



CITY OF RIESEL

Subdivision Plat Application

Notice: if you would like a presubmittal meeting with the city, please email the city secretary (email below) and do not fill out this form.

City of Riesel · Development Services Department · (254) 896-6501
104 N. Hwy 6 · PO Box 249 · Riesel, Texas · 76682

☐ **Preliminary Plat**
(\$405 + \$5/Lot + \$1,000 Deposit 6 lots or less
\$2,500 deposit for 7 lots or more)

☐ **Minor Plat**
(\$350 + \$1,000 Deposit 6 lots or less \$2,500
deposit for 7 lots or more)

☐ **Final or Development Plat**
(\$500 + \$10/Lot + \$1,000 Deposit 6 lots or less
\$2,500 deposit for 7 lots or more))

☐ **Replat or Amended Plat**
<10 lots (\$350 + \$5/Lot + \$1,000 Deposit)
>10 lots(\$450 + \$10/Lot + \$1,000 Deposit)

Name of Applicant: _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone: (_____) _____ - _____ Cell Phone: (_____) _____ - _____

Email: _____

Name(s) of Property Owner(s): _____

Current Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone: (_____) _____ - _____ Cell Phone: (_____) _____ - _____

Email: _____

Name of Proposed Plat: _____

Location of Property to be Platted: _____

Legal Description: _____

Total Acreage: _____ Number of Lots: _____

Applicant Signature: _____ Date: ____ / ____ / ____

Printed Name: _____

Property Owner Signature: _____ Date: ____ / ____ / ____

Printed Name: _____

NOTE: An application is not deemed filed pursuant to Texas Local Government Code Chapters 212 & 232 until all prerequisite authorizations and all documents required by and prepared in accordance with the requirements of the City of Riesel Subdivision Regulation Ordinance #2021-05 are complete and received by the City of Riesel.

SUBMIT DIGITAL PLAT APPLICATIONS TO: Alisha Flanary at citysecretary@cityofriesel.org

Intake Date: ____ / ____ / ____ Received by: _____

Amount Paid: \$_____ MO #: _____ Receipt #: _____

CITY OF RIESEL

Subdivision Plat Application CHECKLIST

City of Riesel · Development Services Department · (254) 896-6501
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Subdivision Plat requirements are outlined in City of Riesel Subdivision Ordinance #2026-05. A list of preliminary and final plat application requirements are attached to this form.

The following items are required for subdivision plat application submittals:

- ☐ Completed Subdivision Plat Application
 - Application must be signed by the property owner, or in the case of a corporation or partnership, documentation must be provided authorizing a single party to sign on behalf of the corporation or partnership
- ☐ Application Fee – *varies based on type of plat*
 - Cashier's check, money order, or credit card; payable to the City of Riesel
 - Deposit for professional & engineering fees (See Ordinance #2023-01)
- ☐ Plat Drawing, containing all required information set forth in City of Riesel Subdivision Ordinance #2026-05. A list containing the City's requirements is attached to this form.
- ☐ Plat Application Documents set forth in City of Riesel Subdivision Ordinance #2026-05. A list containing the City's requirements is attached to this form.
- ☐ Additional information (attach additional pages if necessary):
 - Proposed Subdivision
 - Total No. of Lots: _____ Average Lot Size: _____
 - Total Linear feet of Any Road Improvements: _____
 - Type of Road (concrete, asphalt, etc.): _____
 - Sewer _____ or OSSF _____?
 - Water Source/Provider: _____
 - If groundwater please describe in detail: _____
 - Approximate Linear feet of Water _____ Sewer _____ lines to be constructed. Are any lift stations, pumps, or other facilities required? _____

The following items are required prior to recordation of the plat:

- ☐ Two (2) signed originals (18" x 24") of the plat (see City subdivision ordinance or contact McLennan County for detailed requirements)
- ☐ One (1) signed MYLAR original (18" x 24") of the plat (see City subdivision ordinance or contact McLennan County for detailed requirements)
- ☐ Tax Certificates from McLennan County Tax Office
 - Tax certificate shall show a zero balance
- ☐ City Council Approval

