



City of Roanoke

Development Services

PLAT APPLICATION

City of Roanoke
500 S. Oak Street
Roanoke, TX 76262
(817) 491-2411

SELECT APPLICATION TYPE:

Preliminary Plat

Final Plat

Re-Plat

Minor/Amended Plat

The following items shall be included in the application submittal:

Signed and completed application form (pages 1 & 2);

Proof of land ownership (e.g. general warranty deed, special warranty deed, title policy or other document);

Completed Plat Checklist;

All required checklist items;

Applicable fee(s), see Fee Schedule;

PROJECT INFORMATION

General Location of Property:

Site Address:

Parcel ID No(s):

No. Lots Proposed:

No. Dwelling Units Proposed:

Subdivision/Abstract:

Lot(s):

Block(s):

Is property in a FEMA Designated Floodplain? (check one)

Yes

No

Type of Development:

Development Name:

Reason For Request:

PROPERTY OWNER INFORMATION

Property Owner:

Company:

Mailing Address:

Phone Number:

Email:

APPLICANT INFORMATION

Applicant:

Company:

Mailing Address:

Phone Number:

Email:

Applicant Signature:

Please submit the application and any supporting documents to atolliver@roanoketx.com or permits@roanoketexas.com



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Waiver from Section 212.009

Texas Local Government Code requires that the municipal authority responsible for approving plats must take action on a plat within thirty (30) days of the accepted application submittal. A plat is considered approved by the municipal authority unless it is disapproved within that period. Because 30 days is generally not enough time for a plat to be reviewed by City Staff, considered by the Planning & Zoning Commission, and submitted to City Council for approval, a waiver for this section has been provided. If the waiver is not signed, then it is likely that the plat will be forwarded to the Planning and Zoning Commission with a staff recommendation of denial within 30 days of the application being accepted. The waiver must be signed by the property owner or by the property owner's designee as noted on a letter of authorization.

30-DAY WAIVER:

I, _____, hereby waive the 30-day review period recognizing that some applications may require additional time due to the level of complexity or because it lacks complete information.

Applicant Signature

NOTE:

The City of Roanoke will make every effort to process applications within a 30-day time frame. Applications that require a public hearing may take additional time to process.

PROPERTY OWNER AFFIDAVIT

The information contained on this application, to my best knowledge and belief, is true and correct. I certify that I, _____, the property owner, give legal consent to the applicant listed above to submit this application, on behalf of myself. I understand that it is necessary for the applicant or myself to be present at the Planning and Zoning Commission (P&Z) meeting(s) as well as City Council meeting(s). I also understand that per Texas Local Government Chapter 212.045(c) and City of Roanoke Zoning Ordinance Section 12.140, no new development activity will be permitted to occur nor will building permits be issued on a property until a required development plat is formally filed with and approved by the municipality.

Owner Signature

Date

STATE OF _____ COUNTY OF _____

Before me, _____, on this day personally appeared _____ known to me (or proved to me on the oath of _____, or through _____, to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS _____ DAY OF _____, 20____.

(SEAL)

Notary Public's Signature

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City of Roanoke Development Services PLAT CHECKLIST

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*Case Number:	Parcel ID #:
*Entered by City Staff The Applicant must check each box below to confirm the submittal of required plans and information as part of the Plat Application. City Staff will conduct a completeness check review during the initial submittal of the application to request any missing information or plans.	
<u>PROVIDED</u>	<u>ACCEPTED</u>
Y N	Y N
1. The initial Plat Application shall include the following documents: ○ Plat; ○ Filing Fee ○ Signed and notarized Property Owner Affidavit from each property owner; ○ Original, embossed Tax Certificate demonstrating all property taxes are paid in full. A hard copy of the tax certificate is required at time of plat filing; ○ Subdivision closure from the surveyor; ○ Proof of land ownership (e.g. general warranty deed, special warranty deed, title policy); and ○ Preliminary Utility Plans (optional for most plat applications, required for prelim plats/master subdivisions). The plat submitted as part of the Plat Application shall include the following criteria as noted below. 1. The plat shall have a title block in the lower right-hand corner of the page with the following information: ○ Plat Type (Preliminary, Final, Minor, Re-Plat, etc); ○ Subdivision Name (proposed name shall not have the same spelling as or be pronounced similar to the name of another subdivision within the City or within 5 miles of current City Limits.); ○ Lot and Block Number(s); ○ Acreage; ○ Legal Description; ○ Date of Preparation; ○ Case Number Identifier; and ○ Preparation Date. 2. Name, address, and telephone number of the owner, applicant, developer, surveyor, and/or engineer. 3. Vicinity map, north arrow, date of preparation and graphic scale. 4. Proposed name of the subdivision, which shall not have the same spelling as or be pronounced similar to the name of another subdivision within the City or within 5 miles of current City Limits	

