



2025 PLAT APPLICATION SUBMITTAL PACKET

PLANNING DEPARTMENT

600 Morton Street, City Hall Annex
Richmond, Texas 77469
Office: 281-342-0559 | Fax: 281.238.1215



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PLEASE NOTE

All plat applications and documents must be submitted electronically via email to:

Planning Department

Email: planning@richmondtx.gov

Ph: (281) 342-0559

*Plat submittals will be accepted **no sooner than the week before** the submittal date, and **no later than 11:00 a.m.** on the submittal date.*



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GENERAL INFORMATION

UNIFIED DEVELOPMENT CODE

In 2015, the City of Richmond adopted the Unified Development Code (UDC) as part of the implementation of policy and strategic directions set out in the City's Comprehensive Master Plan. All proposed plats must comply with the provisions and requirements of the UDC, which can be accessed online at: www.richmondtx.gov/departments/planning-and-zoning/development-codes-and-plans

PLAT APPLICATION TYPES

The City of Richmond accepts the following plat submittal types as defined in Division 7.1.300 of the UDC:

✓ Administrative (Minor) Plat	✓ Land Plan / Concept Plan	✓ Re-Plat
✓ Amending Plat	✓ Plat Variances	✓ Short Form Final Plat
✓ Final Plat	✓ Preliminary Plat	✓ Vacating Plat

PRE-APPLICATION CONFERENCE

Applicants can schedule a pre-application conference prior to submitting a plat application. Pre-application conferences are an opportunity for applicants to discuss their project with various department representatives at the City of Richmond. A pre-application conference can be scheduled by submitting a request form available online at:

