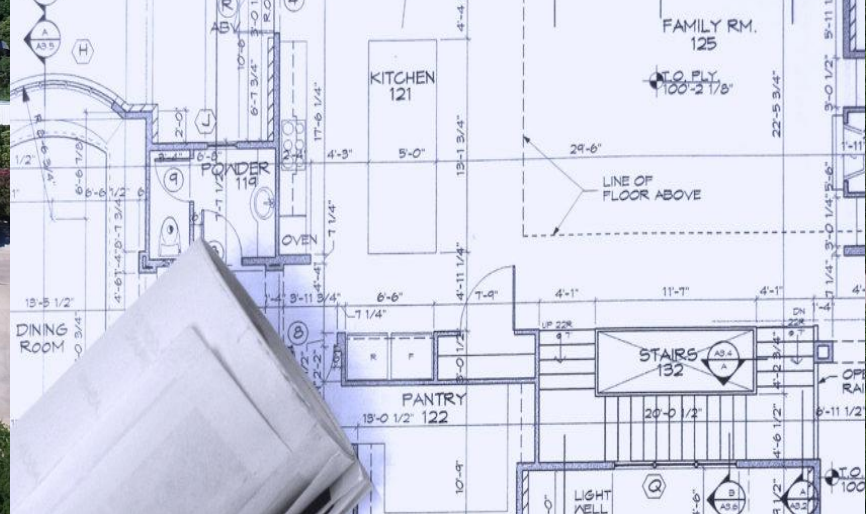




City of Buda Development Guide



BudaTx breathe
easy here™



Introduction

This Development Guide (“The Guide”) is provided to assist applicants in planning and navigating through the development review and permitting processes. The Guide is just that and is not intended to replace the 2017 Unified Development Code (UDC) or the Comprehensive Plan. This Guide references critical review phases of the development review process. Included are summaries, flowcharts, FAQs, and checklists to communicate the processes involved with development in the City of Buda. The Guide’s sequence mirrors that of a development project, starting with the review process of the Development Review Committee (DRC), and moving through the following processes:

- Zoning Approvals
- Subdivision and Platting review, approval/ recordation
- Construction Plans
- Site Plans
- Historic Overlay (Historic Preservation Commission- HPC)
- Building Permits and Certificate of Occupancy

Thank you for considering the City of Buda for your development. We encourage all inquiries; please contact the Planning Department at any time throughout the development process at (512) 312-5745.



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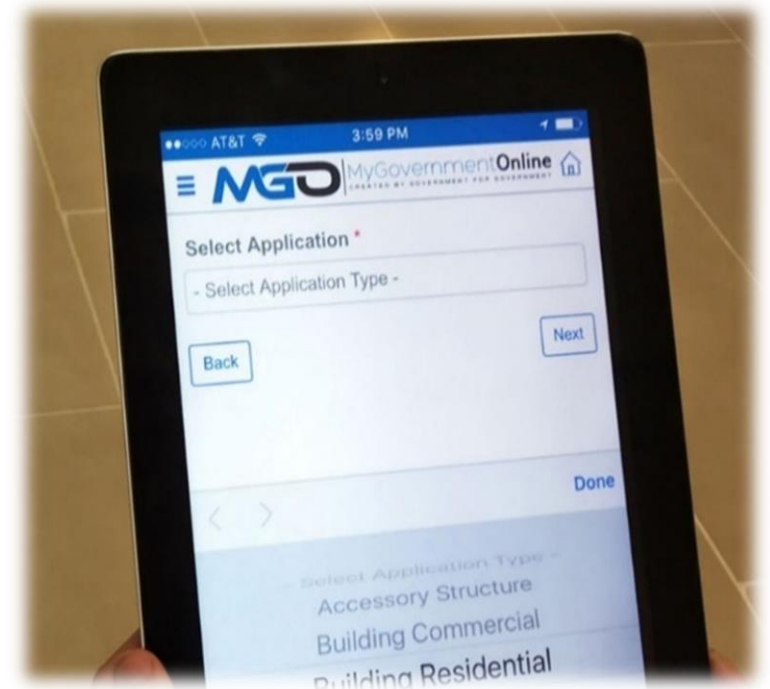
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Review Procedures & Applications

The review process is conducted by the Development Department and which includes but is not limited to, Planning, Engineering, Building, Public Works, and Fire. Reviews evaluate the quality and appropriateness of a proposal based on objectives stated in plans, guidelines, and regulations governing development in the City of Buda. Staff is also assisted by general community involvement, citizen advisory groups or task forces, professional associations, and other constituencies on a project-by-project basis.

Since February 2014, the City of Buda has partnered with MyPermitNow (www.mypermitnow.org) online permitting system, also referred to as My Government Online, for accepting and processing a variety of building, trade, zoning and development applications. Residents, contractors, and design professionals can apply online for permits, register state trade licenses, upload plans in pdf format, obtain permits, request inspections, and view inspection reports through the MyPermitNow system.

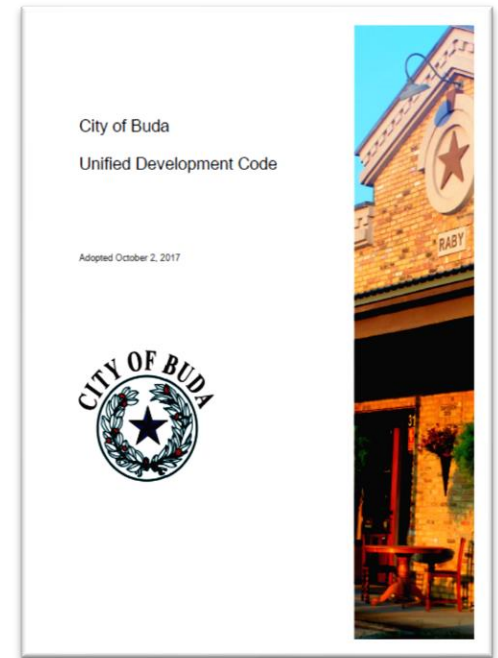


Comprehensive Plan & 2017 Unified Development Code (UDC)

Buda 2030 Comprehensive Plan, adopted in October 2011, serves as a vision and guides policy decisions to help the City grow and develop as desired. The Unified Development Code (UDC) adopted in October 2017, is the ordinance used for zoning, subdivision, and site development during the planning and development process. These tools serve as a guide to ensure safe and orderly development for the community within the City of Buda and its Extraterritorial Jurisdiction (ETJ).

The UDC is the ordinance used for zoning, subdivision, and site development during the planning and development process.

The Comprehensive Plan is formulated through extensive public input and forms the legal basis of subsequent regulations. It outlines nine goal areas: economic growth and sustainability, transportation, parks, recreation, open space, housing and neighborhoods, community identity, civic facilities and programs, public safety, downtown, and historic preservation. The specific goals outlined in these theme areas represent the desired growth outcomes for the City of Buda:



1. Buda has a stable tax revenue base and a strong local job market. Increased and diversified economic and job opportunities for residents make Buda a great place to live, work, shop, and play.
2. Buda has a transportation system that meets current needs and anticipated growth, which balances transportation options including driving, walking, bicycling, and mass transit.
3. Buda has a superior system of parks, recreation, trails, and open space that enhances the quality of life for all residents of Buda.
4. Buda has a blend of old and new neighborhoods that are full of character, interesting, sustainable, and retain their value over time. Anyone can find a house that serves his or her needs and preferences for their entire life.
5. Buda is a unique community with a charming small-town character, active neighborhoods, and many entertainment and recreation opportunities.
6. Buda's sense of community is enhanced through state of the art civic facilities and programs and easy access to City information and resources.
7. Buda is one of the safest communities in the nation with strong and friendly police, fire, and emergency service personnel.
8. Buda's downtown thrives as the "heart of Buda" with strong economic opportunities and celebrates the city's historical and cultural heritage, making downtown a vibrant place to live, work, and play.
9. Buda protects its history and unique character by preserving its historic properties while affording opportunities for economic development and facility improvement.

BUDA 2030 COMPREHENSIVE PLAN



preserving our heritage | sustaining our future
september 2011



Within the Comprehensive Plan, goals are broken down into objectives, which are policies that work toward those goals, and from there, into specific strategies.

This is where the UDC becomes a vital tool: without a UDC, the Comprehensive Plan is a nonbinding set of ideas and recommendations. Nearly all of the Comprehensive Plan goals are dependent on regulations outlined within the UDC to create a high quality of life, including zoning, parkland dedication, floodplain preservation, and design and preservation standards. The regulations outlined in the UDC, with the legal backing of the Comprehensive Plan, allow the City to steer development and meet goals by stipulating standards.

Both the Comprehensive Plan and the UDC have been adopted by the City Council and recommended by the Planning and Zoning Commission. City staff is responsible for administering and maintaining this Code and Plan.

Manuals

The City of Buda has adopted the following [City of Austin Design Criteria](#) and all updates:

- Drainage Criteria Manual
- Environmental Criteria Manual
- Standard Specification Manual
- Standards Criteria Manual
- Transportation Criteria Manual
- Utilities Criteria Manual
- Lower Colorado River Authority (LCRA) Nonpoint Source Pollution Control Technical Manual
- [Edwards Aquifer Technical Guidance on Best Management Practices Manual](#)



Boards and Commissions

As part of the development review process, certain projects are subject to review and approval by the following approval bodies:

City Council [UDC Section 1.02.01](#)

- governing body made up of all elected members, which enforce the Unified Development Code (UDC).
- ensures that all planning and development is consistent with the City of Buda's Comprehensive Plan.
- meets at 6:00 PM on the 1st and 3rd Tuesday of the month.

Planning & Zoning Commission [UDC Section 1.02.02](#)

- seven members appointed, advisory board, which oversees the planning and development of the City of Buda and its ETJ
- protects the integrity of our natural resources and neighborhoods and enforces state and local statutes and ordinances.
- meets twice a month on the 2nd and 4th Tuesday of the month at 6:30 PM.
- Also serves as Impact Fee Advisory Committee- Two additional members

Board of Adjustments [UDC Section 1.02.03](#)

- hears requests for relief from specific requirements of the Code.
- authority to hear and decide on appeals of zoning regulation enforcements from City Council or city staff.
- May grant a variance in cases of hardships making the city's enforcement of zoning regulations and ordinances unreasonable.
- meets on an as-needed basis

Parks Commission [UDC Section 1.02.04](#)

- advisory board, which serves in matters relating to policies, rules, and regulations of the public parks and recreation programs.
- provide oversight of public playgrounds, athletic fields, recreation centers as well as recommends parkland and trail dedication(s).
- meets on a monthly basis, on the 3rd Wednesday of the month at 6:30 PM



Sustainability Commission

- advisory board to the City Council in matters related to acting in the interest of sustainable practices, recognizing all three aspects of sustainability, including environmental stewardship, social responsibility, and economic development.
- makes advisory policy recommendations to the City Council on issues relating to air quality, water quality, and resource conservation as it relates to the protection and integrity of the natural environment.
- meets annually and as needed throughout the year