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<u>PROVIDED</u>		<u>ACCEPTED</u>				
Y	N	Y	N			
				5. Name of contiguous subdivisions and the name of owners of contiguous parcels of unsubdivided land and an indication of whether or not contiguous properties are platted and filed of record. All shall be shown in dotted lines, letters, and figures.		
				6. Boundary lines of the total area proposed for subdivision and the computed acreage of the total area. Bearing and length of each boundary line shall be shown and description by metes and bounds shall be supplied separately on 8 ½ by 11 or 8 ½ by 14 inch paper.		
				7. Property boundaries with dimensions.		
				8. Zoning districts adjacent to the property.		
				9. Adjoining streets including existing and proposed median openings, curbs, sidewalks, street intersections, driveways, and alleys within 300 feet of the property.		
				10. The location of lots and blocks, including number designations, proposed for inclusion in the first section of development.		
				11. Location of City Limits line, the outer border of the City's extraterritorial jurisdiction, and zoning district boundaries, if they traverse the subdivision, form part of the boundary of the subdivision, or contiguous to such boundary.		
				12. Dedicated fire lanes if required, access easements, existing and proposed drainage, and utility easements.		
				13. Show existing and proposed Waste Water.		
				14. Show existing and proposed Water.		
				15. If curved streets are proposed, the radius of the curve on curve data shall be shown.		
				16. The surveyor shall label the 100-Year FEMA Floodplain. If located in the floodplain, the surveyor shall also label the water surface elevations, and minimum finished floor elevations. Finish floor elevation (FFE) shall be 2-feet above the Floodplain Base Flood Elevation.		
				17. The surveyor shall label the sizes and flowlines of existing drainage structures.		
				18. The surveyor shall label the bearings and distances for each lot. Bearings and distances should match the metes and bounds description provided on the plat.		
				19. The surveyor shall label two survey benchmarks set by site with State Plan Coordinate System (Texas North Central -4202). Northing/easting coordinates for the "Point of Beginning" will suffice for one of the state plan coordinates.		
				20. Preliminary Engineering (Conceptual Utility Plan)		
				21. Show Fire Hydrant Layout.		
				22. Drainage study/plans as required by engineer.		
				23. If the lot was previously platted, the surveyor will include the previous filing information for each lot in a ghosted manner. If the lot was not previously platted, the surveyor will include the owner's name and property deed information for each lot in a ghosted manner.		

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PROVIDED

Y N

ACCEPTED

Y N

- | |
|---|
| 24. If providing a multiple-page plat, the surveyor shall provide a key map to shows the overall subdivision with the proposed match lines. |
| 25. The surveyor shall dimension the right-of-way width and include the associated filing information (if applicable) for all internal and perimeter streets. |
| 26. The surveyor shall dimension and label railroad right-of-way adjacent to the subject property. |
| 27. If applicable, the surveyor shall label and dimension the right-of-way dedication on the plat in accordance with the City of Roanoke Thoroughfare Plan. The surveyor shall dimension the width of the right-of-way dedication beginning from the centerline of the existing roadway pavement. |
| 28. The surveyor shall label the lot and block information and recording information for all adjacent lots. |
| 29. The surveyor shall label the front, side and rear building setbacks per the governing zoning on the subject property. |
| 30. The surveyor shall label temporary turnarounds for stub-out streets. |
| 31. Owner's and Surveyor's Certificates per Chapter 9, Exhibit A, Section 6 |

Applicant shall provide a written description for the reason any item was not provided.

Item #: _____ Reason for Omission: _____

Item #: _____ Reason for Omission: _____

Item #: _____ Reason for Omission: _____

Item #: _____ Reason for Omission: _____

Item #: _____ Reason for Omission: _____

The plat shall incorporate all applicable conditions, changes, and additions imposed by the Planning and Zoning Commission and City Council. The plat shall not be filed by the City until all utilities, infrastructure, and other required improvements have been constructed per the construction plans approved by the Public Works and Engineering Department. The developer shall provide a tax certificate before filing the plat with the County Clerk's office confirming all taxes have been paid on the property, and that no delinquent taxes exist against the property.

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