



MINOR PLAT APPLICATION

City of Pittsburg
200 Rusk Street
Pittsburg, TX 75686
Phone: 903-856-3621 Fax: 903-856-0544
Email: mary.ornelas@pittsburgtx.gov

Application Date: _____

Application Fee: \$500.00

Project Information

Project Name				
Project Address	Street	City	State	Zip Code
Current Zoning	No. Of Lots		Total Acreage	
General Location Description				
Legal Description				

Applicant Information (Primary Point of Contact)

Applicant Name		Company Name		
Mailing Address	Street	City	State	Zip Code
Phone No.	Cell Phone No	Email Address		
Are you the:	☐ Owner	☐ Buyer	☐ Representative	

Property Owner Information

Owners Name		Company Name		
Mailing Address	Street	City	State	Zip Code
Cell Phone No.	Email Address			

A minor subdivision plat is a subdivision of not more than four lots fronting on an existing street, not involving any new streets or roads, nor the modification or creation of any municipal facilities and/or public improvements. A preliminary plat is not required before the submission and approval of a minor subdivision plat. The submittal requirements for a minor subdivision are the same as those for a final plat. Minor subdivision plats must be approved by the Planning and Zoning Board and City Council.

Application must include the following:

- ☐ A minor plat application form signed by the legal owner(s) of the property and notarized
- ☐ A legal description(metes and bounds) and surveyed drawing of property prepared by a registered surveyor
- ☐ A final plat that contains all of the requirements on page 2-4, must be signed by surveyor
- ☐ A site plan (Residential or Commercial), that shows how the property will be developed, prepared by a registered surveyor or civil engineer is required– see requirements for site plans

I hereby certify that I am the owner, or a duly authorized agent of the owner for purposes of this application, and that all the information submitted herein is true and correct.

Applicant Signature

Date

Before me, the undersigned authority, 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 consideration stated.

Given under my hand and seal of the office this _____ day of _____, 20____

Notary Public in and for the State of Texas



MINOR PLAT REVIEW CHECKLIST

City of Pittsburg

200 Rusk St

Pittsburg, TX 75686

Phone: 903-856-3621 Fax: 903-856-0544

ALL OF THE FOLLOWING INFORMATION IS REQUIRED, BY ORDINANCE, TO BE CONTAINED ON THE FINAL PLAT. PLACE A CHECK MARK NEXT TO EACH ITEM TO VERIFY THAT IT IS CONTAINED ON THE PLAT.	
DESCRIPTION	
Five (5) paper copies 18 x 24, one (1) electronic copy are provided.	
The title or name by which the subdivision is to be identified, the name of the survey, north point, the scale of the map, symbol legend, the name and seal of the professional land surveyor responsible, and date.	
A vicinity map showing sufficient area to properly locate the proposed subdivision or lot in relation to schools, parks, shopping centers, thoroughfares and highways.	
A definite legal description and identification of the tracts being subdivided. This description shall be sufficient for the requirements of title examination. The plat shall be a descriptive diagram shown to scale. Including the legal size and name of the proposed tracts. Show on plat and provide a separate PDF.	
The names of all proposed streets, including public or private.	
The shape and exterior boundaries of the tract subdivided, indicated by the use of distinctive or individual symbol, shall be completely and accurately determined by courses, angles and distances, and the tract shall be tied to a recognized surveyed corner described by survey abstract number, and volume and page of Camp County deed records where said corner is recorded. These boundaries shall be obtained by an accurate survey in the field	
The dimensions of all lots, streets, alleys, and angles of intersection must be shown. The functions of all curves shall be given along the property lines of each street and alley. The blocks and lots shall be properly numbered and minimum finished floor elevations (for designated flood hazard areas) superimposed on each lot.	
The boundaries and widths of easements and right of ways required for the installation of various franchise utilities including but not limited to electrical power, natural gas, telephone, and television cable.	
The boundaries of the tracts to be subdivided, the location or designation of all streets, alleys, parks, easements and other areas intended to be dedicated or deeded to the public use, with proper dimensions. The boundaries of the tract to be subdivided shall be indicated by a heavy line and shall be tied by dimension to the established centerline of any existing boundary streets.	
The names of adjoining subdivisions, the lines of abutting lots, lot and block numbers, and all streets, easements, and principal lines, survey lines and corners and landmarks in the territory contiguous to the proposed subdivision shall be accurately tied to the lines of the subdivision by distances and bearings or angles.	
The location of all watercourses and associated floodplains, ravines, bridges, culverts, drain pipes, and other existing features.	
The location of all city utilities including water mains, meters, sewer mains, manholes within 100 feet of property. Indicate city and state right of ways and dimensions.	
A description of the type of all monuments set, and their location designated by a distinctive symbol.	
All lot, block, square footage or acreage, and street boundary lines, with block numbers as designated by the City Planner and lots numbered consecutively. Building lines and easements shall be shown and shall be defined by dimension. The actual width of the right- of-way of proposed streets shall be shown, measured at right angles or radially, where curved. All principal lines shall have the bearing given and any deviations from the norm shall be indicated. There shall be sufficient annotation shown on the plat that every street, lot, easement, boundary line or any other matter of a surveying nature shown thereon is capable of being laid out on the ground, based solely upon the data shown on the plat.	