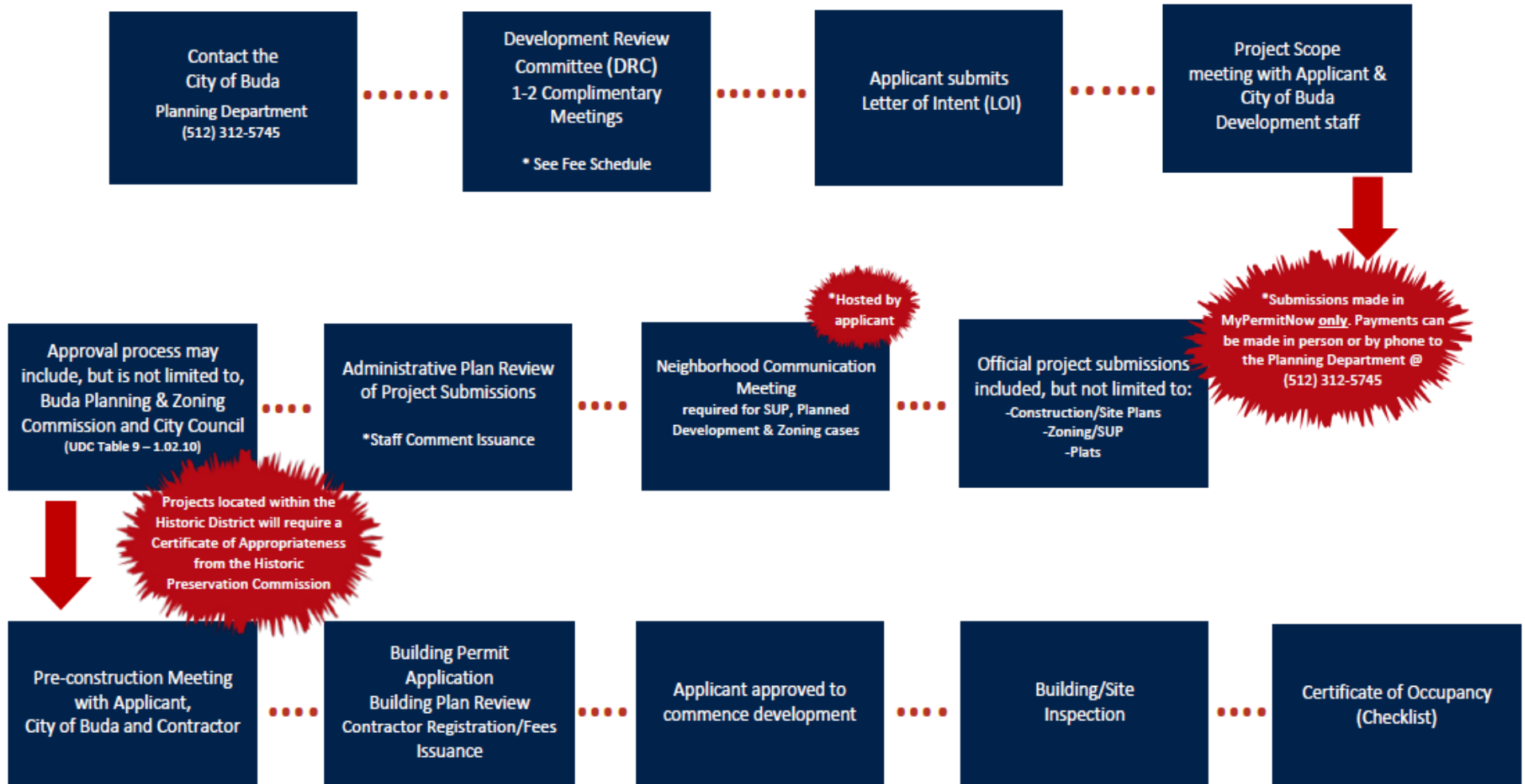
Historic Preservation Commission [UDC Section 1.02.05](#)

- advisory board to the City Council in matters relating to heritage and historic preservation activities.
- functions include identifying and preserving historic properties, providing assistance on preservation practices and issuing Certificates of Appropriateness.
- Meets monthly every 3rd Thursday at 6:30 PM

Development Review Process Flowchart



Development Review Process



*For all rules and procedures, please review the Unified Development Code (UDC) at ci.buda.tx.us/179/Zoning-the-Unified-Development-Code

Development Review Committee (DRC) [UDC Section 1.04](#)

The DRC is your first step to your project.

A DRC is intended to allow for the exchange of non-binding information between the Applicant and City staff and serves as a Pre-Application meeting. The DRC consists of City staff, including Engineering, Planning, Building, and Public Works, as well as individuals from outside agencies such as the Fire Department, Electric Cooperative, and Buda Economic Development Corporation (EDC), whose input may be integral to the proposed development. All persons considering development in the City of Buda will need to speak with a member of the Development team- the best form of communication is through the DRC platform.

We hold regular DRC meetings that meet every Thursday morning, 9:00 am- 11:00 am, in 30-minute sessions. **At this time, we are holding these meetings virtually through Microsoft Teams.** All DRCs are non-binding and non-vesting. All projects are still subject to full reviews. However, DRCs allow applicants to openly brainstorm ideas with city staff about potential obstacles and opportunities you're your Project.



We have found the most effective DRC sessions happen when applicants include with their application 3-4 questions, which staff can focus on for the most impactful outcome from the session. Applicants can have up to 2 DRC's before applicants are requested to submit an official Letter of Intent (LOI).

When submitting your DRC application, please provide as much detail as possible about your Project and submit 3-4 questions that you would like for staff to focus on in your DRC.

For additional questions and scheduling options, contact Nikki Dykes, Development Coordinator: ndykes@ci.buda.tx.us

Letter of Intent (LOI) Requirements

Following the DRC meetings, you are ready to submit your Project's Letter of Intent (LOI) through [MyPermitNow](#). This letter will trigger the official administrative review for a proposed project.

The LOI should follow the provided [template](#) and include, but not limited to, the following information:

1. Applicant Information
 - Developer & contact information
 - Owner & contact information
 - Project Consultants & contact information
 - Contractors & contact information
 - Attorney (if applicable)
2. Project Description
 - Project Location
 - Applicable SUP / Zoning Requests
 - Project Scope (including project phasing)
 - Estimated Square footage
 - Definition of project Use
 - Services the business will provide including the number of employees or jobs of proposed business)
 - Capital Investment
 - Approximate Taxable Sales (if applicable)
3. Estimated Date of Submission of your first application (please indicate which application this will be)
4. Estimated date of Construction (Start date and Completion Date)
5. Provide a Concept Layout or sketch plan and a project Location Map



The Project Scope should include descriptive information about the proposed Project. The Planning, Engineering, Public Works, Fire, Police, and Building departments will review the scope of the Project to consider any proposed impacts to traffic, connectivity, and infrastructure. If applicable, a Project Scope meeting will be scheduled with the applicant, the City, and its review agencies to discuss the proposed Project in its totality. A Project Scope meeting is exclusive of the DRC meeting, which is held at the initial planning stages of a project.

NOTE: Instructions for MyPermitNow are available in [Appendix A](#).

Neighborhood Communication Meeting

The purpose of a Neighborhood Communication Meeting is to educate the applicant about issues or concerns from surrounding neighborhoods and property owners that would be impacted by the proposed development. The process is intended to raise awareness of the proposed development, to identify issues regarding perceived impacts, and to resolve the issues in an inclusive manner.

A Neighborhood Communication Meeting is required for all Specific Use Permits (SUP), Planned Development (PD), and Zoning cases requests that are within 400 feet of a single-family residential zoning district or residentially used property. If there are no residential zoned properties within 400 feet of the subject property, the applicant is exempt from this requirement.

The applicant must submit a summary report of the Neighborhood Communications Meeting to the Planning Director (or his/her designee) 18 days prior to the Planning and Zoning Commission meeting. This report [\(template provided in the appendix of this manual\)](#) must describe:

- How the neighborhood was notified about the proposal (how and when notification occurred, and who was notified)
- How the information regarding the proposal was shared with neighborhoods (i.e., mailings, workshops, meetings, open houses, flyers, etc.)
- Who was involved in the discussions
- Any concerns that were raised by the neighborhoods; and
- Any conditions that were added to or modified within the zoning request in response to concerns raised at the neighborhood meeting.

** The applicant, or their representative, must be available at all meetings to discuss Neighborhood outreach efforts at each public hearing and their request.

Development Agreements [UDC Section 3.03.12](#)

Applicability of a Development Agreement is when development is seeking to delay certain improvement requirements or provisions of the UDC. An alternative development plan must be presented that could not be otherwise accomplished under the UDC.

1. Initiation of a Development Agreement may be processed through [MyPermitNow](#) under the Planning and Zoning Tab
2. City Staff shall review applications- City Engineer, City Attorney, Finance Director, Planning Director, their designees or any other staff assigned
3. Public Notice Requirement – Written Notice (Mailed notices to property owners 15 days prior) for the Public Hearing at Planning and Zoning Commission. The Planning and Zoning Commission to make a recommendation to the City Council
4. Public Notice Requirement- Published Notice (Hays Free Press- 15 days prior) for the Public Hearing at City Council- City Council will take final action for adoption.

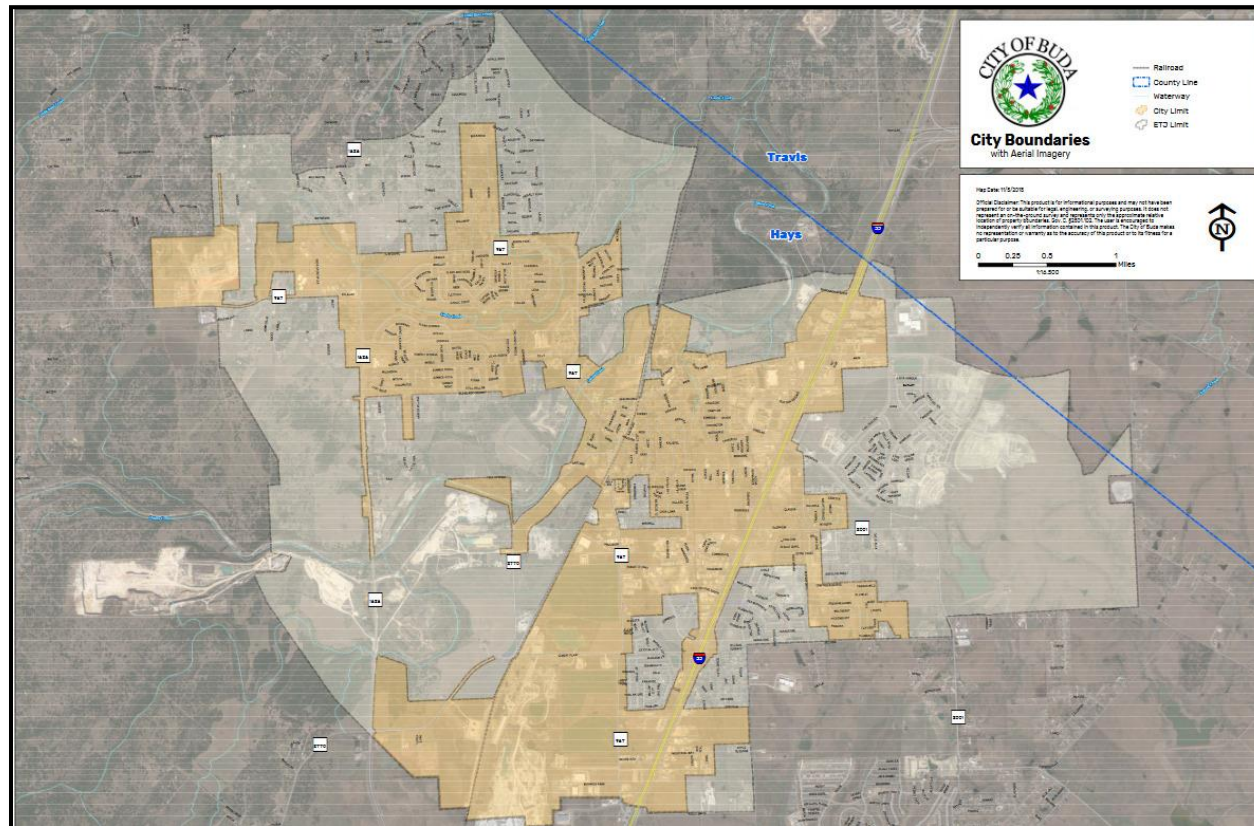


Extraterritorial Jurisdiction (ETJ) [UDC Section 3.01.06](#)

Cities have the legal ability as a government to exercise authority beyond its normal boundaries; These boundaries are the Extraterritorial Jurisdiction. The City of Buda's ETJ (light gray) extends one mile beyond the City limits (orange), as shown below.

Common misconceptions of development within the ETJ are :

- A. Subdivision Regulations and Development Standards apply to the ETJ. (Site Plans and Plats only)
- B. Utility Extensions- Petition for approval for utility extension of City Water or Wastewater, including a written request for annexation.



Zoning [UDC Section 2.10.01](#)

Zoning divides the City into distinct districts to regulate the use and development of land. Through the zoning process, the City attempts to ensure compatible land use patterns by minimizing conflicts between uses and, therefore, protecting property values and enhancing the urban environment. Zoning entails regulations of allowable uses within given zoning districts, characteristics of the sites occupied by those uses, and the geographic area contained within the boundaries of zoning districts.

If the proposed Project's use conflicts with the allowable uses within the existing zoning district, applicants may consider making an application for a **request to change the designated zoning**. This change may entail expansion of existing adjacent zoning boundaries, change of the existing district to another standard zoning district, or a request for the **establishment of a Planned Development**. Planned Developments are designed to allow creative site design, flexibility in use, or additional regulation not provided for within the standard zoning districts.

If considering a zoning change, contact the Development Coordinator to schedule a DRC meeting.

Specific Use Permits [UDC Section 2.10.09](#)

Specific Use Permits (SUP) are specialized uses that need additional review and detail. The use must conform to the Comprehensive Plan and be compatible with the existing neighboring land uses. To determine if a proposed use will require a Specific Use Permit, refer to the [Use Chart 2.06.05](#) in the UDC.

All SUPs require a public hearing be scheduled during Planning & Zoning Commission and City Council meetings. Development staff will review all applications and applicable documents prior to the public hearing. Property owners within 400 feet of the subject property are notified of the zoning change and are invited to attend all public hearings concerning the Specific Use Permit.

