

Land Study Checklist

☐ City

☐ ETJ

Planning Department

447 N. Main St.

Boerne, TX 78006

830-248-1501

planning@boerne-tx.us

www.boerne-tx.gov



Name of Project:	
Location:	
Date of Pre-Application:	

The Land Study documents existing conditions prior to platting. This form is only to be completed by staff. An applicant must attend a Pre-Application Conference to receive this checklist to be submitted with the Land Study application.

Required		Land Study Documents All items include a hard copy and digital submittal	Received	
Yes	No		Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	Completed Land Study Application	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Land Study, 5 copies and 1 PDF	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of Agent or power of attorney if other than owner	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	City required Review Fees	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	TIA Worksheet for existing conditions	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Drainage Study for existing conditions	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Vested rights determination	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Current Property Deed with legal description	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Boundary Survey	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Tree Survey	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Aerial Photo exhibit	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Zoning status letter	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Approved Waivers	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Inventory of natural features	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Slope Map or letter stating "no slope greater than 15%"	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Geological Assessment	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Habitat Assessment	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Digital map file (.dwg or .shp or file format approved by the Planning Director)	<input type="checkbox"/>	<input type="checkbox"/>

Administratively Complete?

☐ Complete ☐ Incomplete

If deemed incomplete, the applicant has 14 calendars days to submit missing or incomplete items. If missing items are not submitted within this time frame, the submittal items will be returned to the applicant.

**Completeness
Reviewer:**

Date of Review: