



**ELGIN PLANNING & ZONING COMMISSION AGENDA  
ELGIN PUBLIC LIBRARY ANNEX COUNCIL CHAMBERS  
404 NORTH MAIN STREET  
August 25, 2025  
6:30 PM**

**I. CALL TO ORDER**

**II. PUBLIC COMMENT**

The "PUBLIC COMMENT" item posted on the agenda is reserved for members of the public who would like to address the Planning and Zoning Commission regarding posted agenda items or non-agenda items. Individuals requesting to speak or address the Planning and Zoning Commission during the meeting shall do so under the "PUBLIC COMMENT" agenda item. Speakers shall be required to fill out a "PUBLIC COMMENT FORM" and present it, along with any material, handouts, or information for the Commission, to the Secretary prior to commencement of the Commission meeting. **As of May 1, 2022, all such public comments will be done IN PERSON. You may email public comments and they will be distributed to each of the Commission Members but not read out loud.**

Speaker comments are limited to approximately three (3) minutes. No formal action can be taken by the Planning and Zoning Commission on items not posted on the agenda. Items requiring a PUBLIC HEARING will allow a member of the public an opportunity to speak during the Public Hearing and does not require a "PUBLIC COMMENT FORM".

Speakers must address their comments to the Chairperson or Presiding Officer rather than to an individual Commission Member or Staff Member. All speakers must limit their comments to the specific subject matter noted on the "PUBLIC COMMENT FORM" and refrain from any personal attacks or derogatory comments directed at any Commission Member, Staff Member, other individual, or group.

**III. CONSENT AGENDA**

The Consent Agenda includes non-controversial and routine items that are considered to be self-explanatory by the Planning and Zoning Commission and will be enacted with one motion, one second, and one vote. Any member of the Commission may pull any item from the Consent Agenda in order that the Commission discuss and act upon it individually as a part of the Regular Agenda.

**1. July 28, 2025 Meeting Minutes**

**IV. NEW BUSINESS**

1. **Project #202500069: An ordinance granting a Specific Use Permit for the operation of a short-term rental on property located on a parcel of land known by the Bastrop County Central Appraisal District as Parcel 13622, located at 907 N. Ave C, (W & O, BLOCK 6, LOT 3 (E 1/2)) City of Elgin, Texas, Bastrop County, said tract being more described in Exhibit "A"; and providing for a savings clause and repealing conflicting ordinances and resolutions.**
  - A. Staff Presentation
  - B. Applicant Presentation
  - C. Open Public Hearing
  - D. Close Public Hearing
  - E. Discussion
  - F. Recommendation
2. **Direction to staff regarding administrative changes to plat checklists and plat review guidance to become effective upon approval of City Engineer and/or City Attorney.**

## **V. WORKSHOP**

1. **Floodplain Discussion**
2. **Updated Standardized Plat Notes Discussion**

## **VI. ANNOUNCEMENTS**

## **VII. ADJOURNMENT**

Attendance By Other Elected or Appointed Officials: It is anticipated that members of other city board, commissions and/or committees may attend the meeting in numbers that may constitute a quorum of the other city boards, commissions and/or committees. Notice is hereby given that the meeting, to the extent required by law, is also noticed as a meeting of the other boards, commissions and/or committees of the City, whose members may be in attendance.

The members of the boards, commissions and/or committees may participate in discussions on the same items listed the agenda, which occur at the meeting, but no action will be taken by such in attendance unless such item and action is specifically provided for on an agenda for that board, commission or committee subject to the Texas Open Meetings Act.

Notice of Assistance at Public Meetings, the City of Elgin is committed to compliance with the Americans with Disabilities Act. Elgin City Hall and Council Chambers are wheelchair accessible and special marked parking is available. Persons with Disabilities who plan to attend this meeting and who may need assistance are requested to contact the City Secretary's Office at (512) 229-3222. Please provide forty-eight hours' notice when feasible.

I, Beau Perry, City Engineer for the City of Elgin, hereby certify this notice was posted at the City Hall Annex of the City of Elgin, Texas on or before August 20, 2025, in accordance with Chapter 551 of the Texas Government Code.



Beau Perry, Development Services Director



**MINUTES**  
**CITY OF ELGIN PLANNING AND ZONING COMMISSION**  
**REGULAR MEETING**  
**MONDAY, JULY 28, 2025**

**I. CALL TO ORDER – ROLL CALL:** The Chair called the meeting to order at 6:30 P.M. at the Library Annex (Civic Center) located at 404 N. Main St., Elgin, TX.

**COMMISSION PRESENT:** Chair Antonio Prete, Vice-Chair Ronnie Creppon, Danica Morgan, Berney Williams, Dorothy McCarther, Taylor Christian, Scott Mackay.

**COMMISSION ABSENT:** None.

**STAFF PRESENT:** Beau Perry, Director of Development Services; Melissa Lipiec, Planning Technician; William McIlvain, Administrative Assistant; Alyssa Loveday of WGA, Assistant Project Manager

**STAFF ABSENT:** None

**II. PUBLIC COMMENT FOR NON-AGENDA RELATED ITEMS:** No members of the public were present to speak on this item.

**III. CONSENT AGENDA**

1. June 24, 2025 Minutes.

Berney Williams moved that the Commission approve the consent agenda. Vice-Chair Ronnie Creppon seconded the motion. The motion passed unanimously with a vote of seven (7) for and zero (0) against.

**IV. NEW BUSINESS**

1. Project #202400079: A replat titled “Cedar Grove Subdivision Re-Plat” located on a parcel of land known by the Travis County Central Appraisal District as Parcel Number 963538 and being 8.255 acres of land located on the south side of the intersection of County Line Road and FM 1100, City of Elgin, Travis County, Texas.

A. Staff Presentation – Director Beau Perry presented the project as having been originally submitted as a short-form plat but then resubmitted recognizing that it was re-platting Lot 1 of the Crescent Village plat. He mentioned that Chair Antonio Prete had discussed before the meeting that the replat should contain the parent tract and that this should be a division of Lot 1A and Lot 1B, not a standalone new Lot 1, which Director Perry agreed with.

B. Applicant Presentation – The applicant Kelechi Madubuko was not present at this time.

C. Open Public Hearing – The public hearing was opened at 6:34 P.M.

D. Close Public Hearing – The public hearing was closed at 6:34 P.M. The applicant Kelechi Madubuko arrived at the meeting at this time but did not speak.

E. Discussion – Chair Antonio Prete reiterated that the re-plat of Lot 1 of Crescent Village into Lot 1 of Cedar Grove needs to instead be a subcategory like “Lot 1A” and the parent tract being taken from needs to be included in the replat. He also remarked on seven acres unaccounted for between the original lot and the re-plat, which are dedicated as parkland and should be included as well.

F. Recommendation – Berney Williams moved that the Commission approve the plat contingent on a redesign that reflects both the parent and child tracts. Danica Morgan seconded the motion. The motion passed unanimously with a vote of seven (7) for and zero (0) against.

2. Project #202500031: A final plat titled “Triada Phase 2 Final Plat” located out of a parcel of land known by the Travis County Central Appraisal District as Parcel Number 426246, located north of FM 1100 and west of the Elgin High School, for a total of 110 lots on 47.930 acres of land.

A. Staff Presentation – Director Beau Perry presented the project as an ETJ MUD and showed where on the concept plan this portion of the development is located. The current phasing is largely in line with everything approved in the concept plan and preliminary plat.

B. Applicant Presentation – The applicants Kevin Fleming and Brandon Reinhart of Qualico were present but had no presentation to add.

#### IV. NEW BUSINESS (Cont.)

- C. Open Public Hearing – The public hearing was opened at 6:47 P.M.
- D. Close Public Hearing – The public hearing was closed at 6:47 P.M.
- E. Discussion – Scott Mackay pointed out that Note 2 names the City of Elgin as the authority over structures and asked if it should be the HOA for an ETJ MUD. Director Perry explained that this futureproofs the plat for compliance should the MUD be incorporated into City limits in the future, as the terms of the plat at this time will still be valid.

Taylor Christian raised a concern about lots built against the boundary of the 100-year floodplain and asked if there were precautions that could be taken to alert potential homebuyers of future flood risk. Director Perry expressed that fundamentally the responsibility is on the homebuyer to review conditions of land before signing for a purchase. Chair Antonio Prete suggested that the lots in question could have noted on the plat a minimum finished floor elevation based on the effective floodplain. The applicant Brandon Reinhart stepped forward to remark that there is a note confirming no lot is within the floodplain.

Berney Williams asked about the status of the parkland and its relation to the City or public use, and Director Perry explained that it is not open to the general public but it is part of the agreement so that residents of the subdivision who do not pay taxes into Elgin have parkland space to use without using Elgin parkland being supported by Elgin taxes.

- F. Recommendation – Scott Mackay moved that the Commission approve the plat with the condition that a note is added requiring a minimum floor elevation at or above the effective flood plain. Taylor Christian seconded the motion. The motion passed unanimously with a vote of seven (7) for and zero (0) against.
3. Project #202500042: A final plat titled “Triada Phase 2-B Final Plat” located out of a parcel of land known by the Travis County Central Appraisal District as Parcel Number 426246, located north of FM 1100 and west of the Elgin High School, for a total of 32 lots on 5.423 acres of land.
- A. Staff Presentation – Director Beau Perry presented the project as part of the same development as the previous item, as a modification to the anticipated phasing plan that conformed with the other development.
  - B. Applicant Presentation – The applicant Kevin Fleming from Qualico stepped forward to explain the reasoning behind the change in phasing, that this had been part of Phase 4 but the lot sizes ended up being a better match to plat alongside Phase 2.
  - C. Open Public Hearing – The public hearing was opened at 7:22 P.M.
  - D. Close Public Hearing – The public hearing was closed at 7:22 P.M.
  - E. Discussion – The Commission discussed the location of this phase on the concept plan, and Director Perry reiterated that nothing about the plans have changed except the phasing of these specific lots.
  - F. Recommendation – Scott Mackay moved that the Commission approve the plat as presented. Danica Morgan seconded the motion. The motion passed unanimously with a vote of seven (7) for and zero (0) against.

#### V. ANNOUNCEMENTS

- 1. Director Beau Perry asked the Commission if they would like to begin the discussion of adding floodplain comments as a standardized set of notes to require on future plats. Chair Antonio Prete noted the value of general notes but was concerned about levels of specificity that would confuse future plats and developers if niche notes became standardized. Director Perry proposed that the Commission schedule a workshop to discuss what a new standard set of notes would look like. Chair Antonio Prete asked the Commission if they approved of a workshop discussing the floodplain and the potential standard notes, which the

**V. ANNOUNCEMENTS (Cont.)**

Commission agreed to. Chair Antonio Prete requested an action item for the workshop to allow a vote for City staff to modify the plat procedures if the Commission agrees on what to be included.