SUPs are heard before the Planning & Zoning Commission for the purpose of receiving a recommendation of approval, approval with conditions, or denial to the City Council. The City Council will, in turn, decide the final disposition of the SUP request.

Planned Developments [UDC Section 2.10.08](#)

Planned Developments or PD's accommodate planned associations of uses developed as integral land use units. These can include industrial districts, offices, commercial or service centers, shopping centers, residential developments of multiple or mixed housing, including attached single-family dwellings or any appropriate combination thereof. Planned Developments may be used to permit new or innovative concepts in land utilization not permitted by other zoning districts in the City of Buda Zoning Ordinance. Planned Developments are a zoning change and follow the zoning change request process.



Zoning FAQ's

How do I check the zoning of my property?

Go to the [City of Buda webpage Planning & GIS Maps](#) and check through our zoning maps. Contact the Planning Department with additional questions or to receive more information regarding the zoning process.

What if the zoning district does not allow my proposed use? [UDC Section 2.10.03](#)

Consider rezoning the property to a district appropriate for the proposed use or find a property that already has the appropriate zoning.

What are my options regarding rezoning?

There are normally two types of requests: [UDC Section 2.10.03](#)

1. Request a change to another standard zoning district that allows the proposed use. The uses allowed and conditions pertaining to site development (e.g., setbacks, height, lot coverage, etc.) will be controlled by the City of Buda UDC
OR
2. Request the establishment of a Planned Development [UDC Section 2.10.08](#). This allows the combination of uses and conditions of several zoning districts; or limits the use and conditions found within a single district to create a unique zoning district.

How do I initiate the rezoning process? [UDC Section 2.10.01](#)

All proposed projects are initiated by submitting a Letter of Intent to the Director of Planning. All applicable documents are to be submitted. Submit your proposal through [MyPermitNow](#) for administrative review.

How long will the rezoning process take?

Applicants should anticipate at least 2-3 months to complete the administrative review and public hearing requirements. A planned Development will take 3-6 months. The time frame depends on the overall request, the timing of public hearing notifications/postings, public hearing dates, and the actions taken by the Planning and Zoning Commission and City Council.

How much does it cost?

Consult City Staff or the [Fee Schedule](#) regarding current fees.

How does the Planning and Zoning Commission and City Council obtain public input?

A notice of the proposed Project is mailed to all property owners within 400 feet of the subject property fifteen days prior to the first public hearing. Notices are also placed in the local newspaper (Hays Free Press) and on agendas posted at the entrance of City Hall. City Staff requires the [Neighborhood Communication Summary](#) prior to this notification. Those persons wishing to comment will have an opportunity to do so at the public hearings. [UDC Section 2.10.04](#).

What does the public hearing process entail?

The public hearing process involves appearing before the City's Planning & Zoning Commission and then subsequently City Council. Each approval body will hear the applicant's request, receive a staff report and presentation, and any public input before deciding on the matter. The Planning & Zoning Commission will hold a public hearing and make a recommendation to the City Council regarding approval, approval with conditions, or denial of the proposed Project. The City Council will then hold a public hearing followed by the first reading of the rezoning ordinance. If approved, the second reading of the ordinance will take place at the next City Council meeting. The re-zoning is officially approved upon the second reading of the ordinance.

How should I prepare for my public hearing?

Presentations should be brief and concise, no more than 3-5 minutes, and are helpful but not required. Describe any impacts on existing uses (both negative and positive) that would be created by the requested zoning and proposed use. Visual presentations must be emailed to City Staff 48 hours prior to the meeting.

What if the Planning & Zoning Commission recommends denial of my request? [UDC Section 2.10.04](#).

If the Planning & Zoning Commission recommends denial of the rezoning, the request still proceeds to City Council for final action and will require a 3/4 vote in accordance with [2.10.03.I](#) of the UDC.

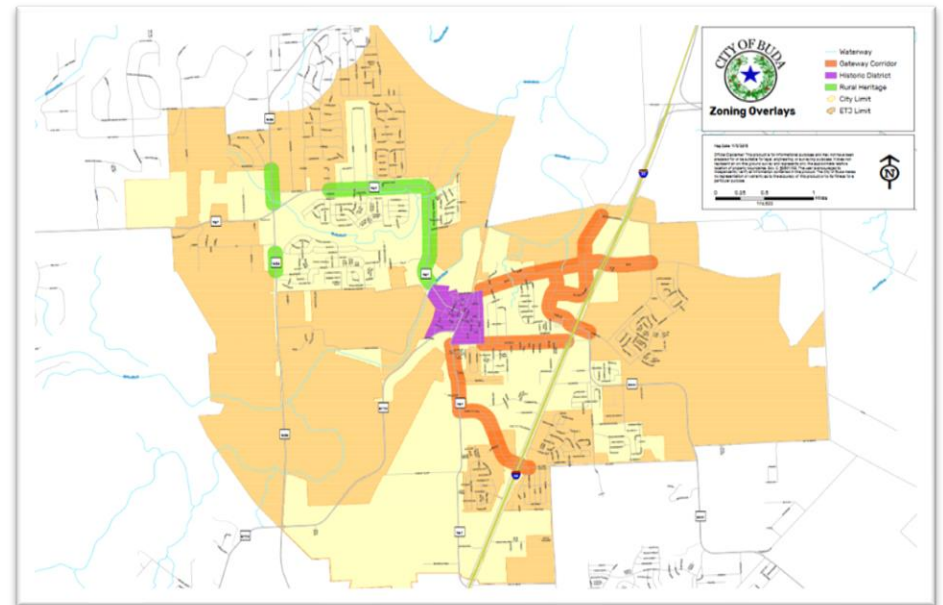
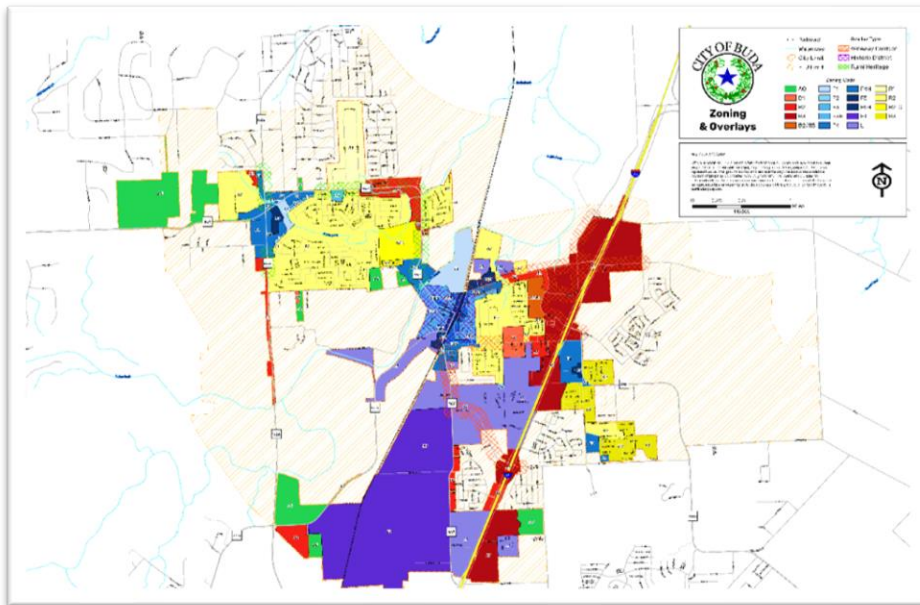
Is my Project eligible for a Variance?

A variance is a method to grant relief to a person from the requirements of Code when strict enforcement would result in **unnecessary hardship**. A variance, therefore, permits construction or development in a manner otherwise prohibited by the Code. The Board of Adjustments (BOA) shall review variance requests. [UDC Section 2.11.03.](#)

If City Council approves my zoning request, what do I do next?

Prior to issuance of a building permit, the following processes must be completed:

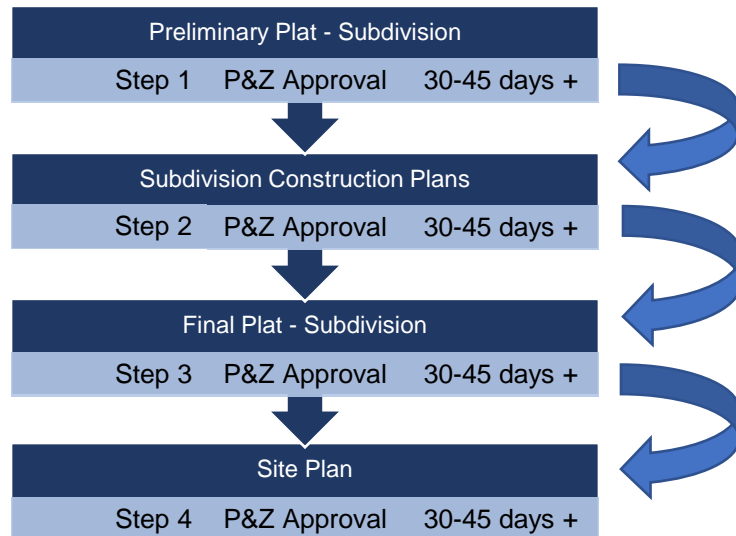
- Platting (Refer to the Platting section of this Guide for more detail)
- Site Plan (Refer to the Site Plan section of this Guide for more detail)



Submission Processes (Submittal Calendar)

HOUSE BILL 3167 – or the “Shot Clock’ Bill- of the 86th Session of the Texas Legislature requires that a Preliminary Plat, Final Plat, Minor Plat, Replat, Amending Plat, Plat Vacation, and all Site and Construction Plans be approved, approved with conditions, or disapproved by staff and/or Planning & Zoning Commission within 30 days of submission, or it is deemed approved by inaction. HB 3167 further requires any comment or denial include a direct citation to the law, statute, or municipal ordinance that is the basis for the conditional approval or disapproval. To adhere by HB 3167, plats located in the Extraterritorial Jurisdiction (ETJ), must receive approval from Hays County before application with the City for review. The applicant will be responsible for satisfying the County’s plat comments in addition to those then issued by the City.

HB 3167 Process - ‘Shot Clock’ for Plats and “Plans”



Submittal Dates per HB 3167

2021

Submittal Deadline MONDAY by Noon (unless holiday**)	P&Z Packet Published FRIDAY	P&Z Meeting Date TUESDAY
12/14/2020	1/8/2021	1/12/2021
1/11/2021	2/5/2021	2/9/2021
2/8/2021	3/5/2021	3/9/2021
3/15/2021	4/9/2021	4/13/2021
4/12/2021	5/7/2021	5/11/2021
5/10/2021	6/4/2021	6/8/2021
6/14/2021	7/9/2021	7/13/2021
7/12/2021	8/6/2021	8/10/2021
8/16/2021	9/10/2021	9/14/2021
9/13/2021	10/8/2021	10/12/2021
10/12/2021**	11/5/2021	11/9/2021
11/15/2021	12/10/2021	12/14/2021
12/13/2021	1/7/2022	1/11/2022
1/10/2022	2/4/2022	2/8/2022

House Bill 3167 allows a city to offer an **ALTERNATIVE APPROVAL PROCESS**. The City of Buda is offering an alternative approval process, which allows applicants more time for staff discussions and negotiations prior to approval. The [Alternative Approval Process form](#) is available by the City for applicants who choose to voluntarily enter the alternative process. This form must accompany the application submission. The alternative process allows applicants to submit applications for plats or plans as portrayed in the UDC on **any Monday of the month by noon** rather than a set schedule heavily relied upon Planning and Zoning Commission meeting dates.

Alternative Approval Process – per UDC for Plats and “Plans”



Platting [UDC Section 3.03.04](#)

The City of Buda UDC regulates the subdivision of all property within its city limits and extraterritorial jurisdiction (ETJ). Platting is the process through which land is subdivided and is either developed or sold. In the platting process, the layout of streets and utilities is established; the streets identify blocks, and blocks are further subdivided to create lots for individual ownership. This process is also used to subdivide existing platted lots, which may not involve an extension of public improvements.

The UDC lays out the following types of plats and the purpose for each:

Sketch Plan, Preliminary Plat, Final Plat, Minor Plat, Replat, Amending Plat, and Plat Vacation

Learn more about the specifics of each type of plat in the [UDC 3.03.04](#)

Plat Type	Use	Approval Authority	Notes
Sketch Plan	Visual aid during voluntary Pre-Application Meeting before a Preliminary Plat	N/A	Required if the Applicant chooses to have a Pre-Application Meeting
Preliminary Plat	Required before a Final Plat	P&Z	
Final Plat	Required to record subdivision of property	P&Z	Final Plat can be held from recording until improvements have been properly installed, or filed before construction with the appropriate surety.
Minor Plat	Plat of four or fewer lots that already have the necessary infrastructure in place	Director	
Replat	Replat of currently platted lots without a Plat Vacation	P&Z	Requires a public hearing.
Amending Plat	Minor revisions to a recorded Plat	Director	
Plat Vacation	Vacate a previously recorded Plat	City Council	

Platting FAQ's

What is the first step in the platting process?

