Probable Cost

Notes: \_\_\_\_\_  
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