



City of Cresson
P.O. Box 619
Cresson, TX 76035
817-396-4729

COMPLETE APPLICATION CHECKLIST:

- ☐ Completed Application
- ☐ Fee
- ☐ Final Plat checklist
- ☐ Legal Description
- ☐ Current Blue Tax Certificate
- ☐ 5 sets-18" x 24" plats
- ☐ One set of 8-1,12 x11 reproducible copies
OR One digital copy in PDF format.
- ☐ Completed Variance Application, if applicable.

APPLICATION for FINAL PLAT:

Name of Applicant/Owner: (circle one)	Date:
Name of Applicant(s)' Agent/ Owner(s)' Agent: (circle one)	Fee: See Development Fees

PROPERTY INFORMATION:

Name of Subdivision:	
Attach the written legal description and submit with this application form (metes & bounds written on an 8-1/2 x 11 sheet).	
Property Owner(s): (signature required)	
(Signature)	(Street Address)
(Printed Name)	(City, State & Zip Code)
(Telephone No.)	(Email Address)
NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS: That I, _____, as owner or duly authorized officer of the property hereinafter referenced do hereby execute this document and waive any statutory time limits as set forth in Section 212 of the Texas Local Government Code. _____ (Signature) Before me, the undersigned authority, a Notary Public in and for the State of _____, on this <u>day</u> personally appeared _____ known to me to be the person whose name is subscribed to the foregoing Instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed. Given under my hand and seal of office, This <u>day</u> of _____, 20<u> </u>.	(SEAL) Notary Public My Board Expires On: _____
I, _____, as owner or duly authorized officer of the property hereinafter referenced do hereby execute this document (above) and certify that all taxes owed on the subject parcel(s) have been paid to the current year. (Please attach blue tax certificate.)	

PROPERTY INFORMATION: (continued)

Name of Subdivision:	Existing Zoning:
Select the appropriate box below and provide the information: (complete all that apply)	
☐	An existing lot of record: A _____ acre tract of the _____ Addition to the City of Cresson, Texas. (Circle one) Tract(s)/ Lot (s) _____ Blocks (s)
☐	Property within the bounds of an existing survey/unplatted: An _____ acre tract of the _____ Survey, Abstract No. _____ to the City of Cresson, Texas.
☐	Restrictive Covenants/Easements: Volume _____ Page _____ Date _____
Being platted as: Lot(s) _____ Blocks (s) _____ of the _____ Addition to the City of Cresson. . Phase _____ of _____ Phases total.	

ADDITIONAL INFORMATION: (Copy and attach additional sheets, as necessary.)

Applicant/Owner(s)' Agent: (signature required - attach additional pages if needed)	
(Signature) _____	(Street Address) _____
(Printed Name) _____	(City, State & Zip Code) _____
(Telephone No.) _____	(Email Address) _____

Developer/Land Planner:(circle one)	
(Signature) _____	(Street Address) _____
(Printed Name) _____	(City, State & Zip Code) _____
(Telephone No.) _____	(Email Address) _____

Surveyor/Engineer: (circle one)	
(Signature) _____	(Street Address) _____
(Printed Name) _____	(City, State & Zip Code) _____
(Telephone No.) _____	(Email Address) _____



FINAL PLAT CHECKLIST:

Items listed in this check.list must be provided by the applicant, signed, and returned to the City Secretary along with **5 sets** of the completed Final Plat for consideration by the City Council. Once the DRC review is complete, the applicant shall submit 5 mylars and 4 paper copies with the appropriate signatures prior to the City Council hearing. This is a summary of the information that must be provided. For a complete listing of required elements refer Section 2-12 of the City of Cresson Subdivision Regulations.