The first step in the platting process is to request a meeting with the [DRC](#) to discuss the procedures, policies, specifications, and standards required by the City. The submission of a [sketch plan](#) or concept plan at this meeting can save the applicant time and expense during the approval process. For questions, contact the Planning Department at (512) 312-5745

What approvals do plats need? [UDC Section 3.03.04](#)

Under HB 3167, all plats and plans must receive Planning and Zoning Commission approval. However, the City offers an alternative approval process that is portrayed in the UDC.

Preliminary Plat- Planning & Zoning Commission
Amending Plat- Planning Director/ Administrative

Minor Plat- Planning Director/ Administrative
Final Plat- Planning & Zoning Commission

Re-Plat- Planning & Zoning Commission
Plat Vacation- City Council

How do I get a plat prepared?

Applicants will need to enlist the services of a licensed professional surveyor. A licensed professional engineer will also be required if the proposed Project will require public infrastructure. Professional engineers and/or surveyor information may be found at the Texas Society of Professional Engineers or the Texas Surveyor's Association – contact these agencies for more information.

What kind of development plans will I need to submit if public improvements are involved? [UDC Section 3.04](#)

If public improvements are involved, then a final plat submittal shall be accompanied by design and construction documents bearing the seal and signature of a registered professional engineer licensed in the State of Texas. All plans shall be in accordance with city engineering standards. Please refer to the [Public Infrastructure/Construction Plan](#) portion of the UDC for more specific submittal requirements.

Is there a deadline for the submission of plats and fees?

YES. Per HB 3167, Cities are required to issue a Notice of Deficiency and present each case to the Planning & Zoning Commission for approval within 30 days of acceptance. However, if applicants elect to submit by the Alternative Approval Process, submissions are due every Monday by Noon. All fees must be made as soon as your permit number is created and an invoice of fees has been created.

After my final plat is approved by the Planning and Zoning Commission, what do I do next? [UDC Section 3.03.06.](#)

Upon approval by the Planning and Zoning Commission, any required public infrastructure should be constructed. Alternatively, applicants may elect to post fiscal surety in lieu of constructing the infrastructure. Once the infrastructure or surety has been accepted by the City, the plat will be recorded at the Hays County Clerk's office. Prior to recording the plat, any outstanding fees such as parkland dedication fees, capital recovery fees, etc. will need to be paid.

Public Infrastructure/Construction Plans [UDC Section 3.04](#)

Public infrastructure is a basic term used to identify public utility systems, such as transportation, communications, sewage, water, and electric systems. These systems tend to be high-cost investments and are vital to a city's economic development. The physical construction and acceptance of these public utilities, to be extended by the City, require construction plans and must be accomplished prior to the issuance of Building Permits. During this process, the developer, contractor, and City staff work together to provide a product that is beneficial to all parties, particularly the future property owner.

The Engineering Department is the contact for all aspects of the subdivision acceptance process and should be contacted for information or guidance concerning the items discussed in this section of the Guide. The Engineering Department will be your primary point of contact through the public infrastructure process.

To learn more about the processes regarding review, inspection, and acceptance of public infrastructure, go to the [City of Buda's UDC Section 3.04](#).



Public Infrastructure/Construction Plan Process FAQ's

What is public infrastructure?

Essentially, public infrastructure includes any facility or services such as water, sewer lines, streets, or other utilities that are owned and maintained by the City of Buda. Other infrastructures such as electrical, gas, and cable are handled by outside utility companies as shown below:

Electrical:	Pedernales Electric Coop	512-262-2161
Gas:	Centerpoint Energy	800-427-7142
Cable:	Spectrum	512-962-0738

How do I know when public infrastructure is required?

The needs of public infrastructure are usually identified during DRCs, through the aid of utility maps and site inspections.

Who can prepare construction plans associated with the Project?

Applicants are required to enlist the services of a professional engineer licensed in the State of Texas to design and prepare the new infrastructure. For assistance finding a professional engineer, contact the [Texas Society of Professional Engineers](#).

Once plans are approved, a pre-construction meeting must be scheduled with the City Engineer for issuance. It is our goal to work with the developers, contractors, and engineers to achieve a quality and cost-effective Project for everyone. [UDC Section 3.04.02](#).

How far do I need to extend public utilities to serve my development?

Public Water and Sewer mains need to be extended 'to and through' the proposed development so that adjacent property owners have the capability of connecting. [UDC Section 3.05.14](#).

When do I have to construct a detention pond or provide water quality treatment?

Stormwater detention and water quality control is a requirement of most developments within the City of Buda, depending on the type of development and its location, and impact on the drainage system. Additional questions can be answered by contacting the City Engineer. [UDC Section 3.05.12](#) & [4.05.02](#)

When can I start construction on public improvements?

Construction may commence as soon as a construction release has been issued. Construction Plans shall remain in effect for a period of 1 year from the date of approval or the duration of construction. Prior to commencement, a city-approved fiscal surety instrument shall be submitted in the amount of 110% of the estimated total costs of the improvements valid for two (2) years from the date of final plat recording or the acceptance of the public improvements by the City. Failure to complete the approved improvements within two (2) years shall authorize the City to complete the improvements using the fiscal surety unless otherwise determined by the City. [UDC Section 3.04.04](#) & [3.04.05](#)



When does the City accept the public infrastructure that I build?

Official acceptance of developer constructed public infrastructure occurs when a “letter of acceptance” is issued after the City Inspector confirms that the infrastructure is built to City Standards. A two (2) year warranty period is required from the date of the “letter of acceptance,” during which the developer/contractor is responsible for any problems with the infrastructure. [UDC Section 3.04.05](#).

Building Permits

Building permitting is the process through which the City ensures compliance with all codes and ordinances relative to the construction of buildings and building sites. The process includes a DRC, building plan review, issuance of a building permit, and the issuance of a certificate of occupancy upon successful completion of construction.

Building Permit

The applicant must submit plans for review through [MyPermitNow](#). Once plans are approved by the plan reviewer, all contractors will need to register with the City, and fees will need to be paid before permit issuance.

Single Family Residential

The residential construction plan review will ordinarily be completed within ten working days from the date of submission, provided that plans are complete and no problems requiring resubmission arise. Building Inspectors will review construction drawings, issue the appropriate building permits, perform scheduled inspections, and issue a certificate of occupancy upon successful completion of the Project. The Permit Technician or Building Official are the central points of contact for residential building permits.

Certificate of Occupancy

Once all final inspections and approvals are obtained from the City, a Certificate of Occupancy can be issued. See the [Certificate of Occupancy Checklist](#) in Appendix A of the Guide for the Certificate of Occupancy process.

New tenants or a tenant changing to a new building use must obtain a new Certificate of Occupancy prior to the occupancy of any commercial structure.

Certificate of Completeness (COC)- The Building Official issues a COC as proof that a structure or system is complete and for certain types of permits is released for use and may be connected to a utility system. **This certificate does not grant authority to occupy a building, such as a shell building, prior to the issuance of a Certificate of Occupancy.**

Temporary Certificate of Occupancy (TCO)- A TCO may be issued prior to the completion of the permitted scope of the Project. This allowance may only be granted provided that all life-safety measures are in place and functioning. All outstanding fees shall be paid, and the Building Official shall set a time period for the validity of the TCO. The issuance of a TCO will be based upon the following;

- **FF&E**- Furniture, Fixtures, and Equipment only, not included in the GC contract. No occupants other than installation staff and contractors.
- **FF&E + Training**- Furniture, Fixtures & Equipment plus Staff/Admin/Training personnel. Occupancy on a limited basis. Additional inspection approvals required.

Certificate of Occupancy (CO)- Issuance by local authority (Building Official and Fire Marshal) for the structure and does not find violations of the adopted code or other laws that are enforced by the City of Buda.

Revocation- The Building Official is authorized to, in writing, suspend or revoke an Certificate of Completeness (COC), Temporary Certificate of Occupancy(TCO) or Certificate of Occupancy(CO) issued under the provisions of adopted codes and the City of Buda Code of Ordinances whenever the certificate is issued in error, or on the basis of incorrect information supplied, or when it is determined that the building or structure or portions thereof are in violation of any ordinance, regulation or provisions of the adopted code.

Commercial Building Permits FAQ's

Under what conditions would I apply for a commercial building permit?

All new construction, additions, and alterations for any new or existing structure used for commercial purposes.

Why does the City review a developer's plans?

The City reviews all plans to ensure that plans are in compliance with all codes applicable to development in the City of Buda.

What are the preliminary requirements for pursuing a commercial building permit?

Check to ensure that the property complies with all the zoning and platting requirements. UDC Section [2.06.05](#) and [3.03.04](#)

When are fees required, and how much are they?

Payment of fees is normally required after approval of plans and prior to issuance of a building permit. The fees will be contingent on the type of work being done. [See Fee Schedule](#)

When can I start construction?

Construction may commence after the building permit has been issued. A building permit will expire if work has not commenced within 180 days from the issue date.

What and How do I request Inspections?

To find a list of required inspections as well as scheduling inspections, go to [MyPermitNow](#) My Account-> My Permits -> Request

When can I use and occupy my building?

Only after a Certificate of Occupancy has been issued.

How do I get my Certificate of Occupancy?

After all building permit inspections have been completed, and the Certificate of Occupancy fee has been paid. A Certificate of Occupancy Checklist can be found in the [Appendix](#) of this document.

What kind of permit will I need if I plan to alter or remodel a commercial structure?

The best answer is... it depends! For example, if an applicant plans to install a new heating system, replace a sewer line, and rewire the existing structure, a separate permit would be required, or a full Commercial Remodel Application may be more appropriate.

Residential Building Permits FAQ's

Under what conditions would I apply for a residential building permit?

New construction, additions, and alterations of any single-family, duplex, or townhouse structure; all others, including multi-family residential projects, are required to go through the commercial permitting process.

What should I do prior to pursuing a residential building permit?

First, determine if the property has been platted to date. Additionally, determine if the property is zoned appropriately for the proposed use. Refer to the [Platting](#) and [Zoning](#) sections of The Guide for more information.

What do I need to do to obtain a residential building permit?

First, contact City Staff to discuss the proposed Project. Applicants are required to apply online at MyPermitNow.org under Permits and Licensing -> Residential New/Remodel/ Addition/ Accessory with all required documents for the proposed Project. Submitted documents will receive administrative Planning and Engineering review then forwarded to the Building Department for review and issuance of the building permit.

Note: A floodplain check will also be required. If the property is located in the regulatory floodplain, a Development Permit and Elevation Certificate will be required to ensure the structure is built at least one (1) foot above the base flood elevation. Contact the Floodplain Administrator for more detail.

What about add-ons and remodeling?

The process is basically the same as for new construction. The construction plans will only reflect those portions of the structure affected. Similarly, permits will be required for the specific type of work being performed (e.g., separate plumbing, electrical, or mechanical permit)

What type of plans will I submit to the Building Department?

Applicants are required to submit a permit application to MyPermitNow; applicable documents are a complete set of construction plans, a plot plan, and a post-tension letter (if using a post-tensioned foundation).

When will I know if I have an approval to begin construction?

The review process for residential building applications will take approximately ten (10) working days, given there are no issues that arise during the administrative review. Upon approval, applicable fees are paid by the applicant, and a building permit will be issued. Subsequently, the issued permit will need to be prominently displayed at the job site.

When can I begin construction?

Construction may commence after applicable fees are paid, and a Building Permit is issued.

Note: Construction must begin within 180 days of permit issuance, and the Project must receive at least one inspection for every 180 days following permit issuance.

What inspections will be required?

Ordinarily, construction of a new residential unit (as opposed to remodeling or add-ons), will require approximately (15) inspections performed in the approximate order:

- | | |
|------------------------|--------------------|
| ■ Plumbing/Sewer Rough | ■ Building Frame |
| ■ Building Foundation | ■ Plumbing Final |
| ■ Electric Rough | ■ Electrical Final |
| ■ Plumbing Top Out | ■ Mechanical Final |
| ■ Mechanical Rough | ■ Building Final |

All inspections are to be scheduled in [MyPermitNow](#) (My Account → My Permits → Request) and must *PASS* prior to proceeding to the next stage.

When can the dwelling be occupied?

