

TO DEVELOP PROPERTY CONSISTING OF 2 OR MORE LOTS

- Step 1. Contact the Village office to set up a Pre-Application Conference to discuss ordinance requirements. The applicant may be represented by his or her land planner, engineer and/or surveyor.
- Step 2. Developer submits Development Application with applicable fee and concept plan. (Sec. 2.3)
- Step 3. Concept Plan reviewed by Village Engineer. Upon approval, concept plan set for Planning & Zoning meeting. If not approved by Engineer, Engineer will note needed changes and notify developer.
- Step 4. Planning & Zoning Committee review of concept plan.
NOTE: If the subdivision is within the city limits of the Village of Salado, the P&Z will zone the property prior to acceptance of concept plan.
- Step 5. Board of Aldermen review of concept plan. The concept plan shall have an effective date of two (2) years from the date of approval by the Board of Aldermen for any portion of the development project for which a construction plat has not been filed at the Village.
- Step 6. Developer submits Construction Plans and Construction Plat. Final Plat may be submitted concurrently, although these are two different documents and are accompanied by two different fees.
NOTE: If the project is in Salado's ETJ, a copy of the Construction Plans are to be submitted to Bell County as well for their review and approval.
- Step 7. Village Engineer to review Construction Plans. Approval by Village Engineer shall be contingent upon approval by all other applicable entities (i.e. Salado Water Supply, Bell County, TxDOT, etc.) Upon approval, developer may go forward with construction of the project.
- Step 8. Board of Aldermen reviews Construction Plat.
- Step 9. Once infrastructure is complete, Village Engineer will do walk-thru with developer and draft a punch-list. (Sec. 2.5) Contractor shall complete all punchlist items to the satisfaction of the Village Engineer.
- Step 10. Developer shall post Maintenance Bond or Certificate of Deposit. (Sec. 2.5e)
- Step 11. Contractor or Developer submits three (3) sets of As-Built drawings and one (1) original of the As-Built for duplication purposes.
- Step 12. Design Engineer submits a Concurrence Letter to Village Engineer.
- Step 13. Developer submits Final Plat to be reviewed by Village Engineer.
- Step 14. Village Engineer to make recommendation to Board of Aldermen on acceptance or non-acceptance of completed project based on completion of Steps 9-12.
The Final Plat shall not be approved or filed at the County prior to receipt of the Concurrence Letter and any other required items, nor prior to acceptance of the improvements by the Village.
- Step 15. Developer files fully executed Final Plat with the County and files one copy of fully executed Final Plat with the Village.



The Board of Aldermen of the Village of Salado seeks to provide for the orderly development of land and use of property within its corporate limits and its extra territorial jurisdiction. The Board of Aldermen also seek to maintain the value of Salado's scenic and natural resources, which are the keystones of the Village's economic strength and quality of life through a comprehensive regulatory program that includes a subdivision ordinance.

Village of Salado

PO Box 219
301 N. Stagecoach Rd.
Salado, TX. 76571
(254) 947-5060
vos@vvm.com

Mayor:
Merle Stalcup

Plan Review and Inspections:
Bureau Veritas

Village Engineer:
John Simcik
Kasburg, Patrick, & Associates, LP

You can find a full copy of the Salado Subdivision Ordinance and the needed forms on the Village's website at:
www.villageofsalado.org



A
Contractors Guide to
Developing

SUBDIVISIONS

In the Village of Salado
and its ETJ.

Ordinance No. 2002.21
November 7, 2002