

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:

EXISTING HOMES IN MEADOWLAKES: Only if the home occupies more than one Lot.

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).

NEW CONSTRUCTION IN MEADOWLAKES: A portion of construction must be on each AMENDED Platted Lot.

1. Obtain a "Request for Approval of AMENDED PLAT" at City Hall.
2. Submit the proposed plans/specifications/survey plat (in triplicate – 3 sets) to the Building Committee for review in detail and approval if in order. The Building Committee meets every 2nd and 4th Monday of each month at 1:30 p.m. at City Hall.
3. After approval of plans by Building Committee, request a Building Permit at City Hall from City Secretary.
4. Submit a "Form Survey" by a Licensed Surveyor to Building Committee for review and approval, and following approval the request for AMENDED PLAT may be made at City Hall.
5. Submit the "Request for Approval of AMENDED PLAT", completed in detail, to the City Secretary which will then follow the same instructions as on page one.

THE 1, 2, 3'S ON HOW TO AMEND PLAT:

1. Have a good reason for amending your lots. Speak with Meadowlakes officials to learn about various aspects of this action.
2. 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.
3. 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.
4. 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, usually the following morning, after paying a \$100.00 fee.
5. 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.
6. 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.
7. 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.
8. Return two copies of the plats to the City of Meadowlakes Secretary thereby completing the process.

IMPORTANT INFORMATION TO ASSIST IN THE PROCEDURE

The POA office is located at 177 Broadmoor. Office hours are 8:00 – 4:00 Monday through Friday.
Phone (830) 693-2951

The Chairman of the Planning & Zoning Committee is Paul Pearce and he may be reached at (512) 755-0801

City Hall is also located at 177 Broadmoor. Office hours are 8:00 – 4:00 Monday through Friday.
Phone (830) 693-6840 Fax (830) 693-2124.

REQUEST FOR APPROVAL OF AMENDED PLAT

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

Date: _____

Owner: _____

Address: _____

Telephone No.: _____

Purpose of AMENDED PLAT: _____

Requested by Builder: _____

Does the existing or proposed residence occupy a portion of each of the lots to be AMENDED PLAT? _____

Has a "Form Survey" been approved by Building Committee? _____

Has a "Building Permit" been issued? _____ Date _____ Permit # _____

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

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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)