



City of Burnet Subdivision Plat Application

City of Burnet · Development Services Department · (512) 715-3206
1001 Buchanan Drive · Suite 4 · Burnet, Texas · 78611

Preliminary Plat

(\$425 + \$10/Lot + Postage + Engineer Review Fees)

Final Plat

(\$400 + \$10/Lot + \$75 GIS Fee + Postage +
Engineer Review Fees)

Plat Vacation

(\$100 + Recording Fees + Engineer Review Fees)

Short Form (Minor) Plat

(\$200 + \$25/Lot + \$75 GIS Fee + Postage +
Engineer Review Fees)

Replat or Amended Plat

(\$300 + \$10/Lot + \$75 GIS Fee + Engineer
Review Fees)

Name of Applicant: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Email: _____

Name(s) of Property Owner(s): _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone: (____) _____ - _____ Cell Phone: (____) _____ - _____

Email: _____

Name of Prosed Plat: _____

Location of Property to be Platted: _____

Legal Description: _____

Total Acreage: _____ Number of Lots: _____

Applicant Signature: _____ Date: ____ / ____ / ____

Printed Name: _____

Property Owner Signature: _____ Date: ____ / ____ / ____

Printed Name: _____

Intake Date: ____ / ____ / ____	Received by: _____
Amount Paid: \$ _____	Cash/Check \$: _____ Receipt #: _____
Case #: _____ MPN #: _____	P&Z Date: ____ / ____ / ____ CC Date: ____ / ____ / ____



City of Burnet Subdivision Plat Application – Check List

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Subdivision Plat requirements are outlined in City of Burnet Code of Ordinances, Chapter 98 – Subdivisions.

The following items are required for subdivision plat application submittals:

Completed Subdivision Plat Application

- Application must be signed by the property owner, or in the case of a corporation or partnership, documentation must be provided authorizing a single party to sign on behalf of the corporation or partnership

Application Fee – *varies based on type of plat*

- Cash, check, or credit card; checks payable to the City of Burnet
- Additional engineering review fees may be assessed following review by the City Engineer

Plat Drawing, including the following information:

- Proposed name of subdivision
- Date, scale, location map, and north arrow
- Owners' names and property lines of property within 300 feet of plat boundary
- Lot area, width, and depth
- The location of all public utility and drainage easements
- Proposed street names
- Location of any floodplain or floodway
- Dedication statements
- Applicable signature blocks

The following items are required prior to recordation of the plat:

Two (2) signed originals (18" x 24") of the plat

Tax Certificates

Burnet County Recording Fee

- \$80 for first page + \$75 for each additional page
- Cash, check, or credit card; checks payable to Burnet County Appraisal District

Park Land Fees (if applicable)

- \$250 per new residential lot