2. Melissa Lipiec announced that the next Planning and Zoning Commission Meeting is scheduled for August 25<sup>th</sup>, 2025, and currently has an item to discuss a Specific Use Permit for a short-term rental.
3. Melissa Lipiec announced that September 30<sup>th</sup> marks the end of term for Chair Antonio Prete, Vice-Chair Ronnie Creppon, and Dorothy McCarther. The City Council has instated term limits but is considering waiving them for boards such as the Planning and Zoning Commission requiring specialized education and experience for service. She encouraged the Commission to fill and return re-application forms if they wish to reprise their role on the board, to be addressed at the September meeting.
4. Melissa Lipiec announced that state legislative changes requiring public listing of agendas three business days in advance (as opposed to 72 hours) means that the time between the Planning and Zoning Commission meeting and the next City Council meeting will often result in too short a turnaround to bring items recommended by the Commission to the Council's next meeting. This will create a greater delay between the Commission's recommendations and the Council's action on that recommendation.

**VI. ADJOURNMENT:** The meeting was adjourned at 7:49 P.M.

\_\_\_\_\_  
Antonio Prete, Chairman

ATTEST: \_\_\_\_\_  
Melissa Lipiec, Secretary

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_ the foregoing instrument was passed and approved on this \_\_\_\_\_ day of \_\_\_\_\_, 2025.





# Development Services Department

## STAFF REPORT

### Consideration of a Specific Use Permit

Project #202500069

**Date:** August 11, 2025  
**Applicant:** Engine No. 9 Holdings, LLC  
**Hearing Date:** Planning & Zoning Commission – August 25, 2025  
City Council – September 16, 2025  
**Location:** Bastrop County Parcel Number 13622, 907 N Ave C

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#### APPLICATION SUMMARY

Recommendation of a Specific Use Permit (SUP) for the operation of a short-term rental property in the fashion of AirBnB on a parcel of land known by the Bastrop County Central Appraisal District as Parcel 13622, located at 907 N Ave C (W & O, BLOCK 6, LOT 3 (E 1/2)), City of Elgin, Texas, Bastrop County.

#### DEPARTMENT COMMENTS

While the City of Elgin does not have an ordinance specific to Short-Term Rentals (STR), STRs do meet the [Chapter 46](#) definitions of **Bed and breakfast** (*means single-family dwelling in which the principal use is permanent residential quarters; and in which, as an accessory use, no more than three bedrooms are made available for transient occupancy, generally for not more than seven days, by no more than five guests for compensation.*), **Boardinghouse** (*means a dwelling other than a hotel where for compensation and by prearrangement for definite periods, meals or lodging and meals are provided for three or more, but not exceeding 20 persons on a weekly or monthly basis.*) and **Tourist home** (*means a dwelling occupied as a permanent residence by an owner or renter in which sleeping accommodations in not than four rooms are provided or offered for transient guests for compensation.*). Per [Division 5](#) of our Zoning Ordinance, a SUP for any of those uses in any use district may be granted and may contain such requirements, conditions and safeguards as are needed to protect adjacent property, and in any case a site plan may be required by the planning and zoning commission or the city council which may be made a part of the regulations granting such SUP.

The process for Specific Use Permits requires two public hearings: the first before the Planning and Zoning Commission for a recommendation and the second before the City Council for consideration (action) on the item. Public noticing of the Commission and Council meetings is also required and a notice for this meeting was published in the August 6<sup>th</sup> edition of the Elgin Courier, and a second notice will be published in the August 27<sup>th</sup> edition for the September 16<sup>th</sup> Council meeting. In addition to the newspaper notices, a total of seventeen (17) letters were sent via certified mail to property owners within 200 feet of the property and a sign was placed in front of the property announcing the meetings.

Staff reviewed the SUP application and provided comments to the applicants on July 28, 2025. That document is included in the packet (Attachment #4).

In its recommendation to Council, the PZC may include specifics such as a time limit for the SUP, requiring the local contact for the STR must be available to respond within two hours after being notified of an emergency by an STR guest, City employees or other individual during any 24-hour period or require the STR operator to provide renters with an information packet that includes:

- Name and contact information of the local contact designated for the STR
- Restrictions on noise per the City's [Noise Ordinance](#)
- Parking restrictions
- Trash collection schedule
- Information on relevant burn bans and water restrictions

**ATTACHMENTS:**

1. Application
2. Operating Agreement of Engine No. 9 Holdings, LLC.
3. Proposed Site Plan
4. Staff Review
5. Notice and map mailed to property owners within 200'
6. Proposed Ordinance

# SPECIFIC USE APPLICATION

Date: 7-16-25

## SITE INFORMATION

Project Address: 907 Ave C, Elgin, TX 78621

Parcel Identification Number (if no address): Parcel # 13622

## APPLICANT

Name: Engine No. 9 Holdings, LLC. (Jason and Lisa Milliken)

Postal Address: 125 Bunny Run, Elgin, TX 78621

E-Mail Address: jason@texasroofing.com; Phone Number: 512-466-1181

The information given on this application is accurate to the best of my knowledge. All provisions of laws and ordinances governing this work will be complied with, whether specified on this application or not.

Jason L. Milliken	<small>Digitally signed by Jason L. Milliken DN: c=US, e=jason@texasroofing.com, o=Texas Roofing Co., CN=Jason L. Milliken Date: 2025.07.16 10:55:31 -0500</small>	Jason L. Milliken	7-16-25
Signature		Printed Name	Date

### Project Description:

Conversion of an existing single-family home, located at 907 N. Ave C, into a STR property. We intend to do a small addition on the east side to increase the size of a bedroom and allow room for a laundry room. The home will undergo interior remodeling as well. It will be furnished to accomodate guests on a STR basis through platforms such as Airbnd or VRBO. The residence will remain consistent with the character of the surrounding neighborhood and will not be used for commercial events or large group rentals. Parking will be accomodated on-site via the existing driveway.



802 N. Ave. C  
P.O. Box 591  
Elgin, Texas, 78621



(512) 281-0119



www.elgintexas.gov

**Operating Agreement of Engine No. 9 Holdings, LLC  
A Texas Limited Liability Company**

This Operating Agreement ("Agreement") is entered into and made effective as of July 15, 2025, by and between the following persons (collectively referred to as the "Members"):

- Jason L. Milliken, residing at 125 Bunny Run, Elgin, TX 78621
- Lisa Milliken, residing at 125 Bunny Run, Elgin, TX 78621

**1. Company Formation**

1.1 Formation. The Members formed a Texas limited liability company by filing a Certificate of Formation (Form 205) with the Texas Secretary of State.

1.2 Name. The name of the Company is Engine No. 9 Holdings, LLC.

1.3 Principal Office. The principal office is located at 125 Bunny Run, Elgin, TX 78621.

1.4 Registered Agent. Jason L. Milliken shall serve as the Company's registered agent at the above address.

**2. Purpose**

The purpose of the Company is to engage in the ownership, rental, and management of real estate and any other lawful business activity permitted in the State of Texas.

**3. Term**

The Company shall continue until dissolved as provided in this Agreement.

**4. Members and Capital Contributions**

4.1 Initial Members. The Members of the Company are:

- Jason L. Milliken - 50%
- Lisa Milliken - 50%

4.2 Initial Contributions. Each Member has contributed or agreed to contribute capital, cash, or assets as agreed upon.

**5. Management**

5.1 Management. The Company shall be Member-managed.

5.2 Authority. Jason L. Milliken shall serve as the Managing Member, authorized to act on behalf of the Company for all operational, financial, legal, and real estate matters.

**6. Allocations and Distributions**

**6.1 Profits and Losses.** Profits and losses shall be allocated equally (50/50) to the Members.

**6.2 Distributions.** Distributions shall be made at the discretion of the Managing Member, and in proportion to ownership interest.

**7. Tax Treatment**

The Company shall be taxed as a partnership under IRS default rules. The Company will file Form 1065 annually and issue Schedule K-1s to each Member.

**8. Banking**

All Company funds shall be held in a designated business account. No personal funds shall be commingled with Company funds.

**9. Transfer of Membership Interest**

No Member may sell, assign, or transfer their interest without written consent of the other Member.

**10. Dissolution**

The Company shall be dissolved upon:

- Written agreement of the Members, or
- Event requiring dissolution under Texas law

Upon dissolution, the assets shall be liquidated and distributed in accordance with ownership percentages after all debts are paid.