After the final inspection has been performed and documents have been uploaded into MyPermitNow for construction close-out, a Certificate of Occupancy is reviewed for issuance. Upon receipt of a Certificate of Occupancy, reinspection fees must be paid. The unit is then ready for occupancy.



Mobile Food Vendor Permits

In 2014, [Ordinance No. 2014-15, the Mobile Food Vendor Ordinance](#) was adopted. It is unlawful to operate as a Mobile Food Vendor within the City Limits without having first applied for and obtain a permit from the City. It is also unlawful for the permit holder to fail to comply with any condition of such permit or requirement. Section 8.05.030 and 8.05.040 of the Ordinance lists all requirements applicable to all mobile food vendors. The Health Authority for the City of Buda is [Hays Health and Consumer Services 512-393-2150](#).

To ensure you have the correct information and documentation to operate as a Mobile Food Vendor in Buda, please use the Mobile Food Vendor Application Checklist in Appendix A.



Historic Preservation [UDC Section 2.10.10](#)



The City of Buda is home to several historic properties and has its own locally adopted historic district. The protection, enhancement, and perpetuation of historic and culturally important landmarks are necessary to promote the economic, cultural, educational, and general welfare of the City of Buda.

Certificate of Appropriateness

The [Certificate of Appropriateness](#) process was implemented by the City of Buda to maintain the architectural integrity and significance of locally designed historic landmarks and properties located in the City's historic districts. The City established the Historic Preservation Commission (HPC) to review property owner requests for changes to the aforementioned types of properties. Requests include:

- Exterior alteration to an existing structure
- Construction of a new structure
- Demolition or removal of a structure
- Inclusion into or exclusion from a historic district
- Signage in the District

An approved Certificate of Appropriateness is required before work commences on any of the changes listed above. Routine maintenance does not require a Certificate of Appropriateness.

Historic Preservation Checklist

To obtain a Certificate of Appropriateness, the applicant must do the following:

- 1) Apply online through [MyPermitNow](#) under the Planning and Zoning Tab (Historic Preservation Application)
- 2) A complete application in MyPermitNow must be submitted no later than the last day of the month before the next scheduled monthly meeting.
- 3) The Historic Preservation Officer and/or Liaison will counsel with the applicant, if necessary, to resolve any identified problems.
- 4) The Historic Preservation Officer and/or Liaison will prepare a presentation and present it during the scheduled HPC Meeting.
- 5) The HPC can approve, approve with conditions, postpone requesting additional information, or deny an application's request.
- 6) If approved, or approved with conditions, a Certificate of Appropriateness will be issued.
- 7) Building Permits (if applicable) must be applied for and approved by the Building Department before work commences.

This process can vary depending on the type and complexity of the proposed work. The best policy is to involve the HPC early in the process to allow for adequate consultation, review, and timely response. The HPC meets on the third Thursday of each month.



Appendix A – Checklists & Templates

DRC- Development Review Committee Request Form

GENERAL INFORMATION

Project Name: _____

Applicant's Name: _____ Phone: _____ Email: _____

What is your affiliation with the Project?

☐ Property Owner ☐ Broker ☐ Prospective Buyer ☐ Developer ☐ Design Professional

☐ Other _____

Please indicate the primary purpose of this meeting: _____

☐ Due Diligence/ Fact-Finding ☐ Project Feasibility ☐ Project Design

☐ Ready to Submit Application ☐ Other _____

Have there been previous meetings on this project? ☐ Yes ☐ No If yes, Date: _____

PROJECT INFORMATION

Street Address: _____

Parcel (Tax ID) #: _____ Approximate Acreage: _____

Legal Description (Subdivision/ Survey): _____

Zoning District: _____ Overlay District (s): _____

What is the current or most recent use of this property? _____

Are there any existing Buildings on-site? ☐ Yes ☐ No Any Heritage Trees on-site? ☐ Yes ☐ No ☐ Unsure

PROJECT DETAILS

Project Type? ☐ Commercial ☐ Multi-Family ☐ Single Family ☐ Industrial ☐ Institutional ☐ Mixed-Use

If the Project is Residential please indicate the number of dwelling Units/Lots: _____

Please provide a detailed description of the proposed project:

Do you have any Preliminary Site Plans or concepts prepared? ☐ Yes ☐ No (If yes, please attach)

Do you intend to subdivide or combine the property with other parcels? ☐ Yes ☐ No

Are you proposing any Buildings? ☐ New Build ☐ Alter/Remodel ☐ Demolish

Add a new parking area? ☐ Yes ☐ No

Construct a new driveway? ☐ Yes ☐ No

Propose any new streets? ☐ Yes ☐ No

Propose new or improve water lines? ☐ Yes ☐ No

Propose new or improve sewer lines? ☐ Yes ☐ No

Propose any Tree Removal? ☐ Yes ☐ No

Any new or existing Septic? ☐ Yes ☐ No

Please list your specific questions or topics you would like to focus on:

1.

2.

3

For this meeting to be most effective, please submit:

- **Site Location Map**
- **Conceptual layout/Site Plan, sketches, or other information depicting the concept of the proposed project**
- **Any pertinent information that may be useful for staff to assess your project**

How Do I Apply for a Permit Using MyPermitNow?

- Open your browser and type in www.mypermitnow.org (MyPermitNow works best in the [Firefox Browser](#))
- Select 'Customer Portal'

FIRST TIME USERS:

- Top Right-Hand Side of page select 'Create Account'
- You will create an account with your information that will identify you to your Project or projects you may associate with.

ALREADY HAVE A LOGIN?

- Login
- The left-hand side of the page, hover over
'Permits and Licensing'- EXAMPLES: Site Development, Building Permits (New/ Remodel), Accessory Permits, Simple Trade, Sign Permits, Irrigation
'Planning and Zoning'- EXAMPLES: Letter of Intent (LOI), Plats, Development Agreements, Specific Use, Variance, Zoning, Historic Preservation Commission
- Select 'Apply Online'
- Complete the fields in order: State: **Texas** Jurisdiction: **BUDA** Project Type: (drop-down) select **Permit**
- Select 'Next'
- Select 'Get Started on New Application'
- From the **drop-down**, select the permit you are applying for- **scroll down for more options**
- Select 'Next'
- **Complete each section** by filling in the identifying information for your permit application and select 'Next' after each section
- 'Files Upload' is second to the last section to complete and is VERY IMPORTANT
 - These are your plans for your Project that Buda will need to review your Project
- Select 'Next'
- Select 'Submit'
- Once submitted, you will see a pop up stating:

APPLICATION CREATED AND SUBMITTED CONFIRMATION

*Your Application has been received by Buda and has been assigned application number APP-XXXX
Your application can not be edited unless the jurisdiction returns it to you requesting changes.
You can check the status and review your application by clicking the review application button below or by reviewing the "My Applications" section of your account dashboard. You will also receive an e-mail once the jurisdiction processes your application.*

Please allow at least 24 hours for your permit to be processed out of the application stage and sent to review

Letter of Intent (LOI) Template

Applicant Letterhead

Date: _____

City of Buda
Director of Planning
405 E. Loop Street, Building 100
Buda, Texas 78610

RE: Letter of Intent to submit an application(s) for Project/ Address

1. Applicant Information

- Developer & contact information
- Owner & contact information
- Project Consultants & contact information
- Contractors & contact information
- Attorney (if applicable)

2. Project Description

- Project Location
- Applicable SUP / Zoning Requests
- Project Scope (including project phasing)
- Estimated Square footage
- Definition of project Use
- Services the business will provide including the number of employees or jobs of proposed business)
- Capital Investment
- Approximate Taxable Sales (if applicable)

3. Estimated Date of Submission of your first application (please indicate which application this will be)

4. Estimated date of Construction (Start date and Completion Date)

5. Provide a Concept Layout or sketch plan and a project Location Map

Neighborhood/Community Meeting Report

The applicant must submit this summary report of the Neighborhood/Community Meeting to the Planning Director (or his/her designee) 18 days prior to the Planning and Zoning Commission meeting. Please add additional sheets if needed.

1. How the neighborhood was notified about the proposal? (how and when notification occurred, and who was notified)

2. How the information regarding the proposal was shared with neighborhoods? (i.e., mailings, workshops, meetings, open houses, flyers etc.)

3. Who was involved in the discussions?

4. Any concerns that were raised by the neighborhoods?

5. Any conditions that were added to or modified within the zoning request in response to concerns raised at the neighborhood meeting?

Election of Alternative Plat & Plan Approval Process Form

Date: _____

City of Buda
Assistant City Manager / Development
405 E. Loop Street, Building 100
Buda, Texas 78610

RE: Alternative Plat and Plan Approval Process Election Form

As a duly authorized representative of _____, I hereby voluntarily elect to seek approval of my development permit application _____ (“Application”) under the alternative plat and plan approval process, in accordance with Texas Local Government Code Section [212.0096](#), as amended. I further acknowledge the following:

- By seeking approval of the Application pursuant to Local Government Code Section 212.0096, I understand that Local Government Code Sections 212.009, 212.0091, and 212.0093 and the time requirements imposed by those Sections do not apply to this application.
- This alternative approval process is shorter than the process imposed by Local Government Code Section 212.009.
- The Application this election applies to must be found to fully comply with the City of Buda Unified Development Code (“UDC”) to gain approval.
- Applications processed pursuant to the alternative plat and plan approval process are reviewed for completeness within ten business days under this alternative plat and plan approval process.
- Applications filed within MyPermitNow are deemed submitted at 12 pm on the first business day of every week.
- Under this alternative plat and plan approval process all applications are fully reviewed for compliance with the UDC within 28 calendar days.
- If I rescind this election to the alternative approval process, this Application will be deemed withdrawn and must be refiled for review.

By signing below, I am the property owner or legally represent and possess the legal capacity to bind the property owner of the property involved in the Application to the terms of this election.

Applicant/Representative Name (Printed) _____

Applicant/Representative Name (Signed) _____

Specific Use Permit Checklist

The City of Buda requires a separate Site Plan submittal for review and approval for a Specific Use Permit (SUP). To determine if your use will need a Specific Use Permit, refer to our [Use Chart 2.06.05](#) in the UDC.

**** Approval of Site Plan does not ultimately guarantee approval of SUP by the Planning and Zoning Commission or City Council**

APPLICATION: The request for a Specific Use Permit (SUP) must be submitted through [MyPermitNow](#) under the Planning and Zoning Tab. Additionally, the Site Plan must be submitted through [MyPermitNow](#) under the Permits and Licensing Tab.

SITE PLAN REQUIREMENTS:

- | | |
|--|--|
| 1) Cover Sheet | 11) Proposed Drainage Area Map |
| 2) General Notes | a. 2-, 10-, 25-, & 100-year storm calculations for proposed conditions |
| 3) Final Plat | 12) Water & Wastewater Plan / Details |
| 4) Existing Conditions | 13) Grading, Paving, & Drainage Plan / Details |
| 5) Demolition Plan – <i>if applicable</i> | 14) Water Quality Pond Plan and Details |
| 6) Site Plan | 15) Detention Pond Plan and Details |
| a. Parking Table | 16) Landscape Plan and Details |
| b. Impervious Cover Table | 17) Elevations – <i>removed from architectural plans, included as sheets in SD plan set</i> |
| c. Zoning | 18) Photometric, including light fixture details |
| 7) Dimensional Control Plan | 19) TIA Worksheet |
| 8) Tree Survey | 20) All public infrastructure & erosion control details are City of Austin |
| 9) Erosion/Sedimentation Control & Tree Protection Plan / Details | 21) OPC- Opinion of Probable Construction Cost |
| 10) Existing Drainage Area Map | 22) Site Plans and Construction Plans must be sealed by a PE licensed in the State of Texas. |
| a. 2-, 10-, 25-, & 100-year storm calculations for existing conditions | |

APPROVAL CRITERIA: A Specific Use Permit will only be accepted if all of the following conditions have been found:

- Uses are harmonious and adaptable to building structures and uses of abutting property and other property in the vicinity of the premises under consideration
- Safety of the motoring public and of pedestrians using the facility and the area immediately surrounding the site;
- Adequate ingress and egress to public streets or approved access easements and appropriate paving widths of streets, alleys, and sidewalks
- Provisions for drainage;
- Adequate off-street parking and loading;
- Safety from fire hazards and measures for fire control;
- Protection against negative effects of noise, glare and lighting on the character of the neighborhood, protective screening and open space;
- Identifies height of structure(s)
- Compatibility of building(s) with building code
- Addresses public health, safety and general welfare

Preliminary Plat Checklist

Please note: This checklist is intended to assist developers and design professionals in the preparation of submittals for DRC review and outlines what is generally needed to facilitate the review of preliminary plats. Under special circumstances, additional items may be required through the DRC process prior to approval.

