



City of Burnet Subdivision Construction Plans Application

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

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 Subdivision: _____

Location of Subdivision: _____

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 #: _____
MPN #: _____	



City of Burnet Subdivision Construction Plans Application - Check List

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Subdivision Construction Plan requirements are outlined in City of Burnet Code of Ordinances, Sec. 98-23 – Construction Plans.

The following items are required for subdivision construction plan 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

- \$400 + Engineer Review Fees
- 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

Construction Plans, including the following sheets:

- Cover Sheet
- Street and Roadway Systems
- Drainage Improvements
- Erosion and Sedimentation Controls
- Tree Survey
- Water Collection and Distribution Systems
- Subdivision Improvements, including street signs, street lights, sidewalks, etc.

Digital (.pdf) files of all sheets (formatted to 24" x 36") must be submitted as a single file through the My Government Online portal.