**11. Miscellaneous**

**11.1 Governing Law.** This Agreement is governed by the laws of the State of Texas.

**11.2 Amendments.** This Agreement may be amended only in writing signed by both Members.

**11.3 Entire Agreement.** This Agreement constitutes the entire agreement of the Members.

**Signatures**

Jason L. Milliken

\_\_\_\_\_  
Signature  
Date: \_\_\_\_\_

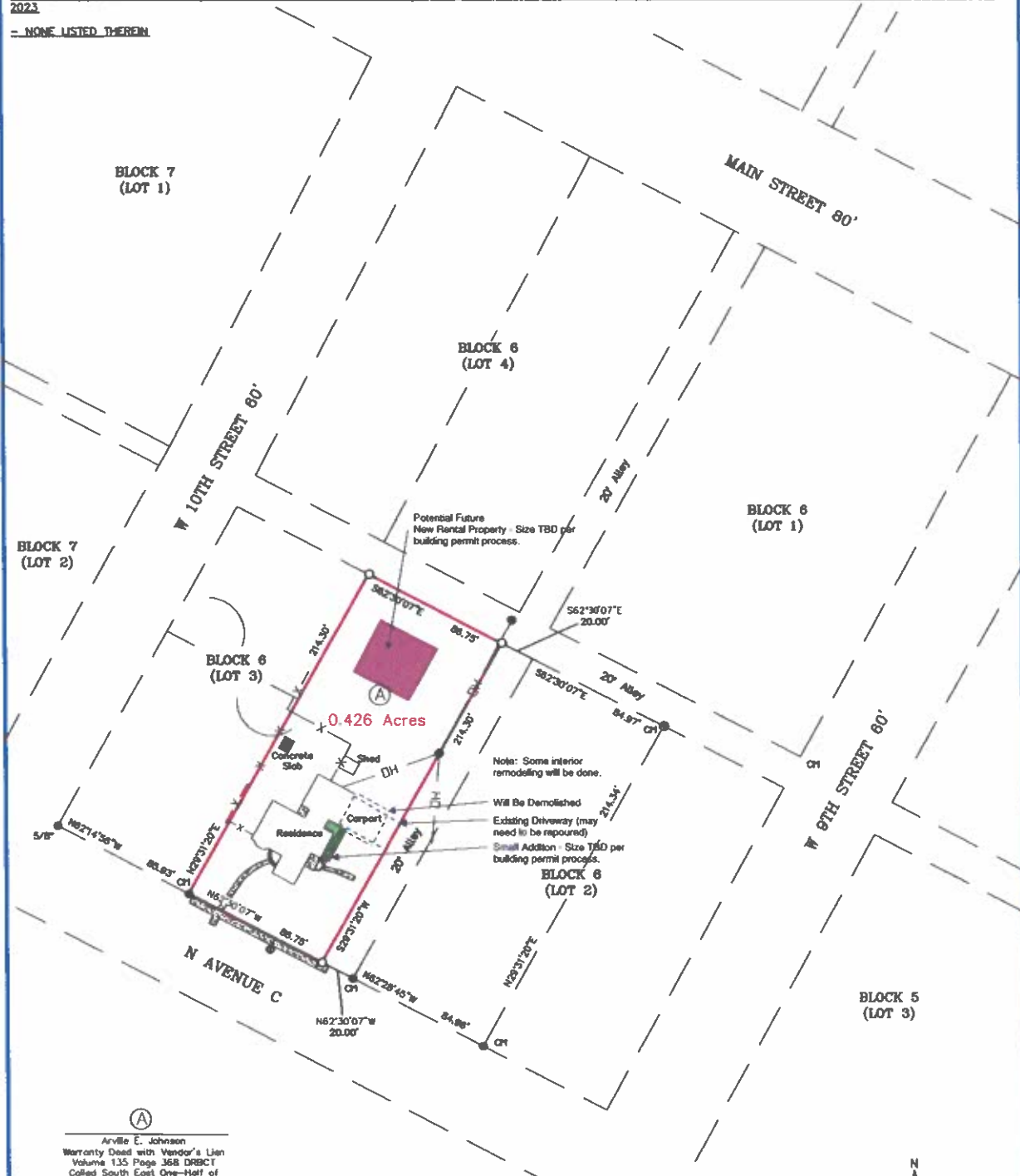
Lisa Milliken

\_\_\_\_\_  
Signature  
Date: \_\_\_\_\_

SURVEY FLAT of 0.426 acres of land being the southeast one-half of Lot 3, Block 6, WADE & OWENS ADDITION to the city of Elgin, Bastrop County, Texas, as described in that certain Warranty Deed with Vendor's Lien as recorded in Volume 135 Page 368, Deed Records Bastrop County, Texas, to Arville E. Johnson and being shown on the map of the Wade and Owens Addition to the City of Elgin in Volume 53, Page 537, Deed Records and in Cabinet 1, Page 1000, Plat Records both Bastrop County, Texas.

EASEMENTS, BUILDING LINES, AND/OR CONDITIONS OF RECORD PER GFA 2311621-ELG PER INDEPENDENCE TITLE COMPANY ISSUED APRIL 7TH, 2023 EFFECTIVE MARCH 28TH, 2023.

- NONE LISTED THEREIN



(A)  
Arville E. Johnson  
Warranty Deed with Vendor's Lien  
Volume 135 Page 368 DBR/CT  
Called South East One-Half of  
Lot Three (3) in Block Six (6) of  
Wade and Owens Addition to the  
Town of Elgin, Texas

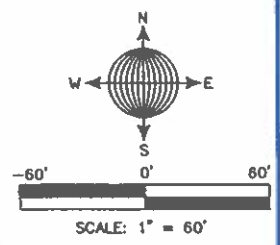
Owners: Jason and Lisa Milliken  
125 Bunny Run, Elgin, TX 78621  
Survey marked up by Jason Milliken on  
7-17-25.

- NOTES:
- EASEMENTS, BUILDING LINES OR CONDITIONS OF RECORDS PER GFA 2311621 PER INDEPENDENCE TITLE COMPANY.
  - BEARING BASIS GRID NORTH LAMBERT CONFORMAL CONIC PROJECTION COORDINATE BASIS GRID IN U.S. SURVEY FEET A PART OF STATE PLANE COORDINATE SYSTEM, TEXAS CENTRAL ZONE 4203, NAD83, GRID DISTANCES AND AREA SHOWN HEREIN.

**SURVEYORS CERTIFICATION:**  
TO THE OWNER, LEASHOLDER, AND TITLE COMPANY, THE UNDERSIGNED DOES HEREBY CERTIFY THAT THE SURVEY WAS MADE ON THE GROUND OF THE PROPERTY SHOWN HEREON AND TO THE BEST OF MY KNOWLEDGE IS CORRECT AND THERE ARE NO VISIBLE DISCREPANCIES, ENCROACHMENTS, OVERLAPPING OF IMPROVEMENTS UTILITY LINES OR ROADS IN PLACE EXCEPT AS SHOWN HEREON AND SAID PROPERTY HAS ACCESS TO A DEDICATED ROADWAY SHOWN HEREON.

**LEGEND**

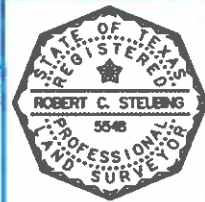
1/2" IRON ROD FOUND OR SIZE NOTED	⊙
CAPPED IRON ROD SET - RPLS 5548	○
CONTROLLING MONUMENT	CH
WATER METER	⊙
UTILITY POLE	⊙
RECORD INFORMATION	( )
BUILDING LINE	BL
BLUEBONNET ELECTRIC EASEMENT	EE
PUBLIC UTILITY EASEMENT	PUE
OVERHEAD UTILITY	OH
FENCE LINE	X
PLAT RECORDS BASTROP COUNTY TX	PBCT
DEED RECORDS BASTROP COUNTY TX	DBCT
OFFICIAL PUBLIC RECORDS BASTROP COUNTY TX	OPBCT
CONCRETE	CONCRETE



ADDRESS: 907 N. AVE C  
ELGIN, TEXAS

**STUEBING LLC**  
**FIRM # 10194596**  
525 TAHITIAN DRIVE  
BASTROP, TEXAS 78602  
PH# (512)-567-9256

DRAWING NAME: WA3628-2023 THOMPSON-DWG  
*Robert C. Steubing* 05/04/2023  
ROBERT C. STEUBING DATE  
REGISTERED PROFESSIONAL LAND SURVEYOR NO 5548





July 28, 2025

Engine No. 9 Holdings, LLC  
c/o Jason and Lisa Milliken  
125 Bunny Run  
Elgin, TX 78621

Re: Specific Use Permit Application

Dear Mr. & Mrs. Milliken:

We have reviewed the following documents listed below submitted by you on July 16, 2025.

1. Specific Use Permit Application dated July 16, 2025.
2. Operating Agreement of Engine No. 9 Holdings, LLC.
3. General Warranty Deed between Eric Wilson and Caroline Thompson and Jason and Lisa Milliken.
4. Survey plat for 907 N Ave C, Elgin, Texas.

The first public hearing on your application will be held by the Planning and Zoning Commission on August 25<sup>th</sup>. The second public hearing will be held by the Elgin City Council on September 16<sup>th</sup>. The Elgin City Council will make the final decision to approve or disapprove your application that evening. In the event that your application is denied, please be aware that per [Sec. 46-10](#) of our zoning code, you would not be able to apply for another similar application for the same property for a year.

Please be aware of the following:

1. Lot Status:
  - 1.1. The legal description of the property indicates that it was informally divided. An Amending Plat application will be required before the addition of the dwelling can commence. The Amending Plat application packet can be found on our [website](#).
2. Proposed Addition and demolition:
  - 2.1. Building permits will be required for the proposed addition/remodel. We use [My Government Online.org](#) for building permits. Please note that an engineered foundation plan will be required for the addition.
  - 2.2. The property is zoned [R-2](#) and the allowed uses are single-family dwelling or duplex. The setbacks are:  
front - 25'  
side – 5' for single-story and 10' for more than one story

Rear – 10'

Ensure that your addition does not encroach on these setbacks.

2.3. Notes on the submitted survey plat indicate that the carport will be demolished; please note that if you plan to replace it in the future, it cannot encroach on any setback.

2.4. Notes on the submitted survey plat indicate that the existing driveway may need to be repoured. Please be advised that the change in footprint (addition) of the existing dwelling will trigger the requirement that the driveway conform to current city codes. This means that you must provide two off-street parking spaces per dwelling. Each space must be a minimum of 9' X 18' and be comprised of an [approved impervious material](#).

3. Future Structures:

3.1. The submitted site plan shows a “potential future new rental property”; a smaller separate dwelling would be considered an Accessory Dwelling Unit (ADU). [Sec. 46-540](#) of our zoning code has specific restrictions for ADUs such as they cannot be in use if the main house is not in use and they cannot be rented out for a period of less than 30 consecutive days in a year.

4. Hotel Occupancy Tax:

4.1. If the Specific Use Permit is granted, you will be subject to collection, reporting and payment of Hotel Occupancy Tax per [Chapter 38, Article IV](#) of our code of ordinances.

If you have any questions regarding this information, please do not hesitate to contact our office.

Sincerely,



Melissa Lipiec  
Planning Technician



August 11, 2025

## NOTICE OF A SPECIFIC USE PERMIT REQUEST

You are being notified because your property is located within two hundred (200) feet of this request. The attached map shows this lot making the request (red solid shape) and your lot within the notice area (blue circle). This notice is to inform you of public hearings to be held by Planning & Zoning Commission and the City Council as denoted below:

Project #202500069: An ordinance granting a Specific Use Permit for the operation of a short-term rental on property located on a parcel of land known by the Bastrop County Central Appraisal District as Parcel 13622, located at 907 N. Ave C, (W & O, BLOCK 6, LOT 3 (E 1/2)) City of Elgin, Texas, Bastrop County, said tract being more described in Exhibit "A"; and providing for a savings clause and repealing conflicting ordinances and resolutions.

Notice is given of public hearings to be held:

- By the Planning & Zoning Commission on **Monday, August 25, 2025** beginning at 6:30 P.M. Central Standard Time (CST) for a recommendation.
- By the City Council on **Tuesday, September 16, 2025** beginning at 6:30 P.M. Central Standard Time (CST) for consideration.

