



CITY OF GUN BARREL CITY PLAT SUBMITTAL APPLICATION

Fee: All Plat Submissions - \$250.00

APPLICATION SUBMITTAL: Applications will be **conditionally** accepted on the presumption that the information, materials and signatures are complete and accurate. Applicants are responsible for submitting complete applications. Incomplete applications will result in the application being rejected for acceptance or lengthen the review/approval process.

Submittal Type: _____ Preliminary Plat _____ Final Plat _____ Replat _____ Site Plan/Other

Location of property to be platted: _____ Within City Limits _____ Extended Territorial Jurisdiction (ETJ)

Name of Owner/Applicant: _____

Mailing Address: _____

Contact Name: _____ Phone: (_____) _____

Email: _____
(Correspondence will be through e-mail)

Property Address: _____

Subdivision Name: _____ Lot(s) to be platted: _____

Zoning District: _____

Existing use of property (empty lot, home with storage unit, etc.): _____

Purpose of Replat (Split lots to sell, put storage unit on empty lot, etc.): _____

I agree to comply with all platting requirements of the City of Gun Barrel City and understand that the plat will not be administratively approved or forwarded to the Planning and Zoning Commission (P&Z) for consideration until all plat requirements have been submitted.

Signature of Applicant _____ **Date:** _____

The P&Z meets on the first Monday of the month at 4:30 pm.
The City Council meets on the fourth Tuesday of the month at 6:30 pm.
There are occasional exceptions to the schedule.

Please note: Members of the Planning and Zoning Commission will be making onsite visits to verify conformity to zoning regulations.

For Department Use Only

Date Received/Reviewed: _____ Accepted by: _____

Admin Notes: _____



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Check List

Submission Requirements for All Plats:

- (A) Completed/Submitted Application
- (B) Filing Fee Paid (\$250.00)
- (C) 14 - (8" x 11") or (11" x 17") copies of Survey (provided by survey company)
- (D) Digital .pdf file of Preliminary survey and Final Survey with Surveyor official stamp. (Sent from Survey Company to City Secretary – Janet Dillard at jdillard@gunbarrelcity.net)
- (E) 4 - (19" x 24") Survey Prints (For Filing)
(These must be notarized, we can take care of this, free of charge, for you)

Note: All residential plats will require notification to property owners within the original subdivision, within 200 feet of the lot being platted, after approval.
(City staff will complete this process)

Two public meetings will be scheduled in order to receive, review and take action on plat requests. The Planning and Zoning Commission will forward recommendations to the City Council who will have the final decision in approving plats.



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Submission Requirements for Site Plans:

Applicants must submit five copies of the following required materials and information for site plan review.

- (A) A legal description of the property under review for site plan approval;
- (B) Site conditions information, including:
 - (1) A topographic map of the site at a scale not smaller than 1 inch = 100 feet, showing two-foot contours;
 - (2) Soil type and evaluation for entire site, including consistency, texture, percolation capacity, bearing strength, shrink/swell potential, and the like;
 - (3) Means or methods of controlling sedimentation.
- (C) A site conditions map at a scale not smaller than 1 inch = 100 feet, showing:
 - (1) A location map showing the relationship of the site to such external facilities as streets, residential areas, commercial facilities, and recreation/open space areas;
 - (2) The exact location of all existing public streets, rights-of-way, easements, and other reservations of the land in the area of the property in question and adjacent properties in the same frontage, indicating the locations of buildings and structures on such adjacent properties, means of ingress and egress to such properties, off-street parking, loading and service areas, if any, for or on such properties, and any screening or buffering on such properties and the nature and type thereof;
 - (3) The exact location, size, and capacity of all existing utilities, including existing fire hydrant locations;
 - (4) The exact location of all water-holding or -carrying facilities, natural or man-made, including creeks, ponds, sinkholes, ditches, culverts, and storm sewers.
- (D) A site development plan at a scale not smaller than 1 inch = 60 feet, showing:
 - (1) The name of the planner, architect, or designer who prepared the plans, the name of the developer whether it be an individual, group, or corporation, the name of the proposed project or development, a north arrow and date;
 - (2) The exact location of all proposed public streets, private ways, driveways, or other facilities designed to accommodate vehicular movement in the development, points of ingress and egress, gates or other control features of a controlled access development, parking areas, including the exact number of spaces, and loading and service areas, including the exact number of spaces, and loading and service areas (including location of dumpsters) and a traffic impact analysis of projected trip generation for the development, if required by the City Engineer;
 - (3) The exact locations of all proposed buildings and structures to be included in the development:
 - (a) For commercial or industrial development, an indication of gross floor area of all buildings;
 - (b) For residential development, an indication of the exact number of dwelling units broken down into sizes by bedrooms (number of one-bedroom units, number of two-bedroom units, and the like).
 - (4) The manner of drainage of the property, showing the manner of drainage of all impervious surfaces (including roofs of buildings) and all green areas, including all control devices such as storm sewers and retention or detention facilities;
 - (5) The percentage of the site that will be covered by building and structures and the percentage that will be covered by streets, drives, parking and loading areas.
- (E) A development timetable if project is to be constructed in phases.