www.richmondtx.gov/departments/planning-and-zoning/pre-application-meeting

PLAT SUBMITTAL

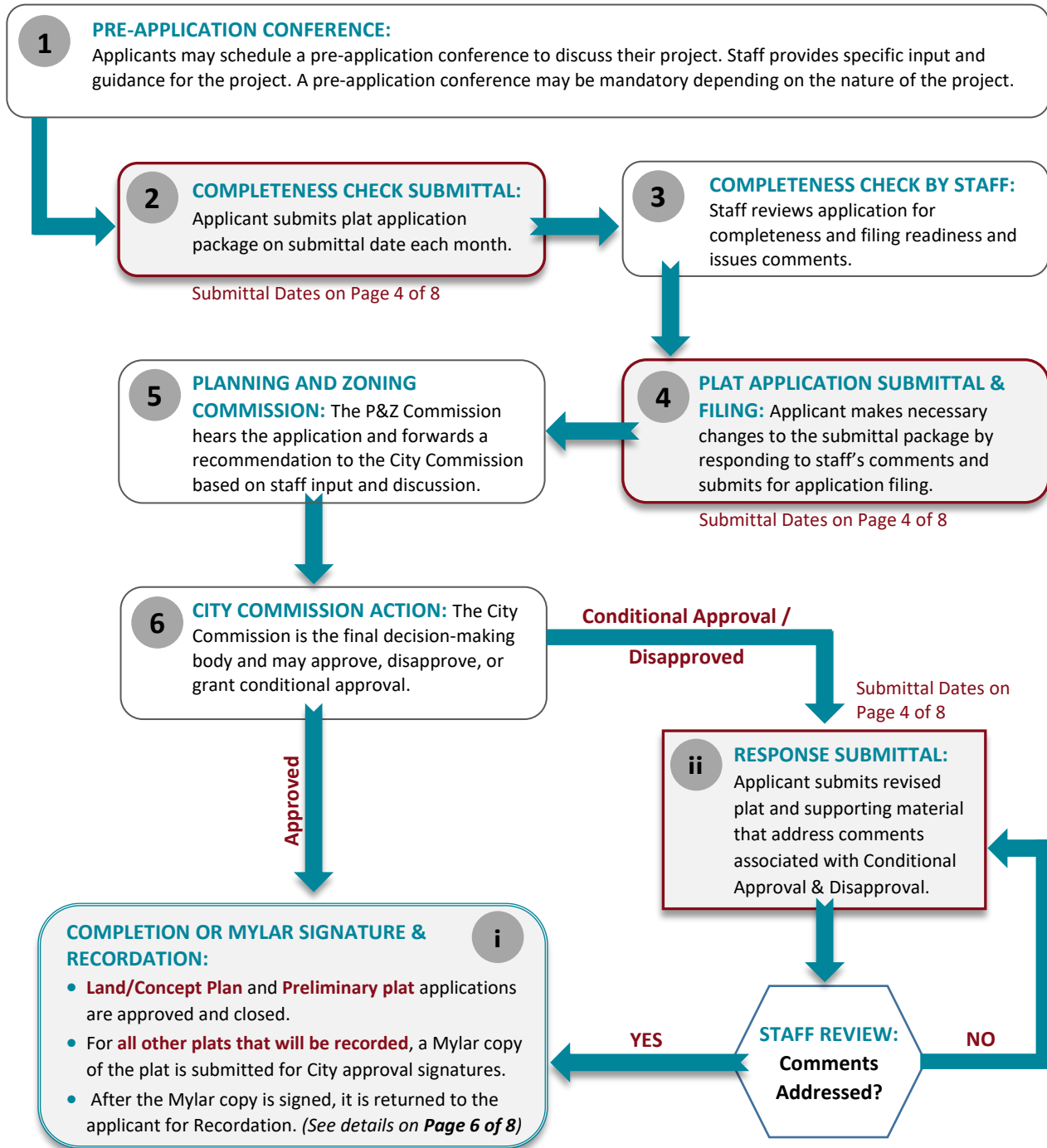
- All submittals must be emailed to planning@richmondtx.gov.
- To avoid any delay, applicants must submit completed application form and all applicable supporting documents indicated on *Page 5- 6; Plat Submittal Requirements* no later than 11:00 a.m. on the submittal date per *Plat Submittal Dates and Meeting Dates* on *Page 4*.
- Please extract the plat application form and fee calculation sheet from this packet and submit as one single document.
- Please do not drop off or mail checks for fee payment. The permitting department will contact the applicant listed on the application form for payments.
- Late or partial submittals may not be accepted or filed.

Information included in this *Plat Application Packet* is intended only for general guidance to the City of Richmond's plat submittal process as specified in the UDC and applicable state statutes. This packet or information included in it is NOT intended to replace, substitute, or modify any provision or regulation of the UDC. Please consult City Staff with any questions you may have.

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CITY OF RICHMOND PLATTING PROCESS



* Development permits cannot be issued prior to completion of the platting process which includes submitting a copy of the recorded plat.

* This flowchart is intended to provide only an overview of the platting process; for details please contact the City of Richmond Planning Department.



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PLAT SUBMITTAL DATES AND MEETING DATES