These meetings will be held at Elgin Public Library Annex (Civic Center) at 404 N. Main St. Elgin, TX, 78621, U.S.A. The public is welcome to attend and may give a public comment on this item. Any person may be represented by another person, neighbor, or attorney.

Any interested person may also express written comments by emailing the Development Services Department at [planninganddevelopment@elgintexas.gov](mailto:planninganddevelopment@elgintexas.gov) or by postal mail at the following:

City of Elgin  
Development Services Department  
P.O. Box 591  
Elgin, TX 78621 U.S.A.

Requests for any additional information may be directed to [planninganddevelopment@elgintexas.gov](mailto:planninganddevelopment@elgintexas.gov) or to (512) 281-0119 or may be requested from the Development Services Department, Fleming Community Center, 802 N. Avenue C, Elgin, TX 78621 U.S.A. from 8:30 A.M – 4:00 P.M. Central Standard Time, Monday – Friday.

BCAD 13622  
200' SPECIFIC USE  
NOTIFICATION

Red Shading: Parcel 13622  
Requesting Specific Use Permit  
Blue Shading: Notified Properties  
Within 200'

**ORDINANCE NO. 2025-09-16-**

**AN ORDINANCE GRANTING A SPECIFIC USE PERMIT FOR A SHORT-TERM RENTAL AT 907 NORTH AVENUE C ON A PARCEL OF LAND KNOWN BY BASTROP COUNTY APPRAISAL DISTRICT AS PARCEL 13622, W & O, BLOCK 6, LOT 3 (E 1/2), CITY OF ELGIN, TEXAS, BASTROP COUNTY, TEXAS, AND PROVIDING FOR A SAVINGS CLAUSE AND REPEALING CONFLICTING ORDINANCES AND RESOLUTIONS.**

**WHEREAS**, an application has been made to the City Council of Elgin, Texas for a Specific Use Permit to allow a Short-Term Rental, in the R-2: Single-Family and Duplex Dwelling district at the property described in Exhibit “A”; and

**WHEREAS**, the City Council has submitted the application to the Planning and Zoning Commission for its recommendation and report; and

**WHEREAS**, the Planning and Zoning Commission held a public hearing concerning the requested permit on August 25, 2025, following lawful publication of the notice of said public hearing; and

**WHEREAS**, after considering the public testimony received at such hearing, the Planning and Zoning Commission has recommended approval/denial of a Specific Use Permit allowing the Short-Term Rental, for a period of \_\_\_\_\_ and with the following conditions: \_\_\_\_\_ in the R-2: Single-Family and Duplex Dwelling district as shown in Exhibit “A”; and

**WHEREAS**, on the 16<sup>th</sup> day of September 2025, after proper notification, the City Council held a public hearing on the requested application, and

**WHEREAS**, the City Council determines that the Specific Use Permit provided for herein promotes the health, safety, morals, and protects and preserves the general welfare of the community, and

**WHEREAS**, each and every requirement set forth in Chapter 211, Sub-Chapter A, Texas Local Government Code, and Chapter 46, City of Elgin Ordinances, concerning public notices, hearings, and other procedural matters has been fully complied with,

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ELGIN, TEXAS, THAT:**

**I.**

The facts and recitations contained in the preamble of this Ordinance are hereby found and declared to be true and correct and are incorporated by reference herein and expressly made a part hereof, as if copied verbatim. The City Council hereby finds that this Ordinance implements the vision, goals and policies of the City of Elgin’s Comprehensive Plan and further finds that enactment of this Ordinance is not inconsistent with or in conflict with any other polices or provisions of the Comprehensive Plan and the City’s Code of Ordinances.

**II.**

The Zoning District for the Property shall remain R-2: Single-Family and Duplex Dwelling, and the Ordinance granting a Specific Use Permit on the property to allow the Short-Term Rental for a period of \_\_\_\_\_ and with/without the recommended conditions, is hereby adopted.

**III.**

**A.** All ordinances, parts of ordinances, or resolutions in conflict herewith are expressly repealed.

**B.** The invalidity of any section or provision of this Ordinance shall not invalidate other sections or provisions thereof.

**C.** The City Council hereby finds and declares that written notice of the date, hour, place and subject of the meeting at which this Ordinance was adopted was posted and that such meeting was open to the public as required by law at all times during which this Ordinance and the subject matter hereof were discussed, considered and formally acted upon, all as required by the Open Meetings Act, Chapter 551, Texas Government Code, as amended.

**READ, PASSED, and ADOPTED** on first reading this the 16th day of September 2025.

\_\_\_\_\_  
THERESA Y. MCSHAN, Mayor  
City of Elgin, Texas

**ATTEST:**

\_\_\_\_\_  
PEYTON STANDIFER, City Secretary

SURVEY PLAT of 0.426 acres of land being the southeast one-half of Lot 3, Block 6, WADE & OWENS ADDITION to the city of Elgin, Bastrop County, Texas, as described in that certain Warranty Deed with Vendor's Lien as recorded in Volume 135 Page 368, Deed Records Bastrop County, Texas, to Arville E. Johnson and being shown on the map of the Wade and Owens Addition to the City of Elgin in Volume 53, Page 537, Deed Records and in Cabinet 1, Page 100D, Plat Records both Bastrop County, Texas.

EASEMENTS, BUILDING LINES, AND/OR CONDITIONS OF RECORD PER GF# 2311621-ELG PER INDEPENDENCE TITLE COMPANY ISSUED APRIL 7TH, 2023 EFFECTIVE MARCH 26TH 2023

- NONE LISTED THEREIN



(A)  
Arville E. Johnson  
Warranty Deed with Vendor's Lien  
Volume 135 Page 368 DRBCT  
Called South East One-Half of  
Lot Three (3) in Block Six (6) of  
Wade and Owens Addition to the  
Town of Elgin, Texas

**NOTES:**

1. EASEMENTS, BUILDING LINES OR CONDITIONS OF RECORDS PER GF# 2311621 PER INDEPENDENCE TITLE COMPANY.

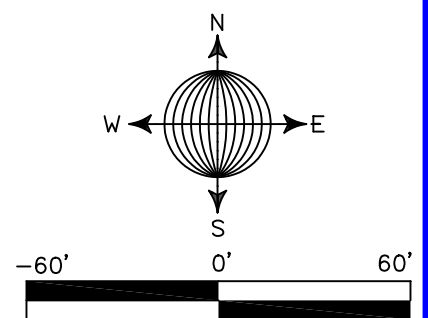
2. BEARING BASIS GRID NORTH, LAMBERT CONFORMAL CONIC PROJECTION, COORDINATE BASIS GRID IN U.S. SURVEY FEET A PART OF STATE PLANE COORDINATE SYSTEM, TEXAS CENTRAL ZONE 4203, NAD83. GRID DISTANCES AND AREA SHOWN HEREON.

**SURVEYORS CERTIFICATION:**

TO THE OWNER, LIENHOLDER, AND TITLE COMPANY, THE UNDERSIGNED DOES HEREBY CERTIFY THAT THE SURVEY WAS MADE ON THE GROUND OF THE PROPERTY SHOWN HEREON AND TO THE BEST OF MY KNOWLEDGE IS CORRECT AND THERE ARE NO VISIBLE DISCREPANCIES, ENCROACHMENTS, OVERLAPPING OF IMPROVEMENTS UTILITY LINES OR ROADS IN PLACE EXCEPT AS SHOWN HEREON AND SAID PROPERTY HAS ACCESS TO A DEDICATED ROADWAY SHOWN HEREON.

**LEGEND**

- 1/2" IRON ROD FOUND OR SIZE NOTED ●
- CAPPED IRON ROD SET - RPLS 5548 ○
- CONTROLLING MONUMENT CM
- WATER METER ⊙
- UTILITY POLE ⊗
- RECORD INFORMATION ( )
- BUILDING LINE BL
- BLUEBONNET ELECTRIC EASEMENT BBE
- PUBLIC UTILITY EASEMENT PUE
- OVERHEAD UTILITY — OH —
- FENCE LINE — X —
- PLAT RECORDS BASTROP COUNTY TX PRBCT
- DEED RECORDS BASTROP COUNTY TX DRBCT
- OFFICIAL PUBLIC RECORDS BASTROP COUNTY TX OPRBCT
- CONCRETE [Pattern]



ADDRESS: 907 N. AVE C  
ELGIN, TEXAS

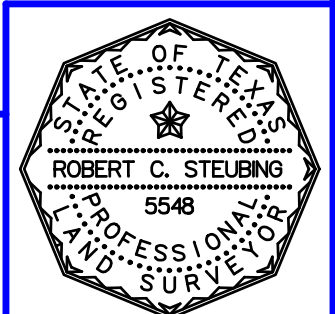
**STEUBING LLC**  
**FIRM # 10194596**

525 TAHITIAN DRIVE  
BASTROP, TEXAS 78602  
PH# (512)-567-9256

DRAWING NAME: WA3628-2023 THOMPSON-DWG

*Robert C. Steubing* 05/04/2023

ROBERT C. STEUBING DATE  
REGISTERED PROFESSIONAL LAND SURVEYOR NO 5548



## Chapter 20 - FLOODS

## ARTICLE I. - IN GENERAL

Secs. 20-1—20-18. - Reserved.

## ARTICLE II. - FLOOD DAMAGE PREVENTION

*Footnotes:*

--- (1) ---

**State Law reference**— *Flood Control and Insurance, V.T.C.A., Water Code § 16.311 et seq.*

## DIVISION 1. - GENERALLY

Sec. 20-19. - Statutory authorization.

The legislature of the state has in its Flood Control and Insurance, V.T.C.A., Water Code § 16.311 et seq., delegated the responsibility to local governmental units to adopt regulations designed to minimize flood losses. Therefore, the city council does ordain the regulations set forth in this article.

(Code 1990, ch. 3, § 8(A); Ord. of 9-1-1987; Ord. No. 92-16, § III, 11-3-1992; Ord. No. 2002-02-05-07, 2-5-2002)

Sec. 20-20. - Findings of fact.

- (a) The flood hazard areas of the city are subject to periodic inundation which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, and extraordinary public expenditures for flood protection and relief, all of which adversely affect the public health, safety and general welfare.
- (b) These flood losses are created by the cumulative effect of obstructions in floodplains which cause an increase in flood heights and velocities, and by the occupancy of flood hazard areas by uses vulnerable to floods and hazardous to other lands because they are inadequately elevated, floodproofed or otherwise protected from flood damage.

(Code 1990, ch. 3, § 8(B); Ord. of 9-1-1987; Ord. No. 92-16, § III, 11-3-1992; Ord. No. 2002-02-05-07, 2-5-2002)

Sec. 20-21. - Statement of purpose.

