

Case Number: _____

CITY OF BIG SPRING

Department of Public Works

PRELIMINARY PLAT APPLICATION

I. APPLICATION

Application is hereby made to the Big Spring Planning and Zoning Commission for approval of the following preliminary plat:

1. Proposed Title of Final Plat: _____
2. Legal Description of Plat (or see attached metes and bounds *on the accompanying CD*)

3. Owner Information:

_____ (Name)	_____ (Phone)
_____ (Address)	_____ (City, State, Zip)

4. Developer Information (if different from 3 above)

_____ (Name)	_____ (Phone)
_____ (Address)	_____ (City, State, Zip)

5. Representative Information:

_____ (Name)	_____ (Phone)
_____ (Address)	_____ (City, State, Zip)

II. FEES

Application Fee: Two hundred dollars (\$200.00) for all subdivisions of twenty-five (25) acres or less and two dollars (\$2.00) for each acre or portion thereof, up to a maximum fee of five hundred dollars (\$500.00) for all subdivisions larger than twenty-five (25) acres. Two hundred dollars (\$250.00) for a residential replat.

TOTAL \$ _____

III. SUBMISSION INFORMATION

Submittal Date: Minimum 10 days (18 days for plats requiring a public hearing) prior to the Planning and Zoning Commission meeting at which consideration is desired. The Planning and Zoning Commission generally meets on the first Tuesday of each month.

(Check items if submitted with this application form.)

1. Number of Copies: 18 prints _____
2. Filing Fee: _____
3. Drainage plan submitted to Public Works Dept. _____
4. Title Policy _____

The Preliminary Plat shall be considered officially filed **only** when it has been received in the Public Works Office in full compliance with the provisions of the Subdivisions Regulations of the City of Big Spring, including items 1 through 4 above.

The Planning and Zoning Commission may recommend approval, disapproval, or conditional approval of any preliminary plat. Conditional approval is considered to be approval of a preliminary plat subject to conformity

Rec'd By/Date For Office Use Only
_____/____/____
_____/____/____
_____/____/____
_____/____/____

with prescribed conditions, but is considered disapproval of the plat until such conditions are met. Approval of a preliminary plat shall be considered to be approval of the general arrangement of lots, streets and alleys and the width of streets and alleys, but is not considered to be final acceptance of the subdivision plat. Preliminary plats must be considered by the City Council, and any approval by the Planning and Zoning Commission is considered a recommendation to the City Council.

IV. VARIANCES The following variances are requested: (attach additional information if necessary)

1. Any required Public Improvement: Describe: _____
2. Street/Alley alignment, width or length: _____

V. DEVELOPMENT AGREEMENT: Are you requesting City participation?

_____ YES _____ NO

NOTE: If property owner is to be represented by an authorized agent and said agent files and executes the application on behalf of the property owner, the agent should print the property owner's name and his own on the lines provided on page 1 and complete the affidavit below. *All materials, including exhibits, submitted in support of an application, or displayed during a public hearing, shall remain the property of the City of Big Spring.*

(PROPERTY OWNER) (DATE) By: _____
(If applicable - see note)

STATE of TEXAS
COUNTY OF HOWARD

Before me, the undersigned authority, on this day personally appeared _____ who, being by me duly sworn, upon oath says: That he is authorized by _____, the owner of the above described property, to fully represent him in this application and that he has the legal right, power and authority to sign said owner's name hereto as his attorney in fact.

(Signature of Affiant)

Subscribed and sworn to before me, by the said _____, this ____ day of _____, 20__, to certify which witness my hand and seal of office.

FOR OFFICE USE ONLY	
Rec'd BY: _____	DATE: _____
RES REPLAT: YES _____ NO _____	
ASSIGNED: _____	
FOR: _____	ON: _____

Notary Public, Howard County, Texas

****Application will not be scheduled for hearing until reviewed by the Director of Public Works.****

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