Completeness Check Submittal Date:	Completeness Comment Issuance Date:	Plat Submittal and Filing Date:	P&Z Commission Meeting at 5:00 pm	City Commission Meeting at 4:30 pm	* Response Submittal Date (Response to Disapproval and Conditional Approval)
Monday, Dec 2, 2024	Monday, Dec 9, 2024	Friday, Dec 13, 2025	Monday, Jan 6, 2025	Tuesday, Jan 21, 2025	Friday, Feb 7, 2025
Monday, Jan 6, 2025	Monday, Jan 13, 2025	Friday, Jan 17, 2025	Monday, Feb 3, 2025	Monday, Feb 17, 2025	Friday, Mar 7, 2025
Monday, Feb 3, 2025	Monday, Feb 10, 2025	Friday, Feb 14, 2025	Monday, Mar 3, 2025	Monday, Mar 17, 2025	Friday, Apr 11, 2025
Monday, Mar 3, 2025	Monday, Mar 10, 2025	Friday, Mar 14, 2025	Monday, Apr 7, 2025	Monday, Apr 21, 2025	Friday, May 9, 2025
Monday, Apr 7, 2025	Monday, Apr 14, 2025	Friday, Apr 18, 2025	Monday, May 5, 2025	Monday, May 19, 2025	Friday, Jun 6, 2025
Monday, May 5, 2025	Monday, May 12, 2025	Friday, May 16, 2025	Monday, Jun 2, 2025	Monday, Jun 16, 2025	Friday, Jul 11, 2025
Monday, Jun 2, 2025	Monday, Jun 9, 2025	Monday, Jun 16, 2025	Monday, Jul 7, 2025	Monday, Jul 21, 2025	Friday, Aug 8, 2025
Monday, Jul 7, 2025	Monday, Jul 14, 2025	Friday, Jul 18, 2025	Monday, Aug 4, 2025	Monday, Aug 18, 2025	Friday, Sept 5, 2025
Monday, Aug 4, 2025	Monday, Aug 11, 2025	Friday, Aug 15, 2025	Tuesday, Sept 2, 2025	Monday, Sept 15, 2025	Friday, Oct 10, 2025
Tuesday, Sept 2, 2025	Tuesday, Sept 9, 2025	Friday, Sept 19, 2025	Monday, Oct 6, 2025	Monday, Oct 20, 2025	Friday, Nov 7, 2025
Monday, Oct 6, 2025	Monday, Oct 13, 2025	Friday, Oct 17, 2025	Monday, Nov 3, 2025	Monday, Nov 17, 2025	Friday, Dec 5, 2025
Monday, Nov 3, 2025	Monday, Nov 10, 2025	Friday, Nov 14, 2025	Monday, Dec 1, 2025	Monday, Dec 15, 2025	Friday, Jan 9, 2026

* Response submittals are accepted once every month. Response to Disapproval and Conditional Approval may be submitted on any response submittal date after the City Commission grants conditional approval or denies the plat application.

Planning & Zoning Commission and City Commission meetings are held at
600 Morton Street (City Hall Annex), Richmond, TX 77469

Plat submittals will be accepted no sooner than the week before the submittal date, and no later than 11:00 a.m. on the submittal date.



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PLAT SUBMITTAL REQUIREMENTS

REQUIRED DOCUMENTS	Amending Plat/ Administrative (Minor) Plat	Final Plat/ Short Form Final/ Replat	Land Plan / Concept Plan	Preliminary Plat
Digital Plat (PDF)	■	■	■	■
Completed Application Form (Response Letter for plat submittal & filing / response submittal)	■	■	■	■
MUD annexation letter (if applicable)		■	■	■
Preliminary Drainage and utility layout				■
Utility one-line drawings with pipe sizes shown.		■		■
Restrictive covenants/ HOA creation (if applicable)		■		
Proof of notice to utility companies and other applicable entities		■	■	■
No objection letters from utility companies and other applicable entities	■	■		■
Copy of Current Title Report/ City Planning Letter (Replats and Amending Plats will not be accepted without a copy of the Title Report)	■	■		■
Copy of metes and bounds	■	■	■	■
Proof of ownership - copy of deed	■	■	■	■
Authorization Letter (if applicable) If you are an agent and not the property owner, then you shall submit an authorization letter from the property owner naming you as agent for this application or you must provide an executed contract for sale allowing you to apply for this plat.	■	■	■	■
Articles of Incorporation (if applicable) If the property is owned by any entity or corporation and not an individual, submit a copy of the Articles of	■	■	■	■



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Incorporation or other documentation verifying signatory authorization.				
Replat - Previously recorded plat	■	■		
Residential Replat Statement The applicant shall provide a statement that indicates whether: 1) any of the area to be replatted has been limited by an interim or permanent zoning classification to residential use for not more than two residential units per lot during the preceding five (5) years; OR, 2) any lot in the preceding plat was limited by deed restrictions to residential use for not more than two residential units per lot.		■		
Previously approved plat (if applicable) Approved Preliminary Plat for Final Plats	■	■		
Copy of Current Paid Tax Certificates for mylar signatures	■	■		
Traffic Impact Analysis (if applicable)		■	■	■
Copy of Easements filed by separate instruments (if applicable)	■	■	■	■
Approved Plat Variance for proposed plat if deviating from subdivision regulations	■	■		■
Minimum Slab Elevation Analysis Report	■	■	■	■
County Plat Markups (for properties in the ETJ)	■	■	■	■
Electronic Copy of submittal package including *.dwg (AutoCAD) file of the proposed plat (CD or flash drive)	■	■	■	■