It is the purpose of this article to promote the public health, safety and general welfare and to minimize public and private losses due to flood conditions in specific areas by provisions designed to:

- (1) Protect human life and health;
- (2) Minimize expenditure of public money for costly flood control projects;
- (3) Minimize the need for rescue and relief efforts associated with flooding and generally undertaken at the expense of the general public;
- (4) Minimize prolonged business interruptions;
- (5) Minimize damage to public facilities and utilities such as water and gas mains, electric, telephone and sewer lines, streets and bridges located in floodplains;
- (6) Help maintain a stable tax base by providing for the sound use and development of floodprone areas in such a manner as to minimize future flood blight areas; and
- (7) Ensure the potential buyers are notified that property is in a flood area.

(Code 1990, ch. 3, § 8(C); Ord. of 9-1-1987; Ord. No. 92-16, § III, 11-3-1992; Ord. No. 2002-02-05-07, 2-5-2002)

#### Sec. 20-22. - Methods of reducing flood losses.

In order to accomplish its purposes, this article uses the following methods:

- (1) Restrict or prohibit uses that are dangerous to health, safety or property in times of flood, or cause excessive increases in flood heights or velocities;
- (2) Require that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;
- (3) Control the alteration of natural floodplains, stream channels and natural protection barriers, which are involved in the accommodation of floodwaters;
- (4) Control filling, grading, dredging and other development which may increase flood damage;
- (5) Prevent or regulate the construction of flood barriers which will unnaturally divert floodwaters or which may increase flood hazards to other lands.

(Code 1990, ch. 3, § 8(D); Ord. of 9-1-1987; Ord. No. 92-16, § III, 11-3-1992; Ord. No. 2002-02-05-07, 2-5-2002)

#### Sec. 20-23. - Definitions.

Unless specifically defined as follows, words or phrases used in this article shall be interpreted to give

them the meaning they have in common usage and to give this article its most reasonable application:

*Appeal* means a request for a review of the floodplain administrator's interpretation of any provisions of this article or a request for a variance.

*Area of special flood hazard* means the land in the floodplain within a community subject to a one percent or greater chance of flooding in any given year. The area may be designated as zone A on the flood hazard boundary map (FHBM). After detailed rate making has been completed in preparation for publication of the flood insurance rate map (FIRM) zone A, usually is refined into zone, A, AE, AH, AO, A1-99, VO, V1-30, VE or V.

*Base flood* means the flood having a one percent chance of being equaled or exceeded in any given year.

*Critical feature* means an integral and readily identifiable part of a flood protection system, without which the flood protection provided by the entire system would be compromised.

*Development* means any manmade change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations.

*Elevated building* means a nonbasement building:

- (1) Built, in the case of a building in zones A1-30, AE, A, A99, AO, AH, B, C, X and D, to have the top of the elevated floor, or in the case of a building in zones V1-30, VE or V, to have the bottom of the lowest horizontal structure member of the elevated floor elevated above the ground level by means of pilings, columns (post and piers) or shear walls parallel to the floor of the water; and
- (2) Adequately anchored so as not to impair the structural integrity of the building during a flood of up to the magnitude of the base flood. In the case of zones A1-30, AE, A, A99, AO, AH, B, C, X, D, the term "elevated building" also includes a building elevated by means of fill or solid foundation perimeter walls with openings sufficient to facilitate the unimpeded movement of floodwaters. In the case of zones V1-30, VE or V, the term "elevated building" also includes a building otherwise meeting the definition of "elevated building," even though the lower area is enclosed by means of breakaway walls if the breakaway walls meet the standards of section 60.3(e)(5) of the National Flood Insurance Program regulations.

*Existing construction* means for the purposes of determining rates, structures for which the start of construction commenced before the effective date of the FIRM or before January 1, 1975, for FIRMs effective before that date. The term "existing construction" may also be referred to as existing structures.

*Flood or flooding* means a general and temporary condition of partial or complete inundation of normally dry land areas from:

- (1) The overflow of inland or tidal waters;
- (2) The unusual and rapid accumulation of runoff of surface waters from any source.

*Flood hazard boundary map (FHBM)* means an official map of a community on which the Federal Emergency Management Agency has delineated the boundaries of the flood, mudslide (i.e. mudflow) related erosion areas having special hazards have been designated as Zone A, M and/or E.

*Flood protection system* means those physical structural works for which funds have been authorized, appropriated and expended and which have been constructed specifically to modify flooding in order to reduce the extent of the areas within a community subject to a special flood hazard and the extent of the depths of associated flooding. Such a system typically includes hurricane tidal barriers, dams, reservoirs, levees or dikes. These specialized flood modifying works are those constructed in conformance with sound engineering standards.

*Floodplain or floodprone area* means any land area susceptible to being inundated by water from any source (see *Flood or flooding*).

*Levee* means a manmade structure, usually an earthen embankment, designed and constructed in accordance with sound engineering practices to contain, control or divert the flow of water so as to provide protection from temporary flooding.

*Levee system* means a flood protection system which consists of levees and associated structures, such as closure and drainage devices, which are constructed and operated in accordance with sound engineering practices.

*Lowest floor* means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood resistant enclosure, usable solely for parking or vehicles, building access or storage in an area other than a basement area is not considered a building's lowest floor; provided that, such enclosure is not built so as to render the structure in violation of the applicable nonelevation design requirement of section 60.3 of the National Flood Insurance Program regulations.

*Manufactured home.*

- (1) The term "manufactured home" means a structure transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when connected to the required utilities. For floodplain management purposes, the term "manufactured home" also includes park trailers, travel trailers and other similar vehicles placed on a site for greater than 180 days.
- (2) The term "manufactured home," for insurance purposes, does not include park trailers,

travel trailers and other similar vehicles.

*Mean sea level* means, for purposes of the National Flood Insurance Program, the National Geodetic Vertical Datum (NGVD) of 1929 or other datum, to which base flood elevations shown on a community's flood insurance rate map are referenced.

*New construction*, for floodplain management purposes, means structures for which the start of construction commenced on or after the effective date of a floodplain management regulation adopted by the community.

*Start of construction*, for other than new construction or substantial improvements under the Coastal Barrier Resources Act (Pub. L. 97-348), includes substantial improvement and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, placement or other improvement was within 180 days of the permit date. The term "actual start" means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. The term "permanent construction" does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for basement, footings, piers or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure.

*Structure* means a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.

*Substantial improvement.*

- (1) The term "substantial improvement" means any repair, reconstruction, or improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure either:
  - a. Before the improvement or repair is started; or
  - b. If the structure has been damaged and is being restored, before the damage occurred.For the purpose of this definition substantial improvement is considered to occur when the first alteration of any wall, ceiling, floor or other structural part of the building commences, whether or not that alteration affects the external dimensions of the structure.
- (2) The term "substantial improvement" does not, however, include either:
  - a. Any project for improvement of a structure to comply with existing state or local

health, sanitary or safety code specifications which are solely necessary to safe living conditions; or

- b. Any alteration of a structure listed on the National Register of Historic Places or state inventory of historic places.

*Variance* means a grant of relief to a person from the requirements of this article when specific enforcement would result in unnecessary hardship. A variance, therefor, permits construction or development in a manner otherwise prohibited by this article. (For full requirements see section 60.6 of the National Flood Insurance Program regulations.)

*Violation* means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications or other evidence of compliance required in section 60.3(b)(5), (c)(4), (c)(10), (d)(3), (e)(2), (e)(4) or (e)(5) of the National Flood Insurance Program regulations is presumed to be in violation until such time as that documentation is provided.

*Water surface elevation* means the height, in relation to the National Geodetic Vertical Datum (NGVD) of 1929, or other datum where specified, of floods of various magnitudes and frequencies in the floodplains of coastal or riverine areas.

(Code 1990, ch. 3, § 8(E); Ord. of 9-1-1987; Ord. No. 92-16, § III, 11-3-1992; Ord. No. 2002-02-05-07, 2-5-2002)

Sec. 20-24. - Lands to which these provisions apply.

These provisions shall apply to all areas of special flood hazard within the jurisdiction of the city.

(Code 1990, ch. 3, § 8(F)(1); Ord. of 9-1-1987; Ord. No. 92-16, § III, 11-3-1992; Ord. No. 2002-02-05-07, 2-5-2002)

Sec. 20-25. - Basis for establishing the areas of special flood hazard.

The areas of special flood hazard identified by the Federal Emergency Management Agency on its flood hazard boundary map (FHBM), Community No. 480023A, dated June 21, 1974, and any revisions thereto are hereby adopted by reference and declared to be a part of this article.

(Code 1990, ch. 3, § 8(F)(2); Ord. of 9-1-1987; Ord. No. 92-16, § III, 11-3-1992; Ord. No. 2002-02-05-07, 2-5-2002)

Sec. 20-26. - Compliance.

No structure or land shall hereafter be located, altered or have its use changed without full

compliance with the terms of this article and other applicable regulations.

(Code 1990, ch. 3, § 8(F)(4); Ord. of 9-1-1987; Ord. No. 92-16, § III, 11-3-1992; Ord. No. 2002-02-05-07, 2-5-2002)

Sec. 20-27. - Abrogation and greater restrictions.

This article is not intended to repeal, abrogate or impair any existing easements, covenants, or deed restrictions. However, where this article and another conflict or overlap, whichever imposes the more stringent restrictions shall prevail.

(Code 1990, ch. 3, § 8(F)(5); Ord. of 9-1-1987; Ord. No. 92-16, § III, 11-3-1992; Ord. No. 2002-02-05-07, 2-5-2002)

Sec. 20-28. - Interpretation.

In the interpretation and application of this article, all provisions shall be:

- (1) Considered as minimum requirements;
- (2) Liberally construed in favor of the city council; and
- (3) Deemed neither to limit nor repeal any other powers granted under state statutes.

(Code 1990, ch. 3, § 8(F)(6); Ord. of 9-1-1987; Ord. No. 92-16, § III, 11-3-1992; Ord. No. 2002-02-05-07, 2-5-2002)

Sec. 20-29. - Warning and disclaimer or liability.

The degree of flood protection required by this article is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. On rare occasions greater floods can and will occur and flood heights may be increased by manmade or natural causes. This article does not imply that land outside the areas of special flood hazards or uses permitted within such areas will be free from flooding or flood damages. This article shall not create liability on the part of the community or any official or employee thereof for any flood damages that result from reliance on these provisions or any administrative decision lawfully made thereunder.

