



Subdivision Application

Application Type:

Instructions:

This form must be submitted to the Plat Administrator at the Planning Department. At least 30 working days before the relevant Planning & Zoning Commission Meeting, this form must be complete to allow the city to advertise the name and location of the proposed subdivision in the newspaper and to determine the address and telephone number of the applicant. At least 6 working days before such meeting, each item on this form must be completed—except as provided by Unified Development Code(UDC) Article 3 Subdivision Regulations. Please complete in its entirety.

Applicant Information

1. The total area of the proposed subdivision is given in the caption on the face of the attached plat.

The portion thereof to be developed immediately is _____ acres.

Number of lot(s) _____ ☐ Major Plat ☐ Minor Plat

2. Exact name of proposed subdivision, including any official section number(s):

3. Primary consulting firm: _____ Phone: _____
Contact Person: _____ Phone: _____

4. Does the proposed plat accurately show all the EXISTING easements and rights-of-way as required by Sec. 3.2-Subdivision Plats?

☐ Yes ☐ No

5. Proposed method of liquid waste disposal: ☐ Public Sewer ☐ On Site Disposal with Public Water

6. Desired land-use options: ☐ Single-Family Detached ☐ Commercial ☐ Industrial

7. All tax collectors having jurisdiction over property within the proposed subdivision:

a. General-purpose: ☐ Cameron County ☐ City of Brownsville

b. Special-purpose: ☐ Brownsville I.S.D. ☐ Port Isabel I.S.D. ☐ Los Fresnos I.S.D. ☐ Valley M.U.D. # ☐ Valley M.U.D. # 2

☐ Other (specify): _____

8. All potable-water retailers to serve the proposed subdivision: ☐ Public Utilities Board ☐ El Jardín W.S.C. ☐ Military Highway W.S.C.

☐ Olmito W.S.C. ☐ East Rio Hondo W.S.C. ☐ Valley M.U.D. # 1 ☐ Valley M.U.D. # 2 ☐ Other (specify): _____

9. All utility districts within which the proposed subdivision is located (check one or more):

☐ Brownsville Irrigation & Drainage District ☐ Valley M.U.D. # 1 ☐ Valley M.U.D. # 2 ☐ C.C. Irrigation District # 6

10. Is any portion of the proposed subdivision located inside the boundaries of El Jardín Subdivision, Brownsville Land & Improvement Co. Plat or any other subdivision recorded in the Cameron County Map Records: ☐ Yes ☐ No

11. There is currently A TOTAL OF _____ OWNERS OF RECORD holding title to real estate within the proposed subdivision. All such owners are listed immediately.

Name

Telephone Number

Mailing Address (include state/zip code)

a. _____

b. _____

c. _____

12. Have any of said owners designated agents to submit and revise this Final Plat Application Form on their behalf? ☐ Yes ☐ No

13. The undersigned OWNERS OF RECORD (or their authorized agents) hereby agree to make all the improvements, and to meet all the requirements and standards, specified in Unified Development Code (UDC) Article 3 Subdivision Regulations.

14. The undersigned hereby declare that we have made a diligent effort to ensure that all items contained in this application (INCLUDING ALL _____ NONIDENTICAL SHEETS ATTACHED HERETO) are true and complete to the best of our knowledge and belief. The undersigned hereby agree to give the Plat Administrator IMMEDIATE NOTIFICATE OF ANY CHANGE in the truth or completeness thereof.

Required Documentation

- ☐ Full payment
- ☐ Deed
- ☐ Original tax certificate
- ☐ A complete narrative metes and bounds
- ☐ Title report (issued within 30 days)
- ☐ Notarized letter of authorization
- ☐ Valid photo ID (Owner and Representative)
- ☐ Plat (24" x 36"), collated and folded so that the subdivision name is visible (3 copies)
- ☐ Plat, saved as a PDF on a CD or flash drive
- ☐ Topographic and/or soil test (24" x 36"), collated and folded so that the subdivision name is visible
- ☐ Construction documents (11" x 17")
- ☐ Sidewalk Plans
- ☐ TxDOT permit (if fronting TxDOT road)
- ☐ Park Fee / Dedication calculations
- ☐ Signed Clear-Cut Vegetation Removal Permit by City Forester
- ☐ Letter of Availability from water and wastewater provider (if no public improvements are required)
- ☐ Corporate documents/resolution if the subject property is owned by an entity/multiple owners
- ☐ Any additional items required for review

Owner / Representative Signature

Date

Office Use Only

Date Submitted:	Application Fee:	Final Plat Number:
Application Processed by:	Code:	Date: