

City of Jersey Village

Replat Application & Submittal Checklist



REPLAT APPLICATION

Property Information	
Project Name	
Proposed Replat Name	
Subdivision / Section (if applicable)	
Address or Location Description	
HCAD Parcel Number(s)	
Total Acreage	

Applicant / Owner Information			
Property Owner Name			
Mailing Address			
Phone		Email	
Applicant / Engineer / Surveyor (if different)			
Company			
Mailing Address			
Phone		Email	

Purpose of Replat

(Select all that apply) - ☐ Lot line adjustment - ☐ Creating additional lots - ☐ Combining lots - ☐ Changing ownership boundaries - ☐ Converting property use - ☐ Other:

Description of Proposed Replat

Provide a brief summary of the requested changes:

Required Signatures

I hereby certify that the information submitted in this application is true and correct. I acknowledge that all required documents must be submitted for review and that incomplete applications may delay processing.

Owner Signature: _____ **Date:** _____

Applicant Signature: _____ **Date:** _____

REPLAT SUBMITTAL CHECKLIST

(Items marked with *required* must be submitted for the application to be accepted.)

A. Application Materials

- ☐ Completed Replat Application *required*
- ☐ Application Fee (per City fee schedule) *required*

B. Plat Documents

- ☐ PDF of proposed replat, sealed by a registered surveyor *required*
- ☐ 24"x36" signed mylar (if requested upon approval)
- ☐ Metes and bounds description *required*
- ☐ Closure calculations
- ☐ Existing plat recorded information
- ☐ Title block including subdivision name, city, county, and date

C. Supporting Documents

- ☐ Current title report (within 90 days) *required*
- ☐ Ownership affidavit *required*
- ☐ Utility letters (water, sewer, electric, gas)
- ☐ Floodplain confirmation (FIRM panel and zone)
- ☐ Drainage information (if applicable)
- ☐ Traffic impact review (if applicable)

D. Additional Requirements (as applicable)

- ☐ HOA consent (if property is part of an HOA)
 - ☐ Deed restrictions or covenants
 - ☐ Easement vacation documentation
 - ☐ Harris County recording requirements acknowledgment
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For City Use Only

- **Date Received:** _____
- **Received By:** _____
- **Fee Paid:** ☐ Yes ☐ No
- **Application Complete:** ☐ Yes ☐ No
- **Comments:** _____
- **Application Approved:** ☐ Yes ☐ No
- **Date:** _____