

AMENDED PLAT PROCEDURE IN MEADOWLAKES

All AMENDED PLAT actions are required to be approved by the Planning & Zoning Committee, then signed by the Mayor and City Secretary. The Mayor, at his discretion, require that the amended plat request go before the Council. In that case, the amended plat request will additionally require Council approval. The present procedure for obtaining AMENDED PLAT approval follows:

1. Obtain a "Request for Approval of AMENDED PLAT" at City Hall.
2. Engage a Licensed Surveyor to prepare the AMENDED PLAT survey.
3. Present a copy of the completed AMENDED PLAT survey to City Hall for review in detail by the Planning & Zoning Committee (P&Z).
4. After approval by the P&Z, the City Secretary will forward the application/AMENDED PLAT request to the Mayor for signature. If the Mayor declines to approve, he will notify the City Secretary of same and the application will be put on the next Agenda for review and approval/denial by the City Council at a regular stated meeting (monthly, each 3rd Tuesday at 5:00). The City Secretary must receive the request to be added to the agenda no later than the Thursday prior to City Council meeting or it will have to fall on the next month's agenda.
5. After all approved signatures have been obtained, the City Secretary will notify applicant and the approved AMENDED PLAT may be obtained at City Hall and a \$100.00 permit fee shall be paid to the City.
6. Applicant shall then present the approved original AMENDED PLAT to the County Clerk at Burnet County Courthouse for recording.
7. After recording, one (1) copy of the recorded AMENDED PLAT is delivered to City Hall and the City Secretary will inform POA of same. The AMENDED PLAT is not final until the stamped copy from Burnet is returned to City Hall, otherwise, the POA will bill the lots separately (even if an application is in process of approval).

HOW TO AMEND PLAT

1. Obtain bids from Surveying outfits for establishing the legal boundary of your property and constructing one "untearable" plat with 3 copies. This expense may vary from \$700.00 and up depending on who transmits the documentation from start to final Courthouse filing. Review the finished plat for accuracy.
2. Fill out a REQUEST FOR APPROVAL OF AMENDED PLAT form from the Meadowlakes City Secretary and submit it along with the original and 3 copies of the plat back to the Secretary.
3. The subsequent process requires approvals from the Planning & Zoning Committee (P&Z), and signature from the Mayor and City Secretary. The Mayor may require the request to pass through council. Once all relevant signatures have been obtained, you may pick up the 4 plats.
4. Take the plats to the Burnet Central Appraisal District and obtain a TAX CERTIFICATE for each lot certifying That all taxes have been paid on the properties. Cost for the 1st lot Certificate is \$10.00 and \$5.00 for the 2nd lot Certificate.
5. Take the plats and Tax Certificates to the Burnet County Clerk. This office is located at the Burnet County Courthouse. Submit the 4 plats and Tax Certificates to the County Clerk for filing.
6. The Clerk will make 7 copies of the original plat, affix her signature to each of the 11 copies, keep the original "untearable" plat along with 7 copies and return 3 copies to you. This process will cost you approximately \$80.00 for recording (\$75.00 for each additional page) and \$21.00 for making copies for a total of approximately \$101.00.
7. Return two copies of the plats to the City of Meadowlakes Secretary thereby completing the process.

REQUEST FOR APPROVAL OF AMENDED PLAT
Fee: \$100.00

Lot Numbers _____ **into Lot Number** _____
(Current Lots) (New Lot)

Date: _____

Owner: _____

Address: _____

Telephone No.: _____

Purpose of AMENDED PLAT: _____

Requested by Builder on behalf of owner: _____

Does an existing residence or structure occupy a portion of the proposed AMENDED PLAT? _____

Signature of property owner(s): _____ Date: _____



AMENDED PLAT APPROVED BY:

Planning & Zoning Chairman _____ Date: _____

City of Meadowlakes Mayor _____ Date: _____

City of Meadowlakes Administrative Fee Paid: \$ _____ Date: _____

Filed for record in Burnet County Deeds and Records:

Cabinet _____ Slide _____ Date _____

Stamped Copy information provided to Public Works Dept.: _____

POA FEES PAID: _____ PLANS GIVEN TO: _____
(Name) (Date)