Please note that the aforementioned is a general list and required documents may vary from the above list for certain plat applications.



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PLAT APPROVAL AND RECORDATION

- Response submittals **must be emailed to the project planner** and must include revisions to the plat and all materials required as a condition of approval or to address reasons for disapproval. Please note the following:
 - ✓ *If all conditions are not met or reasons for disapproval are not addressed, staff will notify the applicant accordingly and another response submittal will be required.*
 - ✓ *Certain response submittals may require City commission action and will be presented to the City Commission within 15 days.*
 - ✓ *For plats that **do not require recordation**, Staff will review, approve, and close the application. If all conditions are met or reasons for disapproval are addressed, Staff will notify the applicant accordingly.*
 - ✓ *For plats that **require recordation**, Staff will review, approve, and provide instructions for recordation (see below).*

- PLAT RECORDATION INFORMATION: Upon confirmation of approval from staff, a Mylar copy of the plat along with the approval letter **shall be submitted** to the Building Department located at *City Hall Annex* for signatures.
 - ✓ *Staff will notify the applicant when the Mylar copy of the plat is ready for pick-up.*
 - ✓ *The applicant is responsible for recording the plat at Fort Bend County Clerk's Office.*

- Once the final plat has been recorded, applicant shall submit an electronic copy (PDF via email or disc) to the project planner.

For more information or questions, please contact:

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City of Richmond, City Hall Annex
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PLAT CONTENT CHECKLIST

PLAT TYPES	Amending / Minor	Concept / Land Plan	Final Plat / Replat	Preliminary Plat
➤ Tentative proposal layout of streets and land use		■		■
➤ Title Block showing the following information: - Name and type of plat, - Name and address of property owner & agent, - Date of preparation and subsequent revisions, - Legal description with Survey name and Abstract Number, and - Number of proposed lots, blocks, and reserves.	■	■	■	■
➤ North Arrow and Vicinity Map highlighting the proposed subdivision	■	■	■	■
➤ Graphical and Written Scale (100 feet to the inch or larger)	■	■	■	■
➤ Plat boundary in solid bold line (with dimensions to hundredth decimal point)	■	■	■	■
➤ Contours or spot elevations (contours at one-foot intervals; spot elevations shall be no farther apart than 500 feet)	■	■	■	■
➤ Following must be shown or labelled within the proposed plat boundary and within 200 feet from plat boundary: - Richmond City Limits - ETJ Limits (Richmond and others) - Survey and Abstract lines - Existing easements (in italics with recordation information) - Public access easements - Existing or proposed highways and streets, including proposed street names 100- year floodplain according to FEMA - Watercourses/ditches/streams - Railroad ROWs	■	■	■	■
➤ The location of all adjacent streets and alleys, with their names, and the names of adjoining subdivisions with recordation details or legal description and ownership information for unplatted properties.	■	■	■	■
➤ The length and bearing of all straight lines, radii, arc lengths, tangent length, and central angles of all curves shall be indicated along the boundary line of the subdivision and each block.	■		■	■



