

**Our Mission...**

...to be responsible stewards of the public trust, to strive for excellence in public service, and to enhance the quality of life for all.

# Plat Application



Application For     Preliminary Plat     Final Plat     Replat     Vacation of Existing Addition

A submittal application is not official until all the following are delivered to and acknowledged by the City and the City issues a payment receipt.

- This application, signed with all information complete and accurate.
- Documents in PDF format on one USB flash drive or in acknowledged email
  - Plat drawing
  - Preliminary engineering plans for utilities and drainage
  - Completed plat checklist
  - Tax certificate(s) for subject property
  - Utility will serve letters (as needed)
  - HOA CCRs (as needed)
- Filing Fee:
  - Preliminary Plat - \$200 plus \$12 per acre
  - Final/Replat - \$325 plus \$25 per acre

Name of Subdivision: \_\_\_\_\_

Address or Legal Description: \_\_\_\_\_

Acreage: \_\_\_\_\_ Current Zoning: \_\_\_\_\_ Proposed Use(s): \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Property Owner (if not applicant): \_\_\_\_\_

Property Owner signature (if not applicant): \_\_\_\_\_

Name of Surveyor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Office Use Only

Date Received: \_\_\_\_\_ P&Z Date: \_\_\_\_\_ CC Date: \_\_\_\_\_

Planner: \_\_\_\_\_ Engineer: \_\_\_\_\_

Amount Received: \$ \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Ver 2019.9.9

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# Plat Checklist

Preliminary Plat	Final Plat	Requirement
<input type="checkbox"/>	<input type="checkbox"/>	Plat prepared by a registered surveyor
<input type="checkbox"/>	<input type="checkbox"/>	Provide title block in lower right to include; the name of the subdivision, total acreage, with number and type of lots
<input type="checkbox"/>	<input type="checkbox"/>	Provide owner and surveyor info with name, phone, email, and address.
<input type="checkbox"/>	<input type="checkbox"/>	Show a vicinity map that identifies the location of the proposed plat within the City or the City's ETJ
<input type="checkbox"/>	<input type="checkbox"/>	Provide date of drawing, graphic scale, and north arrow
<input type="checkbox"/>	<input type="checkbox"/>	Show Boundary lines, abstract or survey lines, corporate or other jurisdictional boundaries, bearings and distances related to State Plane Coordinates and all survey monuments.
<input type="checkbox"/>	<input type="checkbox"/>	Show the name, location, existing property lines, existing lot and block numbers and date recorded, easements of record, recording information of all adjacent subdivisions.
<input type="checkbox"/>		Show Contours with intervals of two feet or less shown for the area.
<input type="checkbox"/>		Show adjacent property structures (if within 50 feet of property line).
<input type="checkbox"/>		Show existing buildings, existing sewer or water mains, gas mains or other underground structures, or other existing features within the area proposed for subdivision.
<input type="checkbox"/>		Provide phasing information if the subdivision is to be completed in phases.
<input type="checkbox"/>	<input type="checkbox"/>	Show the location, widths, and names of all existing and proposed streets and alleys.
<input type="checkbox"/>	<input type="checkbox"/>	Show the proposed arrangement and square footage of lots, including lot and block numbers.
<input type="checkbox"/>	<input type="checkbox"/>	Show visibility, access and maintenance easements
<input type="checkbox"/>	<input type="checkbox"/>	Show sites reserved or dedicated for parks, schools, HOA amenities, or other open space. Label as "X" lots and provide proper notes
<input type="checkbox"/>	<input type="checkbox"/>	Provide legal description
<input type="checkbox"/>	<input type="checkbox"/>	Show FEMA 100-year Floodplain and include note.
	<input type="checkbox"/>	Provide a place on the lower right-hand corner of the plat a place for the County Clerk to stamp the date and location where the plat will be filed
	<input type="checkbox"/>	Provide the correct certificates and approval/acceptance language for signature blocks.
<input type="checkbox"/>	<input type="checkbox"/>	Any other plat language as deemed necessary.

Ver 2019.9.9