(Code 1990, ch. 3, § 8(F)(7); Ord. of 9-1-1987; Ord. No. 92-16, § III, 11-3-1992; Ord. No. 2002-02-05-07, 2-5-2002)

Sec. 20-30. - Penalty.

- (a) Any person who shall violate any provision of this article shall be deemed guilty of a misdemeanor, and, upon conviction shall be fined in an amount not to exceed \$500.00. Each

day of violation shall constitute a separate offense.

- (b) In the event that any section, paragraph, subdivision, clause or other part of this article or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by any court, it shall not impair or invalidate this article as a whole or any part or provision hereof other than the part declared invalid or unconstitutional and the city council declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

(Code 1990, ch. 3, § 8(I); Ord. of 9-1-1987; Ord. No. 92-16, § III, 11-3-1992; Ord. No. 2002-02-05-07, 2-5-2002)

Secs. 20-31—20-48. - Reserved.

## DIVISION 2. - ADMINISTRATION

Sec. 20-49. - Designation of the floodplain administrator.

The building official is hereby appointed the floodplain administrator to administer and implement the provisions of this article and other appropriate sections of 44 CFR, National Flood Insurance Program regulations, pertaining to floodplain management.

(Code 1990, ch. 3, § 8(G)(1); Ord. of 9-1-1987; Ord. No. 92-16, § III, 11-3-1992; Ord. No. 2002-02-05-07, 2-5-2002)

Sec. 20-50. - Duties and responsibilities of the floodplain administrator.

Duties and responsibilities of the floodplain administrator shall include, but not be limited to, the following:

- (1) Maintain and hold open for public inspection all records pertaining to the provisions of this article.
- (2) Review permit application to determine whether proposed building site will be reasonably safe from flooding.
- (3) Review, approve or deny all applications for development permits required by adoption of the ordinance from which this article is derived.
- (4) Review permits for proposed development to ensure that all necessary permits have been obtained from those federal, state or local governmental agencies (including section 404 of

the Federal Water Pollution Control Act amendments of 1972, (33 USC 1344) from which prior approval is required.

- (5) Make the necessary interpretation where interpretation is needed as to the exact location of the boundaries of the areas of special flood hazards (for example, where there appears to be a conflict between a mapped boundary and actual field conditions) the floodplain administrator shall make the necessary interpretation.
- (6) Notify, in riverine situations, adjacent communities and the state coordinating agency which is the state water commission, prior to any alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency.
- (7) Ensure that the flood-carrying capacity within the altered or relocated portion of any watercourse is maintained.
- (8) When base flood elevation data has not been provided in accordance with section 20-25, obtain, review and reasonably utilize any base flood elevation data and floodway data available from a federal, state or other source, in order to administer the provisions of division 3 of this article.

(Code 1990, ch. 3, § 8(G)(2); Ord. of 9-1-1987; Ord. No. 92-16, § III, 11-3-1992; Ord. No. 2002-02-05-07, 2-5-2002)

#### Sec. 20-51. - Establishment of floodplain development permit.

A floodplain development permit shall be required to ensure conformance with the provisions of this article. The fee for the granting of said permit is available in the city secretary's office.

(Code 1990, ch. 3, § 8(F)(3); Ord. of 9-1-1987; Ord. No. 92-16, § III, 11-3-1992; Ord. No. 2002-02-05-07, 2-5-2002)

#### Sec. 20-52. - Permit procedures.

(a) Application for a development permit shall be presented to the floodplain administrator on forms furnished by him and may include, but not be limited to, plans in duplicate drawn to scale showing the locations, dimensions and elevation of proposed landscape alterations, existing and proposed structures, and the location of the foregoing in relation to areas of special flood hazard. Additionally, the following information is required:

- (1) Elevation (in relation to mean sea level), of the lowest floor (including basement) of all new and substantially improved structures;
- (2) Elevation in relation to mean sea level to which any nonresidential structure shall be floodproofed;

- (3) Has certificate from a registered professional engineer or architect that the nonresidential floodproofed structure shall meet the floodproofing criteria of section 20-81(2);
  - (4) Description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of proposed development; and
  - (5) Maintain a record of all such information in accordance with section 20-50(1).
- (b) Approval or denial of a development permit by the floodplain administrator shall be based on all of the provisions of this article and the following relevant factors:
- (1) The danger to life and property due to flooding or erosion damage;
  - (2) The susceptibility of the proposed facility and its contents to flood damage, and the effect of such damage on the individual owner;
  - (3) The danger that materials may be swept onto other lands to the injury of others;
  - (4) The compatibility of the proposed use with existing and anticipated development;
  - (5) The safety of access to the property in times of flood for ordinary and emergency vehicles;
  - (6) The costs of providing governmental services during and after flood conditions including maintenance and repair of streets and bridges and public utilities and facilities such as sewer, gas, electrical and water systems;
  - (7) The expected heights, velocity, duration, rate of rise and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site;
  - (8) The necessity to the facility of a waterfront location, where applicable;
  - (9) The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use;
  - (10) The relationship of the proposed use to the comprehensive plan for that area.

(Code 1990, ch. 3, § 8(G)(3); Ord. of 9-1-1987; Ord. No. 92-16, § III, 11-3-1992; Ord. No. 2002-02-05-07, 2-5-2002)

Sec. 20-53. - Variance procedures.

- (a) The appeal board as established by the community shall hear and render judgment on requests for variances from the requirements of this article.
- (b) The appeal board shall hear and render judgment on an appeal only when it is alleged there is an error in any requirement, decision or determination made by the floodplain administrator in the enforcement or administration of this article.
- (c) Any person aggrieved by the decision of the appeal board may appeal such decision in the courts of competent jurisdiction.
- (d) The floodplain administrator shall maintain a record of all actions involving an appeal and shall

report variances to the Federal Emergency Management Agency upon request.

- (e) Variances may be issued for the reconstruction, rehabilitation or restoration of structures listed on the National Register of Historic places or the state inventory of historic places, without regard to the procedures set forth in the remainder of this article.
- (f) Variances may be issued for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed below the base flood level, providing the relevant factors in section 20-52(b) have been fully considered. As the lot size increases beyond the one-half acre, the technical justification required for issuing the variance increases.
- (g) Upon consideration of the factors noted in this article and the intent of this article, the appeal board may attach such conditions to the granting of variances as it deems necessary to further the purpose and objectives of section 20-21.
- (h) Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.
- (i) Prerequisites for granting variances.
  - (1) Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
  - (2) Variances shall only be issued upon:
    - a. A showing of good and sufficient cause;
    - b. A determination that failure to grant the variance would result in exceptional hardship to the applicant; and
    - c. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud on or victimization of the public or conflict with existing local laws or ordinances.
  - (3) Any applicant to whom a variance is granted shall be given written notice that the structure will be permitted to be built with a lowest floor elevation below the base flood elevation, and that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation.
- (j) Variances may be issued by a community for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use provided that:
  - (1) The criteria outlined in subsections (a) through (i) of this section are met; and
  - (2) The structure or other development is protected by methods that minimize flood damages

during the base flood and create no additional threats to public safety.

(Code 1990, ch. 3, § 8(G)(4); Ord. of 9-1-1987; Ord. No. 92-16, § III, 11-3-1992; Ord. No. 2002-02-05-07, 2-5-2002)

Secs. 20-54—20-79. - Reserved.

### DIVISION 3. - PROVISIONS FOR FLOOD HAZARD REDUCTION

Sec. 20-80. - General standards.

In all areas of special flood hazard, the following provisions are required for all new construction and substantial improvements:

- (1) All new construction and substantial improvements shall be designed (or modified) and adequately anchored to prevent flotation, collapse or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy;
- (2) All new construction or substantial improvements shall be constructed by methods and practices that minimize flood damage;
- (3) All new construction or substantial improvements shall be constructed with materials resistant to flood damage;
- (4) All new construction and substantial improvements shall be constructed with electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities that are designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding;
- (5) All new and replacement water supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system;
- (6) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwaters into the system and discharges from the systems into floodwaters; and
- (7) On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

(Code 1990, ch. 3, § 8(H)(1); Ord. of 9-1-1987; Ord. No. 92-16, § III, 11-3-1992; Ord. No. 2002-02-05-07, 2-5-2002)

Sec. 20-81. - Specific standards.

In all areas of special flood hazard where base flood elevation data has been provided as set forth in sections 20-25, 20-50(8), and 20-82(d), the following provisions are required:

- (1) *Residential construction.* New construction or substantial improvement of any residential structure shall have the lowest floor, including basement, elevated to or above one foot above the base flood elevation. A registered professional engineer, architect or land surveyor shall submit a certification to the floodplain administrator that these standards as proposed in section 20-52(b)(9), are satisfied.
- (2) *Nonresidential construction.* New construction or substantial improvement of any commercial, industrial, or other nonresidential structure shall either have the lowest floor, including basement, elevated to or above one foot above the base flood level or, together with attendant utility and sanitary facilities, be designed so that below the base flood level the structure is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy. A registered professional engineer or architect shall develop and/or review structural design, specifications and plans for the construction, and shall certify that the design and method of construction are in accordance with accepted standards of practice as outlined in this subsection. A record of such certification which includes the specific elevation (in relation to mean sea level) to which such structures are floodproofed shall be maintained by the floodplain administrator.
- (3) *Manufactured homes.* Require that all manufactured homes to be placed within zone A, shall be installed using methods and practices which minimize flood damage. For the purpose of this requirement, manufactured homes must be elevated and anchored to resist flotation, collapse, or lateral movement. Methods of anchoring may include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable state and local anchoring requirements for resisting wind forces. All manufactured homes shall be in compliance with subsection (1) of this section.

(Code 1990, ch. 3, § 8(H)(2); Ord. of 9-1-1987; Ord. No. 92-16, § III, 11-3-1992; Ord. No. 2002-02-05-07, 2-5-2002)

Sec. 20-82. - Standards for subdivision proposals.

- (a) All subdivision proposals including manufactured home parks and subdivisions shall be consistent with sections 20-20 through 20-22.
- (b) All proposals for the development of subdivisions including manufactured home parks and subdivisions shall meet development permit requirements of sections 20-51, 20-52 and this

division.

- (c) Base flood elevation data shall be generated for subdivision proposals and other proposed development including manufactured home parks which is greater than 50 lots or five acres, whichever is lesser, if not otherwise provided pursuant to section 20-25 or 20-50(8).
- (d) All subdivision proposals including manufactured home parks and subdivisions shall have adequate drainage provided to reduce exposure to flood hazards.
- (e) All subdivision proposals including manufactured home parks and subdivisions shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize or eliminate flood damage.

