



Plat Application

In order to ensure a thorough and expedited review of a plat and/or plan, all development requests require that a pre-application discussion or a pre-submittal meeting occur prior to making an application to the City in order to discuss development needs and issues.

Description of Property

Subdivision Name: _____

Total Number of Lots: _____ Total Acreage: _____

Property Location: _____

Contact Information

Owner: _____ Phone #: _____

Address: _____

Email address: _____

Applicant contact info: _____

Engineer/Surveyor: _____ Phone #: _____

Email address: _____

*****See submittal calendar on-line for application submittal dates. *****

FEES

Application Review Fee	\$500.00	
Preliminary Plat – Residential	\$550.00	Plus \$20.00 per lot
Preliminary Plat – Commercial	\$600.00	Plus \$25.00 per acre
Final Plat – Residential	\$650.00	Plus \$20.00 per lot
Final Plat – Commercial	\$700.00	Plus \$25.00 per acre
Minor Plat	\$500.00	
Replat - Residential	\$550.00	Plus \$20.00 per lot
Replat - Commercial	\$600.00	Plus \$25.00 per acre
Amended Plat	\$350.00	
Plat Vacation	\$250.00	Plus \$20.00 per lot
Plat filing (County recording)	\$200.00	
Legal notices (published)	\$150.00	Plus actual expenses
Professional fees for review of land use related permits	*see Special	*Requires deposit, and fee assessed to cover
as prepared by City's consultants	Fees section	reasonable and necessary expenses in review
(ex: Engineer, Planner, Attorney)	of ordinance	of development related permits

The Texas Local Government Code generally requires that the municipal authority responsible for approving plats is to take action on a plat within 30 days of proper filing. Because thorough plat review, and resubmittal of corrections, generally requires in excess of 30 days, an opportunity to allow for additional review time is available to an owner/applicant. You may contact city staff for information on requesting a time extension and for scheduling your plat. In cases where city staff does not have adequate time for review and corrections to be made, there is a high likelihood that the plat will be forwarded to PZ and CC with a recommendation of denial.

Owner's signature required to authorize plat application submittal: _____

Fees paid: _____

☐ Cash

☐ Check # _____

Receipt #: _____

Project #: _____

Date: _____

Plat Application Checklist

In order to ensure a thorough and expedited review of a plat and/or plan, all development requests require that a pre-application discussion or a pre-submittal meeting occur prior to making an application to the City. A complete application, fee, and supplementary materials, in accordance with the City's Subdivision Ordinance, must accompany a plat submittal.

Required for ALL Plats

- | | |
|---|---|
| ☐ Project name in lower right corner | ☐ 4 Copies of Plat (folded) for initial review by staff |
| ☐ Application form, fees, electronic copy/pdf | ☐ Engineer's summary report (Art. 2, Section 1.05 of Subdivision Ord. (how does property drain, grading) |
| ☐ Utility company letters | ☐ Proof of ownership per Art. 2, Sect. 1.05 Sub. Ord. |
| ☐ ETJ affidavit or approval by city | ☐ North arrow |
| ☐ Vicinity map | ☐ Scale 1" = 200 figure & scale bar |
| ☐ Owner's name, address & phone | ☐ Size 24" x 36" |
| ☐ Surveyor/Engineer's name, address & phone | ☐ Boundary lines identified |
| ☐ Adjacent properties identified | ☐ Lots & blocks, acreage identified |
| ☐ Front building lines | ☐ Required signatures |
| ☐ Flood plain statement/boundary | ☐ Street dimensions |
| ☐ Lot/Alley dimensions | ☐ RPLS certificate |
| ☐ Metes & bounds | ☐ Match lines |
| ☐ Easements (drainage, utility, landscape, etc.) | ☐ Street names |
| ☐ Monuments, pins & B.M.'s set | ☐ Certified Tax certificate at time of recording |

Additional requirements for Preliminary Plats

- | | |
|---|---|
| ☐ Preliminary Drainage/Utility plans | ☐ Physical features |
| ☐ Street & road interconnect | ☐ Scale 1"= 200', 1"=100' |
| ☐ Contour lines | ☐ Match lines |
| ☐ Proposed street names | ☐ Proposed parks, trails, open space |

Additional requirements for Re-Plat, Minor Plat, and Final Plats

(see Subdivision Ordinance for complete list of plat documents required):

- ☐ Filing documents and recording fees
- ☐ 2 x 3 recording block
- ☐ Co. judge signature block (if in ETJ)
- ☐ Street & road interconnect
- ☐ Owners certificate
- ☐ Deed restrictions

In accordance with Section 212.014 of the Texas Local Government Code, a Public Hearing is required for a re-plat.

*Any required documentation that is missing from the application packet may constitute the application to be rejected and/or determined to be incomplete.