

CITY OF *Meadowlakes*

CITY HALL

177 BROADMOOR, SUITE A
MEADOWLAKES, TEXAS 78654
TELEPHONE (830) 693-6840
FAX (830) 693-0776
EMAIL: city@meadowlakestexas.org



AMENDED PLAT PROCEDURE IN MEADOWLAKES

"AMENDED PLAT" is a word, in the surveyor/land title lexicon, that simply means consolidation (or subdividing) of lots previously surveyed/platted and shown individually on a city map. This AMENDED PLAT procedure is allowed by a provision (4.08) of the POA Agreement dated October 9, 1999, approved in election by residents of the City of Meadowlakes and recorded in Volume 0881, Page 0220, Burnet County Official Records. The procedure for obtaining AMENDED PLAT approval by the City is administered by the City Secretary at Meadowlakes City Hall with location and telephone/fax numbers as shown above. Reasons for seeking approval of an AMENDED PLAT of one or more lots include the creation of a building site of sufficient size to construct the desired home, reduction of the POA annual fees for existing homes and (in the case of subdividing) to create individual lots out of a large lot for construction of homes. 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), which meet quarterly on the 2nd Monday at 4:00 p.m. at City Hall.
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 2nd Tuesday at 5:30). 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).

AMENDED PLAT PROCEDURE

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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 each Monday at 3:00 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.

IMPORTANT INFORMATION TO ASSIST IN THE PROCEDURE

The POA office is located at 177 Broadmoor. Office hours are 8:00 to 12:00 and 1:00 – 4:00 Monday through Friday. Phone (830) 693-2951.

The Chairman of the Planning & Zoning Committee is Joe Summers, and he may be reached at City Hall or at his home telephone number (830) 798-9578.

City Hall is also located at 177 Broadmoor. Office hours are 9:00 – 12:00 and 1:00 – 3:00 Monday through Friday. Phone (830) 693-6840 and fax (830) 693-0776.

REQUEST FOR APPROVAL OF AMENDED PLAT

Lot Nos. _____ into Lot Nos. _____
(Current Lots) (New Lot)

Date: _____

Requested by Builder: _____ Owner: _____

Address: _____

Telephone No.: _____

Purpose of AMENDED PLAT:

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

Has the City of Meadowlakes Building Committee approved plans for the proposed residence?: _____ Approval Date: _____

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

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

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AMENDED PLAT APPROVED BY:

Planning & Zoning _____ Date: _____

City of Meadowlakes: _____ Date: _____
(If required by Mayor)

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

Filed for record in Burnet County Deeds and Records:

Cabinet _____ Slide _____ Date _____

Stamped Copy info. provided to Public Works Dept: _____

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

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 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. Normally, this office is located at the Burnet County Courthouse. However, due to remodeling, the office may be temporarily moved to the Burnet County Courthouse Annex located East on Hwy 29 next to the Sheriff's Department. 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 \$71.00 for recording, \$5.00 for Record Management, \$1.00 for Courthouse Security and \$21.00 for making copies for a total of approximately \$98.00.
8. Return two copies of the plats to the City of Meadowlakes Secretary thereby completing the process. Final Estimated Cost:

a.)	Surveyors	\$703.
b.)	City of Meadowlakes	100.
c.)	Burnet County Appraisal District	15.
d.)	Burnet County Clerk	98.

	Total	\$916.00

9. Good Luck.