(Code 1990, ch. 3, § 8(H)(3); Ord. of 9-1-1987; Ord. No. 92-16, § III, 11-3-1992; Ord. No. 2002-02-05-07, 2-5-2002)



# Final Plat Application Packet

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### Section 101: Final Plat Prerequisites.

**A preliminary plat covering the area must be approved before any final plats can be filed with the City. In certain instances where an applicant has filed a performance fiscal with the City then subdivision construction plans must be filed with the City before any final plat can be filed with the City.**

### Section 102: Establishment Order for Platting of Land.

Generally, the subdivision process is comprised of several individual steps as denoted below:

- A. *Lack of performance fiscal filed with the City:*
  1. Concept plan filing and approval *(May not be required to complete)*
  2. Preliminary plat filing and approval
  3. Final plat filing and approval
  4. Subdivision construction plans filing and approval *(May not be required to complete)*
  5. As-builts filing and approval *(May not be required to complete)*
  6. Final plat recording
  7. Acceptance of subdivision improvements filing. *(May not be required to complete)*
- B. *Performance fiscal filed with the City:*
  1. Concept plan filing and approval *(May not be required to complete)*
  2. Preliminary plat filing and approval
  3. Subdivision construction plans filing
  4. Final plat filing and approval
  5. Posting of performance fiscal
  6. Final plat recording
  7. Subdivision construction plans approval
  8. As-builts filing and approval
  9. Acceptance of subdivision improvements filing. *(May not be required to complete)*
- C. Each step of the order has deadlines and expirations that must be met in order for the application and any approval(s) granted to remain valid, in effect, and eligible to continue to the next step of, or to complete, the order.

### Section 103: Pre-Application Meeting.

Before the application packet can be submitted to the City, **a pre-application meeting must be set up with the City if the plat request involves creation of public improvements.** This meeting must be attended at minimum by the contact person and the project engineer. Items as listed with the application must be provided at the time of meeting or the meeting may be rescheduled by the City. The purpose of this meeting is to discuss a proposed project in general terms. It is not regarded as an official filing of the application. A short period of time should transpire between the pre-application meeting and the filing of an application. **Any timeframe longer than two (2) weeks between the pre-application meeting and application filing and the City may request another pre-application meeting.**

### Section 104: Application Submission Requirements.

- A. Submittal of appropriate filing fees for the application. **\$55.00 per lot or \$850.00, whichever is greater + 115% for any City third-party review, as needed (this will be charged later in the process) + sidewalk-in-lieu fees, as applicable (this will be charged later in the process) + parkland fees, as applicable (this will be charged later in the process) + park improvement fees, as applicable (this will be charged later in the process).** **Note: All of the aforementioned fees are non-refundable.**
- B. A copy of all items in the attached Final Plat Checklist for Completeness Review to the satisfaction of the City. All items shall be submitted in electronic format to [planninganddevelopment@elgintexas.gov](mailto:planninganddevelopment@elgintexas.gov).

### Section 105: Completeness Review.

Once items have been submitted to the City, it shall have thirty (30) calendar days to review for completeness. Completeness shall be determined by the City reviewing all items submitted and verifying all applicable items are present. If the City determines it compliant under this review, then it moves to a submittal review. If deemed noncompliant, the applicant will be notified in writing of the reasons for noncompliance. This process continues in this format until deemed compliant by the Administrator. Submittal of the application for a completeness review is not regarded as an official filing of the application.

### Section 106: Submittal Review

After the application is determined complete then the items will go through a submittal review. This review is conducted by the Development Review Committee (DRC). Submittals shall be as outlined below:

- A. First (1<sup>st</sup>) submittal. The DRC shall review the first (1<sup>st</sup>) submittal within thirty (30) calendar days of the compliant completeness review and submit comments to the applicant in writing by the end of this timeframe.
- B. Response of Applicant. The applicant shall address all individual comments from the DRC by copying each open comment(s) and providing response(s) to each open comment on official letterhead. This shall also include revised documentation showing the comments have been addressed by the applicant. **If necessary, the DRC can meet with the applicant to thoroughly go through their comments, if contacted by the applicant.**

- C. Subsequent submittals. Subsequent submittals, if needed, shall be reviewed by the DRC within fifteen (15) calendar days of the applicant's submittal to the City. For these submittals, response shall be required as stated in subsection (B). **If necessary, the DRC can meet with the applicant to thoroughly go through their comments, if contacted by the applicant.**
- D. Scheduling of public hearing before Planning & Zoning Commission. Upon the closing of all DRC comments or written demand to be set for hearing by the applicant, the Plat will be scheduled for a public hearing before the Planning & Zoning Commission.

#### **Section 107: City Request for Plat Copies.**

After the item is set for a public hearing, the City will request seven (7) full sized paper copies of the proposed plat to place within the Staff packet. These copies must be stamped by the project engineer or surveyor. This will need to be provided by the applicant.

#### **Section 108: Noticing & Hearing Requirements.**

Applicants shall receive written notice of the location, date, and time of the Commission public hearing.

#### **Section 109: Tax Certificate & Mylars.**

At the night of the Commission meeting the applicant shall provide one (1) copy of the original tax certificates from each applicable County the lot is located in and one (1) copy of a mylar for each applicable County the plat is located in.

**If located in Travis County and outside the City limits the City must sign off the Plat before the County will accept it for signature and record the item.**

#### **Section 110: Planning & Zoning Commission Consideration.**

In regard to consideration, the Commission has the option to approve, approve with conditions, deny, or continue the item upon concurrence of the applicant. Upon denial, the application expires.

#### **Section 111: Appeals.**

An appeals application must be filed with the Department within ten (10) business days from the Commission hearing date. The appeal will be heard by the City Council in a public hearing format with noticing requirements as stated in City Code. The Council shall affirm or reverse the Commission. The appeal will be heard by the Council within thirty (30) calendar days of filing.

#### **Section 112: Expiration of Approval.**

The plat shall expire two (2) years after approval unless it is recorded with the County.

#### **Section 113: Modification of Approved Plats.**

Any proposed changes to the plat shall require a modification to that plat which follows this packet.

**Section 114: Standards and Usage of Performance Fiscal.**

The City may waive the requirement that the applicant complete all improvements prior to the recording of the approved Final Plat, contingent upon securing from the developer a guarantee for completion of all required improvements, including the City's cost for collecting the guaranteed funds and administering the completion of improvements, in the event the developer defaults. Such guarantee shall cover 125% of the estimated construction cost for all improvements associated with the construction of the subdivision according to the City Engineer. This guarantee shall be certified by a State licensed engineer. These may consist of a performance bond, escrow account, or letter of credit in accordance with Section 36-51, City Code. The performance fiscal shall only be released upon the City's approval of as-builts, or record drawings associated with the subdivision construction plans.

**Section 115: Reduction of Performance Fiscal.**

A performance fiscal may be reduced, upon actual construction of required improvements by a ratio that the improvement bears to the total public improvements required for the subdivision, as determined by the City Engineer. In no event shall a surety instrument be reduced below twenty-five percent (25%) of the principal amount of the original estimated total costs of improvements for which surety was given, prior to completion of all required improvements.



CITY OF ELGIN

FINAL PLAT CHECKLIST FOR COMPLETENESS REVIEW

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

NOTE: THE FINAL PLAT WILL NOT BE CONSIDERED COMPLETE OR FILED UNLESS THE FOLLOWING COMPLETENESS REVIEW REQUIREMENTS ARE MET. **IF AN ITEM IS MISSING FROM THE APPLICATION, THE FINAL PLAT WILL BE REJECTED IN THE COMPLETENESS REVIEW.** THE CHECKLIST MUST BE COMPLETELY FILLED OUT WITH A Y (YES), N (NO) OR N/A (NOT APPLICABLE) IN EACH BLANK. THIS CHECKLIST MUST BE INCLUDED WITH THE INITIAL SUBMITTAL.

\_\_\_\_\_ Completeness review date.

\_\_\_\_\_ Submittal date \_\_\_\_\_ (per submittal calendar formal submittal after everything is provided per Completeness review).

\_\_\_\_\_ Planning and Zoning Meeting date (Note: Items will not be placed on the agenda unless approval has been obtained by the City Engineer & City Development Services Director).

**1. APPLICATION REQUIREMENTS**

\_\_\_\_\_ One (1) electronic version of all items on checklist emailed to the City at [planninganddevelopment@elgintexas.gov](mailto:planninganddevelopment@elgintexas.gov) Information to be forwarded onto by City to third-parties after receiving it.

\_\_\_\_\_ Updated Traffic Impact Analysis in accordance with Section 36-53, City Code. This shall be in generally consistent with the initial traffic impact analysis approved with the concept plan and preliminary plat.

\_\_\_\_\_ Copy of the pre-application meeting application with signed City staff signatures indicating the meeting has been conducted or documentation from the City the pre-application meeting is not needed for this project. (Should be within a two-week window of submitting application for completeness review or City may request another pre-application meeting during the completeness review comments). A pre-application meeting is only required when a plat will generate public improvements.

\_\_\_\_\_ Copy of the application with all information completely filled out and all applicable signatures.

\_\_\_\_\_ Copy of the Deed showing ownership. Proof of signatory authority for corporations is required.

**ELGIN FINAL PLAT CHECKLIST**

- \_\_\_\_\_ Copy of owner’s authorization for agent giving the applicant permission to file on behalf of the owner or the signatory authority if it is a corporation. This must be submitted on letterhead.
- \_\_\_\_\_ Narratives indicating all design professionals with postal address and contact information (phone & e-mail) associated with the application, not including the applicant.
- \_\_\_\_\_ Voluntary annexation application of this final plat if under an annexation development agreement, if applicable.
- \_\_\_\_\_ Submit a recent Title Commitment (dated within one year). If the Title Commitment is older than one (1) year, submit a property report or a Nothing Further Certificate.
- \_\_\_\_\_ Letter from the applicable agencies certifying water and wastewater capacity exists for the plat.

