

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.
<input type="checkbox"/>	<input type="checkbox"/>	Any presentations (optional) shall be submitted Monday the week prior to P&Z Meeting.

Ver 2020.2.3