GENERAL INFORMATION A preliminary plat is intended to provide sufficient information to evaluate and review the general design of the development to ensure compliance with Buda's Comprehensive Plan and the Buda UDC. A preliminary plan shall be required for all proposed developments or subdivisions of land, except where otherwise provided for in the Buda UDC.

APPLICATION: The Preliminary Plat must be submitted through [MyPermitNow](#) under the Planning and Zoning Tab. To comply with HB 3167, the City of Buda requires all Preliminary Plat documentation have "DRAFT" precede all titles until acceptance for approval of the Preliminary Plat.

PRELIMINARY PLAT DOCUMENTS

1. Preliminary Plat w/topography
2. Slope Map
3. Drainage Area Map/Existing and Proposed Conditions
4. Utility Plan
5. All documents shall bear appropriate seals, stamps or other validations/certifications of work as applicable per State law and local requirements
6. Tree survey meeting the requirements of UDC

CONTENT CHECKLIST:

- 1) Unique Subdivision name within Hays County. "Preliminary Plat" must precede subdivision name.
- 2) Minimum scale 1"= 200'
- 3) Final layout prepared by a Professional Engineer or Registered Professional Land Surveyor.
- 4) Vicinity map showing the general location of the Subdivision in relation to major roads, towns, city limits or topographic features.
- 5) Scale bar and north arrow for both main plat and location map.
- 6) The following information shall appear in a single block of text on the FIRST sheet:
 - NAME(S) OF LEGAL PROPERTY OWNER(S) (if corporation include name)
 - ACREAGE
 - ENGINEER
 - SURVEYOR
 - NUMBER OF LOTS AND BLOCKS
 - CENTERLINE LINEAR FOOTAGE OF ALL NEW PUBLIC STREETS
 - CONNECTIVITY INDEX (IF RESIDENTIAL SUBDIVISION)
 - NUMBER OF CONNECTIONS TO EXISTING STREETS AND NUMBER OF STUB STREETS TO ADJACENT PROPERTIES TO BE CREATED
 - SUBMITTAL DATE
 - ENCOMPASSING LAND ABSTRACT SURVEY(S)
 - BENCHMARK DESCRIPTION & ELEVATION
 - ACREAGE BY LOT TYPE: Use "ROW", "Open Space", "Development" or other applicable term. Do not use commercial, residential, industrial or mixed-use.
- 7) Title block with name of proposed subdivision; contact information for owner/s and land planner, licensed engineer, or RPLS; scale; date of preparation; north arrow; and location of property according to abstract or survey records.
- 8) Boundary lines and total acreage of the Original Tract, the Subject Property, and the proposed Subdivision.
- 9) Boundary lines of all special regulatory flood zones, as determined by FEMA, including non-flood-prone designations.
- 10) Boundary lines, abstract/survey lines, corporate and other jurisdictional boundaries. The boundaries of cities, school districts, municipal utility districts, water utilities or CCNs, emergency services districts, should be shown, or a statement should be included clearly indicating in which City or other boundaries the subdivision is located. In the event any lot lies within more than one jurisdiction, then the plat shall clearly state the number of acres within the lot that lies within each jurisdiction.
- 11) Location, dimension, name, and description of all existing/recorded and proposed streets, alleys, reservations,

- easements, railroad rights of way, etc. within subdivision, intersecting or contiguous with boundaries for forming boundaries.
- 12) Lot table including block and lot numbers, square footage, acreage and lot type for each lot.
 - 13) Bearings and distances sufficient to locate the exact area proposed for the subdivision.
 - 14) Full calls for all survey monuments, including any required concrete monuments.
 - 15) Lengths and bearings of all straight lines, radii, arc lengths, tangent lengths and central angles of all curves (may be placed in a table).
 - 16) Streets: street names must be continuous from any adjacent subdivisions. Street names will be reviewed and approved at final plat stage.
 - 17) Reference ties via courses and distances to at least one recognized abstract or survey corner, or existing subdivision corner.
 - 18) Name, location and recording information of all adjacent subdivisions or property owners. Lot and block numbers are sufficient for platted residential subdivisions.
 - 19) Location of all existing property lines, existing lot and block numbers, and date recorded, parks, public areas, and easements of record with recording information. Show existing adjacent lots using dashed lines.
 - 20) Clearly labeled lots with lot numbers, block numbers, square footage, and proposed special purpose use, if applicable.
 - 21) All dimensions for front, rear, and side lot lines labeled or referred to in a table.
 - 22) Sites to be reserved or dedicated for parks, schools, playgrounds,

- other public uses or for private facilities and amenities if applicable.
- 23) Depiction of the Neighborhood Box Unit or Central Delivery Point Area for mail (see United States Postal Service requirements and requirements).
 - 24) A note stating whether or not the subdivision falls within a FEMA 100-year regulatory floodplain and if so, the Engineer's statement of the minimum permissible finished floor elevation for each affected unit that will protect the improvements from flooding or high waters.
If no regulatory floodplain: "NO PORTION OF THIS SITE IS LOCATED WITHIN THE 100-YEAR FLOODPLAIN PER FEDERAL EMERGENCY MANAGEMENT AGENCY, FLOOD INSURANCE RATE MAP PANEL NO. _____, DATED _____."
If in regulatory floodplain: "A PORTION OF THIS SITE IS LOCATED WITHIN ZONE ____ OF THE 100-YEAR FLOODPLAIN PER FEDERAL EMERGENCY MANAGEMENT AGENCY, FLOOD INSURANCE RATE MAP PANEL NO. _____, DATED _____."
 - 25) Notes declaring whether or not the subdivision is within an area designated as an Edwards Aquifer recharge or contributing zone.
 - 26) Standard legend for interpretation of points and lines.
 - 27) Note stating setbacks shall be in accordance with the 2017 Buda UDC.
 - 28) Note stating sidewalks will be constructed in accordance with the 2017 Buda Unified Development Code.
 - 29) Note stating public utility and sidewalk easement width being provided, if any.
 - 30) All subdivisions in the Buda ETJ must also meet all requirements of Chapter 705 of the Hays County Development Regulation

Applicant information required: The applicant, owner, and contact information on the application must be provided in its entirety. The contact should be the name of the principal design professional (i.e., a surveyor or engineer) All correspondence relating to the plan will be directed to the contact designated.

Owner signature: The preliminary plat application is required to be signed by the current property owner or a letter of authorization provided from the property owner.

Expiration of preliminary plat: An approved preliminary plat shall become null and void twenty-four (24) months after its approval unless a final plat is filed and approved for all or part of the preliminary plan within that time. An approved final plat shall extend the expiration date for any remaining portion of the preliminary plat.

Final Plat Checklist

Please note : This checklist is intended to assist developers and design professionals in the preparation of submittals for DRC review and outlines what is generally needed to facilitate the review of the Final Plat. Under special circumstances, additional items may be required through the DRC process prior to approval.

APPLICATION: The Final Plat must be submitted through [MyPermitNow](#) under the Planning and Zoning Tab. To comply with HB 3167, the City of Buda requires the Final Plat be COMPLETE (all signatures/ stamps/ documents) before acceptance into review. If other agencies (ex: Hays County) are involved in review, all other agencies must be APPROVED BEFORE submittal acceptance into City of Buda Review. Failure of an applicant to provide the required information constitutes grounds for refusal of plat acceptance for processing; or staff recommendation of denial when an application is scheduled for consideration.

FINAL PLAT CONTENT CHECKLIST:

- 1) Unique Subdivision name within Hays County. "Final Plat" must precede subdivision name.
- 2) Minimum scale 1"= 200'
- 3) Final layout prepared by a Professional Engineer or Registered Professional Land Surveyor.
- 4) Vicinity map showing the general location of the Subdivision in relation to major roads, towns, city limits or topographic features.
- 5) Scale bar and north arrow for both main plat and location map.
- 6) The following information shall appear in a single block of text on the FIRST sheet:
 - NAME(S) OF LEGAL PROPERTY OWNER(S) (if corporation include name)
 - ACREAGE
 - ENGINEER (if any)
 - SURVEYOR
 - NUMBER OF LOTS AND BLOCKS
 - CENTERLINE LINEAR FOOTAGE OF ALL NEW PUBLIC STREETS
 - CONNECTIVITY INDEX (IF RESIDENTIAL SUBDIVISION)
 - NUMBER OF CONNECTIONS TO EXISTING STREETS AND NUMBER OF STUB STREETS TO ADJACENT PROPERTIES TO BE CREATED
 - SUBMITTAL DATE
 - ENCOMPASSING LAND ABSTRACT SURVEY(S)
 - BENCHMARK DESCRIPTION & ELEVATION
 - ACREAGE BY LOT TYPE: Use "ROW", "Open Space", "Development" or other applicable term. Do not use commercial, residential, industrial or mixed-use.
 - NUMBER OF LOTS BY TYPE: Use "ROW", "Open Space", "Development" or other applicable term. Do not use commercial, residential, industrial or mixed-use."
- 7) Title block with name of proposed subdivision; contact information for owner/s and land planner, licensed engineer, or RPLS; scale; date of preparation; north arrow; and location of property according to abstract or survey records.
- 8) Boundary lines and total acreage of the Original Tract, the Subject Property, and the proposed Subdivision.
- 9) Boundary lines of all special regulatory flood zones, as determined by FEMA, including non-flood-prone designations.
- 10) Boundary lines, abstract/survey lines, corporate and other jurisdictional boundaries. The boundaries of cities, school districts, municipal utility districts, water utilities or CCNs, emergency services districts, should be shown or a statement should be included clearly indicating in which City or other boundaries the subdivision is located. In the event any lot lies within more than one jurisdiction, then the plat shall clearly state the number of acres within the lot that lies within each jurisdiction.
- 11) Location, dimension, name, and description of all existing/recorded and proposed streets, alleys, reservations, easements, railroad rights of way, etc. within subdivision, intersecting or contiguous with boundaries for forming boundaries.
- 12) Lot table including block and lot numbers, square footage, acreage and lot type for each lot.
- 13) Bearings and distances sufficient to locate the exact area proposed for the subdivision.
- 14) Full calls for all survey monuments, including any required concrete monuments.
- 15) Lengths and bearings of all straight lines, radii, arc lengths, tangent lengths and central angles of all curves (may be placed in a table).

- 16) Streets: street names must be continuous from any adjacent subdivisions.
- 17) Reference ties via courses and distances to at least one recognized abstract or survey corner, or existing subdivision corner.
- 18) Name, location and recording information of all adjacent subdivisions or property owners.
- 19) Location of all existing property lines, existing lot and block numbers and date recorded, parks, public areas, and easements of record with recording information. Show existing adjacent lots using dashed lines.
- 20) Clearly labeled lots with lot numbers, block numbers, square footage, and proposed special purposed use, if applicable.
- 21) All dimensions for front, rear, and side lot lines labeled or referred to in a table.
- 22) Sites to be reserved or dedicated for parks, schools, playgrounds, other public uses or for private facilities and amenities if applicable.
- 23) Depiction of the Neighborhood Box Unit or Central Delivery Point Area for mail.
- 24) A note stating whether or not the subdivision falls within a FEMA 100-year regulatory floodplain and if so, the Engineer's statement of the minimum permissible finished floor elevation for each affected unit that will protect the improvements from flooding or high waters.

If no regulatory floodplain: "NO PORTION OF THIS SITE IS LOCATED WITHIN THE 100-YEAR FLOODPLAIN PER FEDERAL EMERGENCY MANAGEMENT AGENCY, FLOOD INSURANCE RATE MAP PANEL NO. _____, DATED _____."

If in regulatory floodplain: "A PORTION OF THIS SITE IS LOCATED WITHIN ZONE _____ OF THE 100-YEAR FLOODPLAIN PER FEDERAL EMERGENCY

MANAGEMENT AGENCY, FLOOD INSURANCE RATE MAP PANEL NO. _____, DATED _____." MANAGEMENT AGENCY, FLOOD INSURANCE RATE MAP PANEL NO. _____, DATED _____."

- 25) Notes declaring whether or not the subdivision is within an area designated as an Edwards Aquifer recharge or contributing zone.
- 26) Plat note stating: "This plat conforms to the Preliminary Plat approved by the Planning and Zoning Commission on [INSERT APPROVAL DATE] ."
- 27) Standard legend for interpretation of points and lines.
- 28) Note stating setbacks shall be in accordance with the 2017 Buda UDC.
- 29) Note stating sidewalks will be constructed in accordance with the 2017 Buda Unified Development Code.
- 30) Note stating public utility and sidewalk easement width being provided, if any.
- 31) Preamble (also referred to as Owner's Acknowledgement and Dedication) with owner(s) name(s) and title (s), acreage of area to be platted as described in Public Records, and proposed subdivision name exactly as in title block.
- 32) Owner(s) signature block with notary block.
- 33) Standard Signature Block for City Secretary/Planning and Zoning Commission Chair.
- 34) Surveyor statement and signature block with seal.
- 35) Engineer statement and signature block. With seal.
- 36) Certificate of recording block for County Clerk.
- 37) All subdivisions in the Buda ETJ must also meet all requirements of Chapter 705 of the Hays County Development Regulations.

