



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

COMPLETE APPLICATION CHECKLIST:

- ☐ Completed Application
- ☐ Fee
- ☐ Preliminary Plat checklist
- ☐ Legal Description
- ☐ Current Blue Tax Certificate
- ☐ 5 sets-18"x24" plats (min. scale of 1"=100')
- ☐ One set of 8-1/2 x 11 reproducible copies
OR One digital copy in PDF format.
- ☐ Completed Variance Application, if applicable

APPLICATION for PRELIMINARY 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 <u>legal description</u> 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 day 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 _____ day of _____, 20____.	[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)

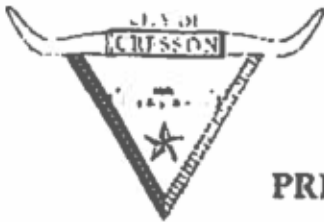
Name of Subdivision:	Existing Zoning:
Select the appropriate box below and provide the information: (complete all that apply)	
☐	An existing lot of record: A _____ acre tract of the _____ Addition to the City of Cresson, Texas. (Circle one) Tract(s)/ Lot (s) _____ Blocks (s) _____
☐	Property within the 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) _____



PRELIMINARY PLAT CHECKLIST:

Items listed in this checklist must be provided by the applicant, signed, and returned to the City Secretary along with 5 sets of the completed Preliminary Plat for consideration by the City Council. This is a summary of the information that must be provided. For a complete listing of required elements see the City of Cresson Subdivision Regulations, Sections 2-9 and 2-10.

- ☐ A complete application and the appropriate fee, as indicated on the City of Cresson Fee Schedule.
- ☐ An accurate boundary survey, including a metes and bounds description, of the property with bearings and distances referenced to survey lines and established subdivisions, at a scale of 1"= 100'.
- ☐ 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.
- ☐ The angle of intersection of the centerlines of all intersecting streets which are intended to be less than 90 degrees.
- ☐ All existing and proposed streets, alleys, easements, blocks, lots, building lines, parks, etc., with principal dimensions. Each lot or block should be identified by number or letter.
- ☐ Contours at one-foot intervals; on terrain with less than a 5% grade, contours at two-foot intervals are required.
- ☐ The name of proposed subdivision and the existing zoning of the property.
- ☐ The name and contact information of the individual who prepared the plat.
- ☐ A vicinity map, showing the location of the tract by reference to existing streets or highways.
- ☐ Sites proposed to be reserved or dedicated for parks, schools, playgrounds, or other public uses.
- ☐ The scale, north arrow, and date of preparation.
- ☐ The property owner's name, address, and telephone number. The developer's contact information, if applicable.
- ☐ 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.
- ☐ If the property is planned to be final platted in phases, a phasing schedule shall be provided.
- ☐ 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

☐ Pre-application Conference as per Sections 2-7 and 2-9: Date _____

☐ Preliminary drainage study with water and sewer layouts on a separate sheet for city engineer to review. All easements or right-of-way necessary for drainage within or without the boundaries of the subdivision shall be reflected upon the preliminary drainage plan.

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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PRELIMINARY PLAT REVIEW PROCESS:

Submit a complete application 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 Fee Schedule on website.*
3. Checklist for a Preliminary 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 preliminary 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, as 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 Preliminary 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.

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, if necessary. Failure to attend the regularly scheduled meeting may result in the request being either tabled or denied.

Approval of the Preliminary Plat by the City Council does not constitute official acceptance of any public improvements. Documents for public infrastructure improvements must be prepared and submitted to the City for review and inspections. As per Section 2-9, Preliminary Plats approved by City Council shall be valid for 12 months from the date of approval. If an application for Final Plat is not submitted within 12 months after the date of Preliminary Plat approval, the Preliminary Plat shall be deemed null and void.

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