



TOWN OF HORIZON CITY
14999 Darrington Road
Horizon City, Texas 79928
Phone 915-852-1046 Fax 915-852-1005

**COMBINATION SUBDIVISION
PRELIMINARY & FINAL APPLICATION**

SUBDIVISION PROPOSED NAME: _____ SUBMITTAL DATE: _____

1. LEGAL DESCRIPTION FOR THE AREA INCLUDED ON THIS PLAT (TRACT, BLOCK, GRANT, etc.) _____

2. PROPERTY LAND USES:

	ACRES	SITES		ACRES	SITES
SINGLE-FAMILY	_____	_____	OFFICE	_____	_____
DUPLEX	_____	_____	STREET & ALLEY	_____	_____
APARTMENT	_____	_____	PONDING & DRAINAGE	_____	_____
MOBILE HOME	_____	_____	INSTITUTIONAL	_____	_____
P.U.D.	_____	_____	OTHER	_____	_____
PARK (Min 1 Acre)	_____	_____	_____	_____	_____
SCHOOL	_____	_____	_____	_____	_____
COMMERCIAL	_____	_____	TOTAL NO. SITES	_____	_____
INDUSTRIAL	_____	_____	TOTAL (GROSS) ACREAGE	_____	_____

3. WHAT IS THE EXISTING ZONING OF THE PROPERTY DESCRIBED ABOVE? _____ PROPOSED ZONING _____

4. WILL THE RESIDENTIAL SITES, AS PROPOSED, PERMIT DEVELOPMENT IN FULL COMPLIANCE WITH ALL ZONING REQUIREMENTS OF THE EXISTING RESIDENTIAL ZONE(S)? YES ☐ NO ☐

5. WHAT TYPE OF UTILITY EASEMENTS ARE PROPOSED? UNDERGROUND ☐ OVERHEAD ☐ COMBINATION ☐

6. WHAT TYPE OF DRAINAGE IS PROPOSED? (IF APPLICABLE LIST MORE THAN ONE) _____

7. IF SINGLE-FAMILY OR DUPLEX DEVELOPMENT IS PROPOSED: AVERAGE FLOOR AREA OF HOUSES _____

8. ARE SPECIAL IMPROVEMENTS PROPOSED IN CONNECTION WITH THE DEVELOPMENT? YES ☐ NO ☐

9. IS A MODIFICATION OF ANY PORTION OF THE SUBDIVISION ORDINANCE PROPOSED? YES ☐ NO ☐

IF "YES", PLEASE LIST SECTION & EXPLAIN THE NATURE OF THE MODIFICATION _____

10. WHAT TYPE OF LANDSCAPING IS PROPOSED? PARKWAY ☐ MEDIANS ☐ OTHER ☐ _____

11. REMARKS AND/OR EXPLANATION OF SPECIAL CIRCUMSTANCES: _____

12. WILL PLAT BE RECORDED PRIOR TO SUBDIVISION IMPROVEMENTS BEING COMPLETED & APPROVED? ☐ YES ☐ NO ☐ N/A INITIALS _____
IF YES, submit REQUIRED GUARANTEE (SECTION 4.10.3 & 8.1.7, Municode Chapter 10) OR Improvement Cost Estimates & Construction Agreement

13. WILL ANY RESTRICTIONS AND COVENANTS BE RECORDED WITH PLAT? YES ☐ NO ☐ INITIALS _____ IF YES, PLEASE SUBMIT COPY.

14. OWNER OF RECORD _____
(NAME & ADDRESS) (EMAIL) (PHONE)

15. DEVELOPER _____
(NAME & ADDRESS) (EMAIL) (PHONE)

16. ENGINEER _____
(NAME & ADDRESS) (EMAIL) (PHONE)

17. APPLICANT _____
(NAME & ADDRESS) (EMAIL) (PHONE)

18. REP/POINT OF CONTACT _____
(NAME & ADDRESS) (EMAIL) (PHONE)

NOTE: Applicant is responsible for all expenses incurred by the City in connection with the Final plat approval request, including but not limited to attorney's fees, engineering fees and publication. Charges exceeding deposit will be invoiced separately. Initials _____.

Applicant Signature _____ EMAIL _____

APPLICATION MUST BE COMPLETE & VALIDATED PRIOR TO SUBDIVISION PROCESSING

Acceptance of fee does not grant acceptance of application.

Non Refundable Deposit \$800.00 | Application Fee: \$1800.00

Checklist: Subdivision Final Plat Submittals

- ☐ 1) Submit a completely filled out application, fee & non-refundable deposit. (See Note Box)
- ☐ 2) Applications for **Extraterritorial Jurisdictions (ETJ)** parcels Plating or Replatting will require El Paso County verification that an application has been submitted to them for processes. Comments or any requirements being imposed for the plat should be forwarded to the Planning Department for approval consideration.
- ☐ 3) Affidavit – Appointment of a representative by Landowner
- ☐ 4) Proof of Ownership: Title / Deed
- ☐ 5) **Original** Tax Certificate (receipt) from all tax entities that levy ad valorem taxes certifying that all taxes for the subdivision have been paid (zero balance to be shown)
- ☐ 6) Original Copy of the restrictions & covenants to be recorded with the plat, if any

PLATS WITH CONSTRUCTION PLANS REQUIRED WITH FINAL APPLICATION

- ☐ 7) Major Subdivision Construction Improvement Plans Separate Fee \$2000.00
- ☐ 8) **Financial Guarantees (Municode Section 4.10.3 & 8.1.7, Subdivisions, Chapter 10)**

IF Public Improvements are to be Completed After Plat Filed

- ☐ Improvement Cost Estimates
- ☐ Construction Bond
- ☐ Letter of Credit

Public Improvements Completed & Inspected

- ☐ Maintenance Bond

- ☐ **SUBDIVISION CONSTRUCTION AGREEMENT** *(Required when filing plat prior to improvements being complete. Please request the agreement prior to submitting the Final Plat application)*

☐ 9) **PLATS and PLANS:**

- ☐ Digital Copy of Preliminary and Final Plat Maps. (Additional Fee for Full Size Plan Scanning Available).
- ☐ Digital Copy of detailed construction plans for streets and drainage and Stormwater Pollution Prevention Plans (SWPPP) shall bear the seal and signature of a professional engineer. *(If available with Preliminary, otherwise required with Final Plat Application) (Additional Fee for Full Size Plan Scanning Available).*
- When construction plans are approved by City engineer, the City will require one digital copy (pdf) formatted copy on CD of the engineer approved construction plans that are signed and stamped to be submitted to the City.

DIGITAL PDF FORMAT on CD for each submittal or revisions: ☐ Preliminary ☐ Final ☐ Construction Plans

☐ 10) Utility Commitment Letters from:

Utility Company	Contact
Horizon Regional Municipal Utility District (HRMUD)	General Manager
AT&T	EP Admin Mail Box
El Paso Electric	Margaret G. Ontiveros
Texas Gas	Jorge Sejera

Note: Failure of the subdivider to submit a recording plat within twelve (12) months of approval of the final plat by the City Council will nullify the approval of the final plat and obligate the subdivider to reapply for preliminary plat approval should the subdivider wish to pursue the subdivision. (§4.11.2 Subdivision Municode Chapter 10)

SOURCES:

Municipal Code of Ordinances Subdivision Regulations, Chapter 10 Link: <https://www.horizoncity.org/municipal-code-of-ordinances/>
 Design Standards for Construction Link: <https://www.horizoncity.org/wp-content/uploads/Design-Standards-for-Construction-121317.pdf>