



General Plat Information

An applicant is encouraged to schedule a Pre-Development Meeting with the City Administrator prior to submitting a formal plat application. An electronic submittal review prior to submitting myalrs and a completed application is also encouraged. A Plat Application must be completed by the owner/applicant and submitted to the City Secretary or permitting department at The Boyd Municipal Complex located at 731 E. Rock Island Ave. Boyd, Texas 76023. All applications must be accompanied by the required documents and fees.

Platting Change Process

Every proposal to change platting in the city limits or in the extra territorial jurisdiction (ETJ) of the City of Boyd must be presented to the Boyd City Council and approved by the City Council. To initiate this process, an application and all required documentation must be filed with the City Secretary and payment made of the appropriate filing fee, Monday-Friday 8am-4pm.



FINAL PLAT/REPLAT APPLICATION

- ____ Plat application and attached checklist completed in full
- ____ Application fees
- ____ 2- 24 x 36 Clear White Mylars
- ____ 4 - 24 x 36 Blue Lines
- ____ Original Tax Certificate (City and County) - Must show that "no taxes are due."
- ____ An electronic version (pdf) of the plat- By email or flash drive

Project Address: _____

Project Description: _____

Total project acreage: _____

Legal Description of Property: _____

Within: ☐ City Limits ☐ ETJ ☐ Both

Annexation Proposed: ☐ Yes ☐ No ☐ N/A

The change is sought for the following reason: _____

Primary Property Owner

Name: _____

Address: _____

Phone Number: _____ Cell: _____

Email: _____

ARCHITECT OR ENGINEER'S INFORMATION

Name: _____

Address: _____

Email Address _____

Office Phone: _____ Cell: _____

**IF YOUR APPLICATION PACKAGE IS NOT COMPLETE YOUR SUBMITTAL CAN
NOT BE ACCEPTED.**



FINAL PLAT/REPLAT APPLICATION

CHECKLIST TO BE SUBMITTED WITH FINAL PLAT APPLICATION

Office Applicant PLEASE SUBMIT THE FOLLOWING:

- ___ Completed and signed application
- ___ Engineering Submittal Requirements
- ___ Proof of property ownership (general/special warranty deed, title)
- ___ Proof that no delinquent taxes exist against the property
- ___ Application Fee
- ___ Digital copy of the plat or survey document above (Adobe/PDF)
- ___ Development Agreement (if needed)
- ___ Other documentation as needed (annexation request, zoning, etc.)
- ___ Development Site Plan (if applicable)
- ___ List of all property owners and addresses within 200 feet

That I, as owner or duly authorized officer of the above referenced property do hereby execute this document and attest that the information included in this application is true and correct to the best of my knowledge.

Applicant's Acknowledgement: _____ Date: _____

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Office use only

Date Accepted: _____

Letters sent date: _____

Set on City Council Agenda for : _____

Permit # _____

Newspaper date: _____

Approved : Y N

Platting – The applicant is also responsible for the **payment of engineering and legal fees** incurred by the City in the review and processing of the plat application, community facilities and/or other development agreement that may be deemed necessary.

Preliminary- Residential	Fee
Less than 3 lots	\$1000.00
3 lots or more	\$1000.00 + \$10.00 per lot
Commercial or industrial	\$1000.00 + \$90.00 per acre
Additional review, after original review and one minor correction	\$500.00 for each additional
Final- Residential	Fee
Less than 3 lots	\$1000.00
3 lots or more	\$1000.00 + \$10.00 per lot
Commercial or industrial	\$1000.00 + \$90.00 per acre
Additional review, after original review and one minor correction	\$500.00 for each additional
Replat- Residential	Fee
Less than 3 lots	\$1000.00
3 lots or more	\$1000.00 + \$10.00 per lot
Commercial or industrial	\$1000.00 + \$90.00 per acre
Plat Vacation	\$300.00
Escrow	\$1000.00



PRE-DEVELOPMENT MEETING REQUEST FORM

CONTACT'S NAME: _____
PHONE: _____ EMAIL: _____
OWNER'S NAME: _____
PROJECT NAME: _____
PROJECT ADDRESS: _____
PROPERTY ID#: _____

Please be prepared and bring the following items if applicable:

- ❖ List of attendees and respective responsibilities in the development.
- ❖ List of questions and topics to be discussed.
- ❖ Site location map or tax map indicating the location of the proposed project.
- ❖ Written description of the proposed development
- ❖ Conceptual site plan, sketch, or other graphic information to depict the proposed project, which should include the following at a minimum: approximate property boundary information (dimensions of property lines and acreage), adjacent roadways(right of way width, pavement type and width) ,existing public water and sanitary sewer utility information and a conceptual site drainage plan

This application with the required documents, are necessary at least 5 business days before the meeting so City Staff can be prepared. There is no charge for the FIRST pre-development meeting. Submission of required paperwork will be made electronically to Tiffany Sobczak at tiffany@cityofboyd.com. The meeting will not be scheduled without the submission of required documentation.

I, the undersigned, request a pre-development meeting for the purpose of discussing a proposed project in general terms. I have provided the information requested on this form, and I understand that this meeting does not constitute City review for the purposes of approval or permit issuance. Furthermore, I understand that this is not a development permit application and no permit is expected to be issued as a result of this meeting.

Signature

Date