Requirements for Preliminary Plat

- Preliminary Plat fee
- Preliminary Plat including:

The Preliminary Plat shall show, or be accompanied by the following information:

- (1) Preliminary Plats shall be prepared by a Registered Professional Land Survey or showing:
 - A) the subdivision boundary as determined by a boundary survey;
 - B) the street and lot layout, proposed street cross-section, and the proposed use of the property;
 - C) proposed and existing easements, sewers, water lines, gas mains, water courses, ravines, bridges, culverts, existing structures, drainage areas in acreage, and other features pertinent to subdivision;
 - D) proposed and dedicated right-of-way;
 - E) the proposed legal description of the subdivision;
 - F) the proposed name of the subdivision;
 - G) the date of the plat;
 - H) the scale to which the plat was drawn, (1"=100' typical);
 - I) computed total acreage;
 - J) a north arrow;
 - K) the name and address of the owner of the property [preliminary plat can be signed by surveyor only, or owners can join surveyor in signing];
 - L) the words shown on the plat "PRELIMINARY PLAT FOR REVIEW PURPOSES ONLY";
 - M) the source of water service to the subdivision. For a subdivision to be served by a private water supplier, the Texas Commission on Environmental Quality (TCEQ) water certification of convenience and necessity file number. If the property intends for a source of water supply to be groundwater, the Applicant must submit a groundwater certificate in accordance with Local Government Code section 212.0101 with the final plat. The Applicant must show proof that the information required by Local Government Code section 212.010(c) has been submitted to the Texas Water Development Board;
 - N) the electric service company or cooperative that serves the area.

- O) utility layout plan. The developer shall submit at least three (3) copies of a plat of the development showing the proposed location of all utilities and their relation to all other utilities.
- P) an additional 10 ft. wide utility easement to be located in the front of all lots along public right-of-way or in a paved alley.
- Q) the location of the approximate 100-year flood plain boundary.
- R) preliminary drainage plan.
- S) preliminary drainage area map with drainage calculations.
- T) Tax certificate.
- U) Preliminary Construction Plans for infrastructure (if applicable).

2) A topographical map of the entire subdivision, and of a one hundred (100) foot wide strip surrounding the subdivision, showing contours at two (2) foot intervals with all elevations referenced to City approved datum. Topographic information may be included on the plat or placed on a separate map drawn to the same scale as the above plat. The topographic map shall be an actual on-the-ground survey, or an aerial survey. A note shall be placed on the plat stating which method was used to provide the topographical map.

3) A location map showing:

- A) the proposed subdivision in relation to existing streets and/or other easily recognizable geographic features,
- B) a north arrow, and
- C) the proposed name of the subdivision.

4) For sites not served by public sanitary sewer, the subdivider shall submit a report by an independent Registered Professional Engineer indicating sufficient soil tests have been conducted and that the said Engineer has determined the environmental suitability of each lot for safe operation of an on-site sewage facility (OSSF). The report shall determine a minimum lot size, density, and type of proposed disposal system. This report is to be submitted to the City Engineer for approval and shall comply with all applicable Texas Commission on Environmental Quality (TCEQ) and Waco-McLennan County Health District regulations.

Requirements for Final Plats and Development Plats

- Application
- Final Plat / Development Plat Fee
- Final Plat or Development Plat including:

The plat shall show or be accompanied by the following information:

- 1) a legible, accurately scaled plat of the parent tract and proposed subdivision thereof. Plats shall be prepared by a Registered Professional Land Surveyor licensed in the state of Texas in compliance with the minimum standards of the State Board of Professional Land Surveyors showing:
 - A) the boundaries of the parent tract and the boundaries of the proposed subdivision, all as determined by a boundary survey done on the ground by a Registered Professional Land Surveyor;
 - B) the street and lot layout with consideration of public right-of-way needs for traffic calming, and showing the means of access to and from a public street;
 - C) proposed and existing alleys and easements;
 - D) proposed and dedicated right-of-way with consideration of public right-of-way needs for traffic calming;
 - E) all dimensions and other surveying information necessary to produce the plat on the ground including:
 - i) linear and curvilinear dimensions shall be shown in feet and decimals of a foot;
 - ii) bearings reference shall be shown by the current standards as prescribed by the State of Texas Land Surveyors Board;
 - iii) the radii, tangents, central angles, chords, and arcs of all curves;
 - iv) the lengths and bearings of all straight lines;
 - v) the dimensions from all angle points and points of curve of lot lines;
 - vi) the long chord distance and bearings for all curves and curved lot lines;
 - vii) existing lot lines (shown by dashed lines) for property being re-subdivided;
 - viii) all lot lines shall be identified and have the bearing shown; and
 - ix) building setback lines shall be shown on all lots.
 - F) recording data for all property adjacent to the subdivision-including owner name and acreage;

- G) names and dimensions of proposed and existing streets within and adjacent to the subdivision;
- H) the proposed name of the subdivision;
- I) the date of the plat;
- J) the scale to which the plat was drawn, (1"=100') unless otherwise approved by the City Engineer and the plat shall include a north arrow;
- K) the name, address and signature of the owner(s) of the property and any lienholders;
- L) the name, address, signature, and seal of the Registered Professional Land Surveyor responsible for the survey of the properties being subdivided;
- M) abandoned streets, alley and easements with Ordinance Number and date or other official identifier;
- N) a monument legend;
- O) certification by the surveyor that the plat represents work done on the ground under said supervision;
- P) certification by the Surveyor that all survey monuments are shown on the plat and set in accordance with the minimum standards of the Texas Board of Professional Land Surveyors;
- Q) if a lot or lots is/are not to be served by sanitary sewer, a certification shall be included with the plat from the Waco-McLennan County Health District that certifies that planning materials and a suitability report have been submitted to the Waco-McLennan County Health District and accepted by the Waco-McLennan County Health District for the subdivision plat;
- R) identification of the source of water service to the subdivision. For subdivisions served by a private water utility, the Texas Public Utility Commission certificate number, date of certification, and name of water utility serving the subdivision shall be shown on the plat. If the property intends for a source of water supply to be groundwater, the Applicant must submit a groundwater certificate in accordance with Local Government Code section 212.0101 with the final plat. The Applicant must show proof that the information required by Local Government Code section 212.010(c) has been submitted to the Texas Water Development Board. The groundwater certificate is not required if the groundwater certificate was submitted with the Preliminary Plat;

- S) The location of the approximate 100 year flood plain boundary or certification that the property is not in a Special Flood Hazard Area;
 - T) "Will serve" letters from the applicable utilities;
 - U) Tax Certificate dated within 30 days of submission of the Tax Certificate.
 - V) Final Construction Plans for Infrastructure.
 - W) Final Drainage Plan.
- 2) complete set of fieldnotes of the boundary survey, signed by the surveyor, and having a closure error no greater than 1/10,000.
 - 3) an instrument of dedication for all street and highway right-of-way, alleys, easements, parks, and/or property improvements intended for public use. The dedication shall be signed by the owner or his/her legally designated agent and acknowledged by a Notary Public and will be filed for record. The following certificate shall be placed below the dedication:

STATE OF TEXAS:

COUNTY OF MCLENNAN:

"I hereby certify that the above and foregoing plat and fieldnotes of the (subdivision name) Addition to the City of Riesel, Texas, was approved by the City Council on the day of _____, 20____."

City Secretary

- 4) one copy of any requirements or deed restrictions imposed upon the subdivision by an individual or agency other than City staff or the City Council.
- 5) *Drainage Maps*. Maps showing existing and proposed topography for the watershed affecting the project. These maps must show drainage areas, waterways, proposed streets, proposed storm sewer improvements, and any other improvements which might affect drainage. Appropriate calculations showing runoff and capacity quantities shall be provided for all drainage areas and storm drainage facilities.
- 6) If required by the City, the traffic impact study, water availability or impact study, drainage study, emergency services impact study or other public facilities study as set forth in Section 3.5 of the Subdivision Ordinance.