GENERAL INFORMATION A final plat is intended to serve as an officially recorded map of the property to be developed, showing thereon the boundaries, lots, public streets and easements, and other significant public facilities and features that are necessary to serve the development, as required by the UDC.

Applicant information required: The applicant, owner, and contact information on the application must be provided in entirety. The contact should be the name of the principal design professional (i.e., a surveyor or engineer) All correspondence relating to the plan will be directed to the contact designated.

Expiration of Final Plat: If an approved final plat is not recorded with Hays County within two (2) years of its approval, it shall be considered null and void unless an extension is granted by the Planning and Zoning Commission.

Minor Plat or Amending Plat Checklist

Please note: This checklist is intended to assist developers and design professionals in the preparation of submittals for DRC review and outlines what is generally needed to facilitate the review of a Minor Plat or Amending Plat. Under special circumstances, additional items may be required through the DRC process before approval.

APPLICATION: A Minor Plat or Amending Plat must be submitted through [MyPermitNow](#) under the Planning and Zoning Tab. To comply with HB 3167, the City of Buda requires a Minor Plat or Amending Plat be COMPLETE (all signatures/ stamps/ documents) before acceptance into review. If other agencies (ex: Hays County) are involved in review, all other agencies must be APPROVED BEFORE submittal acceptance into City of Buda Review. Failure of an applicant to provide the required information constitutes grounds for refusal of plat acceptance for processing; or staff recommendation of denial when an application is scheduled for consideration.

MINOR PLAT OR AMENDING PLAT CONTENT CHECKLIST:

- 1) Unique Subdivision name within Hays County.
- 2) "Minor Plat" or "Amending Plat" must precede subdivision name.
- 3) Minimum scale 1"= 200'
- 4) Final layout prepared by a Professional Engineer or Registered Professional Land Surveyor.
- 5) Vicinity map showing the general location of the Subdivision in relation to major roads, towns, city limits or topographic features.
- 6) Scale bar and north arrow for both main plat and location map.
- 7) The following information shall appear in a single block of text on the FIRST sheet:
 - NAME(S) OF LEGAL PROPERTY OWNER(S) (if corporation include name)
 - ACREAGE
 - ENGINEER (if any)
 - SURVEYOR
 - NUMBER OF LOTS AND BLOCKS
 - CENTERLINE LINEAR FOOTAGE OF ALL NEW PUBLIC STREETS
 - CONNECTIVITY INDEX (IF RESIDENTIAL SUBDIVISION)
 - NUMBER OF CONNECTIONS TO EXISTING STREETS AND NUMBER OF STUB STREETS TO ADJACENT PROPERTIES TO BE CREATED
 - SUBMITTAL DATE
 - ENCOMPASSING LAND ABSTRACT SURVEY(S)
 - BENCHMARK DESCRIPTION & ELEVATION
 - ACREAGE BY LOT TYPE: Use "ROW", "Open Space", "Development" or other applicable term. Do not use commercial, residential, industrial or mixed-use.
 - NUMBER OF LOTS BY TYPE: Use "ROW", "Open Space", "Development" or other applicable term. Do not use commercial, residential, industrial or mixed-use."
- 8) Boundary lines and total acreage of the Original Tract, the Subject Property, and the proposed Subdivision.
- 9) Boundary lines of all special regulatory flood zones, as determined by FEMA, including non-flood-prone designations.
- 10) Boundary lines, abstract/survey lines, corporate and other jurisdictional boundaries. The boundaries of cities, school districts, municipal utility districts, water utilities or CCNs, emergency services districts, should be shown or a statement should be included clearly indicating in which City or other boundaries the subdivision is located. In the event any lot lies within more than one jurisdiction, then the plat shall clearly state the number of acres within the lot that lies within each jurisdiction.
- 11) Location, dimension, name, and description of all existing/recorded and proposed streets, alleys, reservations, easements, railroad rights of way, etc. within subdivision, intersecting or contiguous with boundaries for forming boundaries.
- 12) Bearings and distances sufficient to locate the exact area proposed for the subdivision.
- 13) Full calls for all survey monuments, including any required concrete monuments.
- 14) Lengths and bearings of all straight lines, radii, arc lengths, tangent lengths and central angles of all curves (may be placed in a table).
- 15) Streets: street names must be continuous from any adjacent subdivisions.

- 16) Reference ties via courses and distances to at least one recognized abstract or survey corner, or existing subdivision corner.
- 17) Name, location and recording information of all adjacent subdivisions or property owners.
- 18) Location of all existing property lines, existing lot and block numbers and date recorded, parks, public areas, and easements of record with recording information. Show existing adjacent lots using dashed lines.
- 19) Clearly labeled lots with lot numbers, block numbers, square footage, and proposed special purposed use, if applicable.
- 20) All dimensions for front, rear, and side lot lines labeled
- 21) Sites to be reserved or dedicated for parks, schools, playgrounds, other public uses or for private facilities and amenities if applicable.
- 22) A note stating whether or not the subdivision falls within a FEMA 100-year regulatory floodplain and if so, the Engineer's statement of the minimum permissible finished floor elevation for each affected unit that will protect the improvements from flooding or high waters.

If no regulatory floodplain: "NO PORTION OF THIS SITE IS LOCATED WITHIN THE 100-YEAR FLOODPLAIN PER FEDERAL EMERGENCY MANAGEMENT AGENCY, FLOOD INSURANCE RATE MAP PANEL NO. _____, DATED _____."

If in regulatory floodplain: "A PORTION OF THIS SITE IS LOCATED WITHIN ZONE _____ OF THE 100-YEAR FLOODPLAIN PER FEDERAL EMERGENCY MANAGEMENT AGENCY, FLOOD INSURANCE RATE MAP PANEL NO. _____"

- _____ , DATED _____." MANAGEMENT AGENCY, FLOOD INSURANCE RATE MAP PANEL NO. _____, DATED _____."
- 23) Notes declaring whether or not the subdivision is within an area designated as an Edwards Aquifer recharge or contributing zone.
- 24) Standard legend for interpretation of points and lines. Title block with name of proposed subdivision; contact information for owner/s and land planner, licensed engineer, or RPLS; scale; date of preparation; north arrow; and location of property according to abstract or survey records.
- 25) Note stating public utility and sidewalk easement width being provided, if any.
- 26) Preamble (also referred to as Owner's Acknowledgement and Dedication) with owner(s) name(s) and title (s), acreage of area to be platted as described in Public Records, and proposed subdivision name exactly as in title block.
- 27) Owner(s) signature block with notary block Signed and Notarized.
- 28) Standard Signature Block for City Clerk/Planning and Zoning Commission Chair.
- 29) Surveyor statement and signature block with seal.
- 30) Engineer statement and signature block with seal.
- 31) Certificate of recording block for County Clerk.
- 32) All subdivisions in the Buda ETJ must also meet all requirements of Chapter 705 of the Hays County Development Regulations

GENERAL INFORMATION A minor plat is to simplify divisions of land under certain circumstances outlined in the Texas Local Government Code Section 212.0065. An amending Plat shall be to provide an expeditious means of making minor revisions to a recorded Plat consistent with provisions of State law.

Applicant information required: The applicant, owner, and contact information on the application must be provided in entirety. The contact should be the name of the principal design professional (i.e., a surveyor or engineer) All correspondence relating to the plan will be directed to the contact designated.

Replat Checklist

Please note: This checklist is intended to assist developers and design professionals in the preparation of submittals for DRC review and outlines what is generally needed to facilitate the review of a Replat. Under special circumstances, additional items may be required through the DRC process prior to approval.

APPLICATION: A Minor Plat or Amending Plat must be submitted through [MyPermitNow](#) under the Planning and Zoning Tab. To comply with HB 3167, the City of Buda requires a Minor Plat or Amending Plat be COMPLETE (all signatures/ stamps/ documents) before acceptance into review. If other agencies (ex: Hays County) are involved in review, all other agencies must be APPROVED BEFORE submittal acceptance into City of Buda Review. Failure of an applicant to provide the required information constitutes grounds for refusal of plat acceptance for processing; or staff recommendation of denial when an application is scheduled for consideration.

MINOR PLAT OR AMENDING PLAT CONTENT CHECKLIST:

- 1) Name must include "REPLAT" in the title and reference the original subdivision name.
- 2) Minimum scale 1"= 200'
- 3) Final layout prepared by a Professional Engineer or Registered Professional Land Surveyor.
- 4) Vicinity map showing the general location of the Subdivision in relation to major roads, towns, city limits or topographic features.
- 5) Scale bar and north arrow for both main plat and location map.
- 6) The following information shall appear in a single block of text on the FIRST sheet:
 - NAME(S) OF LEGAL PROPERTY OWNER(S) (if corporation include name)
 - ACREAGE
 - ENGINEER (if any)
 - SURVEYOR
 - NUMBER OF LOTS AND BLOCKS
 - CENTERLINE LINEAR FOOTAGE OF ALL NEW PUBLIC STREETS
 - CONNECTIVITY INDEX (IF RESIDENTIAL SUBDIVISION)
 - NUMBER OF CONNECTIONS TO EXISTING STREETS AND NUMBER OF STUB STREETS TO ADJACENT PROPERTIES TO BE CREATED
 - SUBMITTAL DATE
 - ENCOMPASSING LAND ABSTRACT SURVEY(S)
 - BENCHMARK DESCRIPTION & ELEVATION
 - ACREAGE BY LOT TYPE: Use "ROW", "Open Space", "Development" or other applicable term. Do not use commercial, residential, industrial or mixed-use.
 - NUMBER OF LOTS BY TYPE: Use "ROW", "Open Space", "Development" or other applicable term. Do not use commercial, residential, industrial or mixed-use."
- 7) Boundary lines and total acreage of the area being replatted
- 8) Boundary lines of all special regulatory flood zones, as determined by FEMA, including non-flood-prone designations.
- 9) Boundary lines, abstract/survey lines, corporate and other jurisdictional boundaries. The boundaries of cities, school districts, municipal utility districts, water utilities or CCNs, emergency services districts, should be shown or a statement should be included clearly indicating in which City or other boundaries the subdivision is located. In the event any lot lies within more than one jurisdiction, then the plat shall clearly state the number of acres within the lot that lies within each jurisdiction.
- 10) Location, dimension, name, and description of all existing/recorded and proposed streets, alleys, reservations, easements, railroad rights of way, etc. within subdivision, intersecting or contiguous with boundaries for forming boundaries.
- 11) Bearings and distances sufficient to locate the exact area proposed for the subdivision.
- 12) Full calls for all survey monuments, including any required concrete monuments.
- 13) Lengths and bearings of all straight lines, radii, arc lengths, tangent lengths and central angles of all curves (may be placed in a table).
- 14) Streets: street names must be continuous from any adjacent subdivisions.
- 15) Reference ties via courses and distances to at least one recognized abstract or survey corner, or existing subdivision corner.
- 16) Name, location and recording information of all adjacent subdivisions or property owners.

- 17) Location of all existing property lines, existing lot and block numbers and date recorded, parks, public areas, and easements of record with recording information. Show existing adjacent lots using dashed lines.
- 18) Clearly labeled lots with lot numbers, block numbers, square footage, and proposed special purposed use, if applicable.
- 19) All dimensions for front, rear, and side lot lines labeled
- 20) Sites to be reserved or dedicated for parks, schools, playgrounds, other public uses or for private facilities and amenities if applicable.
- 21) A note stating whether or not the subdivision falls within a FEMA 100-year regulatory floodplain and if so, the Engineer's statement of the minimum permissible finished floor elevation for each affected unit that will protect the improvements from flooding or high waters.

If no regulatory floodplain: "NO PORTION OF THIS SITE IS LOCATED WITHIN THE 100-YEAR FLOODPLAIN PER FEDERAL EMERGENCY MANAGEMENT AGENCY, FLOOD INSURANCE RATE MAP PANEL NO. _____, DATED _____."

If in regulatory floodplain: "A PORTION OF THIS SITE IS LOCATED WITHIN ZONE _____ OF THE 100-YEAR FLOODPLAIN PER FEDERAL EMERGENCY MANAGEMENT AGENCY, FLOOD INSURANCE RATE MAP PANEL NO. _____, DATED _____." MANAGEMENT AGENCY, FLOOD INSURANCE RATE MAP PANEL NO. _____, DATED _____."