**2. INFORMATION SHOWN ON THE FINAL PLAT**

- \_\_\_\_\_ A title including the name of the subdivision with the words “Final Plat” which must be included somewhere in the title.
- \_\_\_\_\_ The name, address and contact information of the owner. If owner is a partnership, corporation, or other entity other than an individual, the name of the responsible individual such as President or Vice President must be given.
- \_\_\_\_\_ The name, address and contact information of the registered professional engineer or registered professional land surveyor responsible for the preparation of the plat.
- \_\_\_\_\_ Scale: 1” = 100'. Prior written consent from the Development Services Director will be required for use of a smaller scale.
- \_\_\_\_\_ Vicinity map
- \_\_\_\_\_ Date submitted.
- \_\_\_\_\_ Dated revision block (each revision shall bear a new date).
- \_\_\_\_\_ North arrow: North to be at the top of the sheet if possible.
- \_\_\_\_\_ A tie to an original corner of the original survey of which said land is a part.
- \_\_\_\_\_ Legend defining line-types and symbols shown.
- \_\_\_\_\_ Point of beginning.
- \_\_\_\_\_ Total acreage of right-of-way within the subdivision.
- \_\_\_\_\_ Total acreage and total number of lots and blocks within the subdivision.
- \_\_\_\_\_ A note specifying the tracts location in regard to the 100-year floodplain.

**ELGIN FINAL PLAT CHECKLIST**

\_\_\_\_\_ A statement that the final plat conforms to the approved preliminary plat.

\_\_\_\_\_ A complete legal description by metes and bounds of the land being subdivided.

\_\_\_\_\_ Designation of any sites for special uses including churches, sewage disposal plants, water plants, business, industry, or other special land uses. If proposed use is unknown, designate as unrestricted. Where a proposed site in the area taken in by a proposed addition or subdivision is planned for a school, park or public building such site shall be reserved on the plat for the proposed facility.

\_\_\_\_\_ If developing residential lots, a table which shows the amount of required total parkland for the entire subdivision in acreage and the provided parkland within this plat. Including a note which indicates that future parkland will be incorporated into future final plats if it is to be commenced in more than one (1) phase.

\_\_\_\_\_ Statement outlining the estimated average, single family lot size and the estimated range of lot sizes by grouping of less than 6,000 square feet, 6,000-7,500 square feet, 7,500-9,000 square feet, greater than 9,000 square feet.

\_\_\_\_\_ The certification statement and seal of the registered professional engineer or registered professional land surveyor who surveyed, mapped and monumented the land shall be placed on the face of the plat as follows:

*The State of Texas  
Know All Men by These Presents  
County of Bastrop or Travis County*

*That I, \_\_\_\_\_, do hereby certify that I prepared this plat from an actual and accurate on-the-ground survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with the subdivision regulations of the City of Elgin, Texas.*

\_\_\_\_\_  
*Signature and Seal  
of Registered Professional Engineer or  
Registered Professional Land Surveyor*

\_\_\_\_\_ A certificate of ownership and dedication to the public of all streets, easements, alleys, parks, playgrounds, or other dedicated public uses, signed and acknowledged before a notary public by the owners and any holders of liens against the land and shall be placed on the face of the plat.

\_\_\_\_\_ An accurate on-the-ground boundary survey of the property with bearings and distances and showing the lines of all adjacent land, dedicated right of ways, easements and alleys with their names and width. (Streets, alleys, and lot lines in adjacent subdivisions shall be shown dashed.) All necessary data to reproduce the plat on the ground must be shown on the plat.

\_\_\_\_\_ On the first page the following language: This Final Plat was approved by the City of Elgin Planning & Zoning Commission on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.”. Also, provide separate individual signatory blocks for the Chair and Secretary of the Planning & Zoning Commission.

**ELGIN FINAL PLAT CHECKLIST**

\_\_\_\_\_ If located within Travis County and outside the City limits, individual signatory blocks for the applicable County approval authorities with the date of approval.

\_\_\_\_\_ The plat shall show all existing features within the area being subdivided, such as existing watercourses, railroads, street right of ways, alleys and easements to be retained and other physical features deemed pertinent to the subdivision.

Streets, alleys, easements and right of ways that are to be dedicated shall be shown with the following engineering data:

\_\_\_\_\_ For Streets and Right of Ways: Complete curve data (delta, length of curve, radius, point of curvature, point of reverse curvature, point of tangency) shown on the centerline of each side of the street; length and bearing of all tangents; dimensions from all angle points of curve to an adjacent side lot line shall be provided. The number of feet of roadway shall also be shown on the plat.

\_\_\_\_\_ For Watercourses and Easements: Distances to be provided along the side lot lines from the front lot line or the high bank of a stream. Traverse line to be provided along the edge of all large watercourses in a convenient location, preferably along a utility easement if paralleling the drainage easement of stream.

\_\_\_\_\_ Lot and block lines and numbers of all proposed lots and blocks with complete dimensions for front, rear and side lot lines.

\_\_\_\_\_ Building set back lines shall be shown on all lots.

\_\_\_\_\_ Be aware a set of subdivision construction plans and specifications prepared and sealed by a registered engineer shall be provided for the installation of water, sewer, paving and drainage, and said plans and specifications must be approved by the City Engineer prior to the beginning of any construction of the subdivision. This is a separate application process with the City.

\_\_\_\_\_ Limits of the 25-year and 100-year floodplain. For waterways draining sixty-four (64) acres or more.

\_\_\_\_\_ Environmental buffer zones, easements and dedications.

\_\_\_\_\_ Minimum finished floor slab elevations, at a minimum of one (1) foot above the 100-year floodplain level, for all lots adjacent to or affected by the floodplain.

\_\_\_\_\_ A certificate of a registered professional engineer shall be placed on the face of the plat as follows:

*State of Texas  
County of Bastrop/Travis*

*I, \_\_\_\_\_, do hereby certify that the information contained on this plat comply with the subdivision ordinances and the stormwater drainage policy adopted by the City of Elgin, Texas.*

\_\_\_\_\_  
*Signature and Seal  
of Registered Professional Engineer*

**ELGIN FINAL PLAT CHECKLIST**

**3. ACCOMPANYING REQUIREMENTS**

\_\_\_\_\_ Ownership and Lien Certificate dated no earlier than thirty (30) days prior to the submission of the plat.

\_\_\_\_\_ Letter of credit / performance bond (if applicable).

\_\_\_\_\_ Dedication instruments deeding parkland to the City for any required parkland in the subdivision unless paying in-lieu fee.

**4. FEES**

\_\_\_\_\_ All associated flat fees or fees for the number of lots and acreage of right-of-way in accordance with the fee schedule have been paid to the City. WGA to confirm with the City before completeness review. Third-party review fees will occur later in the process.

\_\_\_\_\_ LUE fees and reimbursement fees.

**DISCLAIMER**

**THIS CHECKLIST IS USED BY THE ELGIN CITY ENGINEER (WGA) FOR THE REVIEW OF PROPOSED DEVELOPMENTS IN THE CITY OF ELGIN. THIS DOCUMENT DOES NOT GOVERN OVER OR SUPERSEDE ANY REQUIREMENTS OF THE CITY'S SUBDIVISION ORDINANCE OR CONSTRUCTION STANDARDS. ALL REQUIREMENTS IN THE ORDINANCE AND STANDARDS MUST BE MET BY THE DEVELOPER AND THE DEVELOPER'S ENGINEER.**

**SUBDIVISION REQUIREMENTS CAN BE FOUND AT:**

[https://library.municode.com/tx/elgin/codes/code\\_of\\_ordinances?nodeld=PTIICOOR\\_CH36SU\\_ARTIINGE](https://library.municode.com/tx/elgin/codes/code_of_ordinances?nodeld=PTIICOOR_CH36SU_ARTIINGE)

**THE LATEST PARKLAND DEDICATION AND FEES ORDINANCE CAN BE FOUND AT:**

[https://library.municode.com/tx/elgin/ordinances/code\\_of\\_ordinances?nodeld=891710](https://library.municode.com/tx/elgin/ordinances/code_of_ordinances?nodeld=891710)

**THE COMPLETE CONSTRUCTION STANDARDS CAN BE FOUND AT:**

<http://elgintx.com/DocumentCenter/View/100/Construction-Standards>

"This institution is an equal opportunity provider"

# FINAL PLAT APPLICATION

Date: \_\_\_\_\_

## SITE INFORMATION

Project Address: \_\_\_\_\_

Parcel Identification Number (if no address): \_\_\_\_\_

## APPLICANT

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

Postal Address: \_\_\_\_\_

\_\_\_\_\_

E-Mail Address: \_\_\_\_\_; Phone Number: \_\_\_\_\_

The information given on this application is accurate to the best of my knowledge. All provisions of laws and ordinances governing this work will be complied with, whether specified on this application or not.

_____	_____	_____
<b>Signature</b>	<b>Printed Name</b>	<b>Date</b>

**Project Description:**

\_\_\_\_\_

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## Final Plat Typical Notes

- PER CHECKLIST:
  - Notes included on all subdivision Final Plats:
    - Note specifying the tract's location in regard to the 100-yr floodplain
    - Statement that the final plat conforms to the approved preliminary plat
    - Estimated single family lot sizes and counts (**can be a note or a separate table**)
  
- TYPICAL NOTES NOT ON CHECKLIST:
  - Indication of ownership (i.e., HOA, MUD, City of Elgin) of non-residential lots (e.g., open space, drainage, landscape, etc.)
    - 10' PUE designation adjacent to all publicly owned roads (**can be a note or on the plat**)
    - Property owners shall provide access to drainage easements and shall not prohibit access by governmental authorities
    - No lot shall be occupied until water satisfactory for human consumption is available from a source in adequate and sufficient supply for this proposed development
    - No lot shall be occupied until connected to an approved public sewer system
    - No structures or land use including, but not limited to, buildings, fences or landscaping that negatively impacts stormwater flows shall be allowed in areas designated as ponds, drainage easements, or detention/retention areas (**note can be revised per development, as applicable**)
    - Location of property (i.e., located with city limits or ETJ)
    - Water and sewer provider(s) (i.e., Aqua, City, MUD, etc.)
    - Utility providers (including: electric, gas, cable, and internet)
    - Common area sidewalks to be built with improvement plans. Sidewalks adjacent to or in front of residential lots to be built by homebuilders.
  
- BASTROP COUNTY NOTES:
  - Dependent upon Bastrop County review. Example notes below:
    - Upon approval of this plat by the City of Elgin for filing and subsequent acceptance of maintenance of streets by Bastrop County, it is understood that the placement of any and all traffic control devices requiring signage such as street names, speed limits, stop signs, yield signs, etc. shall be the

sole responsibility of the developer under the direction of the City and/or county engineer.

- Permits: Property in this subdivision shall be developed in accordance with all applicable federal, state, and local regulations including but not limited to: Bastrop 9-1-1 addressing assignment, driveway/culvert, development, floodplain, and on-site sewage facility. County permits are obtained and issued through the Bastrop County Development Services Department.