- ☐ The name of the subdivision, zoning of the property.
- ☐ The scale, north arrow, and date of preparation.
- ☐ The property owner's name, address, and telephone number. Include the owner's certificate or deed of dedication.
- ☐ If applicable, provide the developer's name, address and telephone number.
- ☐ The name of the individual who prepared the plat; include the surveyor's certificate & seal (sample in Section 2-12).
- ☐ Label sites and uses proposed to be reserved or dedicated for parks, schools, playgrounds, or other publicuses.
- ☐ A vicinity map, showing the location of the tract by reference to existing streets or highways.
- ☐ Each lot or block should be identified by number or letter.
- ☐ If the property is planned to be Final platted in phases, a phasing schedule shall be provided.
- ☐ An accurate boundary survey, including a written metes and bounds description on the face of the plat. Label the property lines with bearings & distances referenced to survey lines and established subdivisions, at a scale of 1" = 100'. Label the original survey title and abstract number.
- ☐ The name and location of a portion of adjoining subdivisions shown in dotted lines in sufficient detail to show existing streets, alleys, and other features that may influence the layout and development of the subdivision. Where adjacent land is not subdivided, the owner's name of the adjacent tract shall be shown.
- ☐ All existing and proposed streets, alleys, easements, blocks, lots, building lines, parks, etc., with principal dimensions. Label the angle of the centerlines of all intersecting streets which are intended to be less than 90°.
- ☐ Contours at one-foot intervals. On terrain with less than a 5% grade, contours at two-foot intervals are required.
- ☐ 100-yr flood plain and the finished floor elevation of each building pad and/or lot. Where building sites are located in the floodplain the minimum finished floor elevation shall be 2 feet above the 100-yr floodplain elevation. Refer to Section 2-12 of the Subdivision Regulations for required note to be placed on the plat.
- ☐ The City limits line, ETJ boundary, and/or zoning district boundary if they traverse the subdivision, form part of the boundary of the subdivision, or are contiguous to such boundary.
- ☐ Tax certificates indicating that all taxes on the land being subdivided have been paid to the current year.
- ☐ Certificate of approval to be signed by the City Council (sample in Section 2-12).
- ☐ Certification of recordation by County Clerk (sample in Section 2-12).

For Office Use Only

Application received by:	Date:
Checked for completeness by:	Date:
Application Fee paid: \$	Date:
DRC	Date:
City Council Agenda Item	Date of Meeting:
Staff Comments:	



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FINAL PLAT REVIEW PROCESS:

Submit material to the City of Cresson offices located at 8901 Hwy 377, Cresson, TX 76035

A complete application is required for acceptance of the application. The following lists the minimum items for a complete application:

1. A completed application form.
2. Application fee (see development fees)
3. Checklist for a Final Plat.
4. Legal description of subject property.
5. Current blue tax certificate verifying that taxes are current on subject property.
6. 5 sets - 18 x 24 copies of the Final plat.
7. 1 set- 8 1/2" x 11" reproducible copy of plat (each page, as applicable)
OR 1- digital copy in PDF format.
8. A completed application for Variance Request, if applicable.

Failure to pay the required fee or provide the information itemized above will result in an application submittal that is deemed incomplete. Incomplete applications will not be accepted for review or placement on the City Council agenda.

The request will be placed on an agenda to go before the City Council once the complete application has been reviewed by the Development Review Committee (DRC) and the requested revised information has been provided to the City by the applicant. Revisions required as a result of the DRC review will be compiled into a single letter and faxed or mailed to the applicant. Failure to provide any necessary revised information with regards to this request by the deadline as indicated by staff will delay the consideration of the application for Final Plat. Once the requested revised information is reviewed by the City and deemed complete, the request shall be placed on an agenda for a regularly scheduled meeting of the City Council within 30 days. At such time, the applicant shall submit 5 mylars and 4 paper copies with the appropriate signatures prior to the City Council hearing.

The applicant is responsible to pay all applicable review fees associated with the request prior to the public hearing. Planning and engineering reviews are performed by contracted professionals. Fees will be calculated and sent to the applicant prior to the public hearing.

City Council meets the 2nd and 4th Tuesday of every month. The owner or the owner(s)' agent must attend the public hearing in order to represent the case to the City Council, as necessary. Failure to attend the regularly scheduled meeting may result in the request being either tabled or denied.

Approval of the Final Plat by the City Council does not constitute official acceptance of any public improvements. Public infrastructure improvements must be prepared and submitted to the City for review and inspections.

Please refer to the City of Cresson Subdivision Regulations, Article II, Section 2-1 for the Sequence of Events pertaining to Platting Procedures.

FOR ANY QUESTIONS OR ADDITIONAL INFORMATION, PLEASE CALL 817.396.4729