- 23) Notes declaring whether or not the subdivision is within an area designated as an Edwards Aquifer recharge or contributing zone.
- 24) Standard legend for interpretation of points and lines. Title block with name of proposed subdivision; contact information for owner/s and land planner, licensed engineer, or RPLS; scale; date of preparation; north arrow; and location of property according to abstract or survey records.
- 25) Note stating public utility and sidewalk easement width being provided, if any.
- 26) Preamble (also referred to as Owner's Acknowledgement and Dedication) with owner(s) name(s) and title (s), acreage of area to be platted as described in Public Records, and proposed subdivision name exactly as in title block.
- 27) Owner(s) signature block with notary block Signed and Notarized.
- 28) Standard Signature Block for City Clerk/Planning and Zoning Commission Chair.
- 29) Surveyor statement and signature block with seal.
- 30) Engineer statement and signature block with seal.
- 31) Certificate of recording block for County Clerk.
- 32) All subdivisions in the Buda ETJ must also meet all requirements of Chapter 705 of the Hays County Development Regulations

GENERAL INFORMATION A replat is a portion or all of a recorded plat that may be approved in accordance with State law without vacation of the recorded plat if the replat A. is signed and acknowledged by only the owners of the property being replatted; B. Is approved after a public hearing; and C. Does not propose to amend or remove any covenants or restrictions previously incorporated in the recorded plat.

Applicant information required: The applicant, owner, and contact information on the application must be provided in entirety. The contact should be the name of the principal design professional (i.e., a surveyor or engineer) All correspondence relating to the plan will be directed to the contact designated.

Plat Recording Checklist

To comply with the Hays County's plat filing requirements, the following items must accompany the plat for recording:

- ☐ 3 original signed plats- (paper only – Hays County does NOT accept Mylar)

It is VERY important to have Wet Stamps and Signatures- No Scanned copies

- ☐ Tax certificate (signed), to show taxes PAID
- ☐ Account summary -Must show taxes as PAID
- ☐ Check made out to Hays County Clerk. The fee is \$71 for the first page and \$50 for each additional page
- ☐ Acceptance letter from Buda Planning and Engineering
- ☐ (ETJ Plats only) Acceptance letter from Hays County reviewers
- ☐ Proof of acceptance for the digital data from Hays County GIS Coordinator
- ☐ *Signed & Notarized Affidavit (Re-Plat Only)*

I have reviewed the Applicant Checklist for Plat Recording and acknowledge that all items on this checklist are present, if applicable. I also acknowledge that if one or more of the required items are found not to be present or any discrepancies in the plat documents will delay the filing of the final plat **and my plat will not be recorded.**

All final plats must be recorded within two years from the date of approval or they expire.

Applicant Signature

Date

Project Name / Project Number

Please include this checklist with the Recording Documents when delivering to the City of Buda

Site Plan Checklist

Please note: This checklist is intended to assist developers and design professionals in the preparation of submittals and outlines what is generally needed to facilitate the review of the site plan. Under special circumstances, additional items may be required through the DRC process prior to approval.

GENERAL INFORMATION A Site Plan establishes the procedure for coordinating and verifying improvements to properties. Through Site Plan review, zoning standards, and other applicable municipal standards or ordinances that may apply to specific site development can be uniformly implemented by the City for multiple-family and nonresidential development. This process is intended to promote, among other items, the efficient and harmonious use of land, safe and efficient vehicular and pedestrian circulation, parking and loading, lighting, screening, open space, and landscaping. Construction may begin after the issuance of an approved site development permit.

APPLICATION: The Site Plan must be submitted for review through [MyPermitNow](#) under the Permits and Licensing Tab.

SITE PLAN REQUIREMENTS:

- | | |
|---|--|
| <ul style="list-style-type: none">1) Cover Sheet2) General Notes3) Final Plat4) Existing Conditions5) Demolition Plan – <i>if applicable</i>6) Site Plan<ul style="list-style-type: none">○ Parking Table○ Impervious Cover Table○ Zoning7) Dimensional Control Plan8) Tree Survey9) Erosion/Sedimentation Control & Tree Protection Plan / Details10) Existing Drainage Area Map<ul style="list-style-type: none">○ 2-, 10-, 25-, & 100-year storm calculations for existing conditions | <ul style="list-style-type: none">11) Proposed Drainage Area Map<ul style="list-style-type: none">○ 2-, 10-, 25-, & 100-year storm calculations for proposed conditions12) Water & Wastewater Plan / Details13) Grading, Paving, & Drainage Plan / Details14) Water Quality Pond Plan and Details15) Detention Pond Plan and Details16) Landscape Plan and Details17) Elevations – <i>removed from architectural plans, included as sheets in SD plan set</i>18) Photometric, including light fixture details19) TIA Worksheet20) All public infrastructure & erosion control details are City of Austin21) OPC- Opinion of Probable Construction Cost22) Site Plans and Construction Plans must be sealed by a PE licensed in the State of Texas |
|---|--|

Applicant information required: The applicant, owner and contact information on the application must be provided in entirety. The contact should be the name of the principal design professional (i.e., a surveyor or engineer) preparing the plan document. All correspondence relating to the plan will be directed to the contact designated on the application.

Expiration of Site Plan: A Site Plan will expire if work has not commenced within 2 years of application date unless progress has been made towards completion

Construction Plans (Public Improvements) Checklist

Please note: This checklist is intended to assist developers and design professionals in the preparation of submittals and outlines what is generally needed to facilitate the review of the site plan. Under special circumstances, additional items may be required through the DRC prior to approval.

GENERAL INFORMATION Construction Plans (Public Improvements) show how improvements are to be constructed within City rights-of-way and easements and generally include improvements in private property areas as well. The improvements include, but are not limited to, street improvements, including street lighting and undergrounding of existing or proposed overhead utilities, sanitary sewer, water systems, storm drainage, and grading.

APPLICATION: The Construction Plans must be submitted for review in [MyPermitNow](#) under the Permits and Licensing Tab.

CONSTRUCTION PLAN REQUIREMENTS:

- 1) Cover Sheet
- 2) General Notes
- 3) Preliminary Plat
- 4) Existing Conditions
- 5) Demolition Plan – *if applicable*
- 6) Erosion/Sedimentation Control & Tree Protection Plan / Details
- 7) Existing Drainage Area Map
 - o 2-, 10-, 25-, & 100-year storm calculations for existing conditions
- 8) Proposed Drainage Area Map
 - o 2-, 10-, 25-, & 100-year storm calculations for proposed conditions
- 9) Water & Wastewater Plan / Details
- 10) Grading, Paving, & Drainage Plan / Details
- 11) Water Quality Pond Plan and Details
- 12) Detention Pond Plan and Details
- 13) TIA Worksheet
- 14) All public infrastructure & erosion control details are City of Austin
- 15) OPC- Opinion of Probable Construction Cost
- 16) Construction Plans must be sealed by a PE licensed in the State of Texas

Applicant information required: The applicant, owner and contact information on the application must be provided in entirety. The contact should be the name of the principal design professional (i.e., a surveyor or engineer) preparing the plan document. All correspondence relating to the plan will be directed to the contact designated on the application.

Expiration of Construction Plan: Construction Plans shall remain in effect for a period of 1 year from date of approval or the duration of construction of Project.

Commercial Building Permit Checklist

Before submitting for Building Permits, all zoning and platting requirements must be met. Before applying, contact the Permit Technician at the City of Buda for general requirements.

Submittal Application for Commercial Building Permits can be made once the Site Plan is approved and issued.
Apply for a Commercial New / Remodel / Addition through [MyPermitNow](#)

- *Approved* Site Plan
- Proposed General Use
- Floor Plans and Elevations
- Foundation Design
- Structure Design
- Mechanical, Plumbing, Electrical Designs, if required
- Architect or Engineer's Seal, if dimensions
- ComCheck www.energycodes.gov/comcheck

Upon approval of the construction plans by the Building Department and the Fire Marshal, fees for review, inspections, and the certificate of occupancy will be assessed and invoiced. All contractors required for the Project will need to register with the City of Buda's Permit Technician. Once these items are complete, a building permit will be issued, and construction may then commence.

Upon successful completion of construction, an applicant may be issued a Certificate of Occupancy. See [Certificate of Occupancy Checklist](#).

Residential Building Permit Checklist

Before submitting for Building Permits all zoning and platting requirements must be met. Before applying, contact the Permit Technician at the City of Buda (512-312-5745) for general requirements.

Submittal Application for Residential Building Permits can be made once the Site Plan is approved and issued (if applicable).
Apply for a Residential New / Remodel / Addition / Accessory through [MyPermitNow](#)

- Plot Plan- Showing all structure, their dimensions and locations on the property
- ResCheck www.energycodes.gov/rescheck
- Floor Plans
- Complete construction plans for proposed work (depending on proposed work, plans may contain any combination of the following)
 - Exterior Elevations
 - Mechanical Plans
 - Plumbing Plans
 - Electrical Plans
 - Structural (Framing) Plans
 - Foundation Plans

Upon approval of the construction plans by the Building Department, fees for review, inspections, and the certificate of occupancy will be assessed and invoiced. All contractors required for the Project will need to register with the City of Buda's Permit Technician. Once these items are complete, a building permit will be issued and construction may then commence.

Upon successful completion of construction, an applicant may be issued a Certificate of Occupancy. Please provide confirmation of passed Final Building Inspection, Foundation Concurrence Letter and passed Energy Tests.

Commercial Certificate of Occupancy Requirements

When requesting Certificate of Occupancy the following inspections MUST be scheduled through www.mypermitnow.org
(Customer Portal → Login → My Account → My Permits → Request)

1. Final building inspection
2. Final Fire inspection from Fire Marshal
3. Customer Service/ Cross Connection inspection – (City of Buda Water customers only)
4. Grease Trap Inspection – Public Works

Additionally, projects involving a site development permit, the following will also be needed:

5. Foundation certification letter from the Foundation Design Engineer- Sealed
6. Copy of ADA Inspection Report (passed or failed) or proof of inspection request by Registered Accessibility Specialist (RAS) - RAS will inspect as required by State Law
7. Special Inspection Reports per IBC 1704 (if any)
8. Monarch or Goforth water services ONLY- Letter from the Water District that all was inspected and installed correctly
9. Signed, Approved Civil Site AS-BUILT Plans uploaded to MyPermitNow (this set should be edited from the approved signed Civil set from Pre-Con meeting)
10. Civil Site Concurrence letter from the Civil Engineer- Sealed

Once all of the above items are gathered and/or uploaded, please contact Nikki Dykes, Development Coordinator

11. Civil Site approval by City of Buda Engineering and Planning Departments City Planner and City Engineer will visually inspect/ walk the site. **All prior items must be submitted before scheduling this inspection. Comments will be provided for correctionsto complete before CO issuance.**

(This can **only** be scheduled by 48-hour minimum request by emailing the Development Coordinator Nikki Dykes at ndykes@ci.buda.tx.us).

Mobile Food Vendor Permit Checklist

In addition to the application form, Mobile Vendors must submit the following materials outlined below at the time of permitting.

- ❑ **Valid Personal Identification (ID) Card:** A current and valid personal identification card, such as a drivers license, must be provided for all owners and responsible party personnel assigned to the mobile vending permit.
- ❑ **Proof of Texas Sales and Use Tax Permit:** A copy of the vendor's current and valid Texas Sales and Use Tax Permit must be provided. The provided permit must be registered under the mobile vending unit owner's name or under the business name of the mobile vending operation. The application for this tax permit is available at: <http://www.window.state.tx.us/taxpermit>. The physical location of this permitting office is located at: 1711 San Jacinto Blvd, Suite 180, Austin, TX 78701. For additional questions, call 1-800-252-5555.
- ❑ **Proof of Applicable Hays County Health Permit:** A copy of the vendor's current Hays County Consumer Health Permit must be provided. The provided permit must be registered under the mobile vending unit owner's name or under the business name of the mobile vending operation. For questions about consumer health permits, please contact Hays County Development Services at 512-393-2150.
- ❑ **Proof of current state vehicle registration & insurance**
- ❑ **Proof that the Mobile Vendor Unit is commercially designed or a layout plan for the unit if not commercially designed.**
- ❑ **All employees of the permit holder must have valid food handler's training certificates and available for inspection (copies do not have to be provided).**
- ❑ **Site Plan** for any locations where the mobile food vendor will be in operation for more than one (1) hour with denoted location of mobile food vendor clearly marked.
- ❑ **Page 3 of Application Packet** - Commissary Facility Permission for Use Verification Form – NOTARIZED
- ❑ **Page 4 of Application Packet** - Mobile Vendor Itinerary Sheet indicating locations where the mobile vendor will operate for more than one (1) hour as well as commissary servicing schedule.
- ❑ **Page 5 of Application Packet** - Restroom Agreement