A certificate that the plat is true and correct and in accordance with the determination of surveys actually made on the ground, placed on the face of the plat. The certificate shall also state that the plat was made in accordance with the current procedures and practices established by the Texas Board of Professional Land Surveying, as authorized by the Professional Land Surveying Practices Act. The certificate shall be sworn before a notary public by the professional land surveyor who surveyed, mapped, and monumented the land to be subdivided. See Exhibit A	
Board of Professional Land Surveying, as authorized by the Professional Land Surveying Practices Act.	
A Certificate by Owner signed and acknowledged before a Notary Public by the owner of the land and placed on the face of the plat. See Exhibit A	
A certificate of the City of Pittsburg Planning and Zoning Commission certifying that the final plat was reviewed and met the requirements of the city subdivision ordinance. Listing the dates of the public hearings and signed and acknowledged before a Notary Public by the Chairperson of the Commission. See Exhibit A	
A certificate of the City of Pittsburg Mayor stating the Pittsburg City Council has adopted the final plat for filing. The date of the Pittsburg City Council meeting signed and acknowledged before a Notary Public by the Mayor. See Exhibit A	
A notice in the following form placed on the face of the plat: "Notice: Subdividing or selling a portion of any lot displayed on this document without a plat approved by the City of Pittsburg, Texas, is a violation of city ordinance and state law and is subject to fines and withholding of utilities and building permits."	
For subdivisions with private streets and drainage systems, a note shall be placed on the face of the plat stating that the streets and drainage systems will not be maintained by the City of Pittsburg.	

I, _____, the professional land surveyor, do hereby certify that this application and submittal is complete and all Required items have been included on the final plat and verified and checked on this application.

FAILURE TO SUPPLY ALL OF THIS INFORMATION TO THE PLANNING DEPARTMENT WILL RESULT IN DELAY IN PROCESSING THE PLAT UNTIL THE PROPER INFORMATION IS FURNISHED.

Prerequisite to final plat approval by the city council, all plans for construction of sewer, water, storm drainage, and paving shall be approved by the city's engineer via a letter from the city engineer. Letters of consent to the platting and improvements shall be submitted by all lien-holders and other parties having rightful claim of ownership to the property. Construction plans shall include a signed statement signifying the developers' agreement to complete all improvements shown thereon.



MINOR PLAT EXHIBIT A

City of Pittsburg

200 Rusk St

Pittsburg, TX 75686

Phone: 903-856-3621 Fax: 903-856-0544

SURVEYOR STATEMENT CERTIFICATE

I _____, Registered Professional Land Surveyor, State of Texas, hereby certify that the description and plat hereon are taken from actual measurements upon the ground and are true and correct to the best of my knowledge and belief this ____ day or _____, 20____, and the monuments shown thereon have been found or set under my supervision and their location, size and material description are correctly shown.

_____, RPLS No. _____ Surveyor Name

OWNER'S STATEMENT CERTIFICATE

NOW THEREFORE, KNOW ALL PERSONS BY THESE PRESENTS: THAT _____ (owner and lien holder) hereby adopt this plat, designating the hereinabove described property as _____ (name of plat), and do accept this plat as our plan for dividing into lots and do dedicate to the public use forever the streets and easements shown hereon (if any) for the mutual use and accommodation of any public utility desiring to use or using same for the purpose of construction, maintaining, adding to or removing any or all of their respective systems located therein, and further, that the Owner(s) do hereby acknowledge the requirement of completion and extension of all water and sewage collection systems (if any) and all street, curb and gutter, and drainage improvements (if any) at the expense of the Owner(s) and guarantee(s) the performance of same.

WITNESS MY HAND THIS ____ DAY OF _____, 20____.

By: _____ Owner

PLANNING & ZONING APPROVAL CERTIFICATE

APPROVAL CERTIFICATE APPROVED. This ____ day of _____, 20____ by the Planning and Zoning Commission of the City of Pittsburg, Texas, I hereby certify that the plat hereon conforms to all of the requirements of the subdivision regulations.

_____, Chair of The Planning and Zoning Commission.

Mayor' & City Council Approval Certificate

The City Council of the City of Pittsburg held a Public Hearing and approved the plat herein the ____ day of _____, 20____.

I, _____, Mayor of the City of Pittsburg, Texas do hereby acknowledge the approval of this plat on behalf of the City Council of Pittsburg this the ____ day of _____, 20____

_____, Mayor