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PLAT TYPES	Amending / Minor	Concept / Land Plan	Final Plat / Replat	Preliminary Plat
➤ All dimensions along the lines of each lot shall be shown. The curve and line data pertaining to block or lot boundary may be placed in a table.	■		■	■
➤ Single-family residential and/or non-residential layout with details showing: - Lot and block numbers and dimensions (to hundredth decimal point) - Reserves (identified using alphabets) - Lot depth, lot width, and lot area - Front building lines and street side building lines.	■		■	■
➤ All streets and other ROW dedications in compliance with: - Minimum street centerline radius - Maximum cul-de-sac length - Intersections at 90° angles - Minimum right-of-way widths - Minimum Intersection spacing	■		■	■
➤ General Notes pertaining to the proposed subdivision reflecting: - All applicable jurisdictions - Pipeline easements - Minimum slab elevation and Benchmark description - Flood Insurance Rate Map designation - Notes required by other jurisdictions (if applicable) - Sidewalk requirements of the UDC - One-foot Reserve (if applicable) - References to any terms, conditions, restrictions, and easements recorded or proposed to be recorded separately.	■		■	■
➤ All certifications, dedications, and signature blocks as required by the UDC. (Fort Bend County Approval Signature blocks must be included on plats within Richmond ETJ).	■		■	
➤ Owner's dedicatory statements.	■		■	
➤ Lienholder's acknowledgement (if applicable)	■		■	
➤ Legend and Abbreviation Table (if applicable)	■	■	■	■
➤ Reserve Table (Name, proposed use, and Ownership/ Maintenance responsibility)	■	■	■	■



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RICHMOND, TX 77469
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PLAT APPLICATION

PROJECT INFORMATION

Please ☐ Administrative (Minor) Plat ☐ Final Plat ☐ Re-Plat
Check: ☐ Amending Plat ☐ Plat Variances ☐ Short Form Final Plat
☐ Concept / Land Plan ☐ Preliminary Plat ☐ Vacating Plat

Plat Name: _____

Plat Location/Address: _____

Legal Description: _____

☐ City Limits (Zoning: _____) ☐ ETJ (MUD/LID: _____)

Parcel/Tax ID# (s): _____ Total Acreage: _____

No. of Sections _____ No. of Lots _____ No. of Reserves _____ Reserve Acreage _____

Proposed Land Use: _____

Associated plat (Preliminary plat/ General Plan): _____

APPLICANT INFORMATION

Applicant Name: _____ Phone: _____

Company Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Fax: _____

This is to certify that the information on this form is COMPLETE, TRUE, and CORRECT, and I, the undersigned, am authorized to make this application on behalf of the owner(s). I understand that this application will expire one year from the date of submittal.

Project Representative's Signature (Required)

Date

PROPERTY OWNER INFORMATION

Owner Name: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Fax: _____

PROPERTY OWNER'S AUTHORIZATION (Required - If owner is also the applicant, must sign as both):

I am the owner of the property for which this application is being made. I authorize the above person (Project Representative) to submit this application and to correspond with the City of Richmond regarding this application on my behalf.

Property Owner's Signature (Required)

Date

FEE CALCULATION WORKSHEET

Plat Types	Fee Item	Item Unit	Item Quantity	Unit Fee	Totals	
Preliminary & Final Plats	Base Fee	1	1	X \$750.00	=	\$750.00
	Residential Single-Family, per lot	Lots	_____	X \$5.00	=	_____
	Commercial & Reserve Acreage, per acre fee	Acres	_____	X \$15.00	=	_____
Administrative/Minor Plat	Per Submittal	--	_____	X \$750.00	=	_____
Amending Plat Land Plan/Concept Plan (Minor Amendment)						
Re-Plat						
Short Form Final Plat						
Vacating Plat						
Land Plan/Concept Plan	Per Submittal	--	X \$2,000.00 + \$10.00 per acre (max. \$3,500.00)	=	_____	
Land Plan/Concept Plan (Major Amendment)	Per Submittal	--	X \$1,500.00 + \$10.00 per acre (max. \$3,500.00)	=	_____	
Plat Variance	Variance Review, Per Item	Items	_____	X \$450.00	=	_____
Grand Total: \$ _____						

NOTE: For application fee purposes all acreage should be rounded to the nearest one hundredth decimal place (two decimal places). For example, 11.7472 acres should be rounded to 11.75 acres.