

# APPLICATION FOR COMMERCIAL AND RESIDENTIAL AMENDING PLATS

The application must include all items listed below for acceptance.

1. The application must comply with applicable requirements of:
  - a. **Chapter 24** – Planning and Zoning Regulations
  - b. **Chapter 23.5** – Subdivision Regulations
  - c. **TX Local Government Code Ch. 212.016**
  
2. The application must include:
  - a. **Three (3)** blue or black line prints of the plat **folded**
  
  - b. **Title Report or a City Planning Letter from Title Company** (preferable) including all existing encumbrances (include copy of any and all deed restrictions or covenants that the title search finds to be in effect). Also needs to identify the ownership.
  
  - c. **Filing Fees:**

Subdivision Replat with street & utilities	\$650 + \$15/lot + total cost of consultant review and inspection
Minor Replat (no streets)	\$275 + \$15/lot + total cost of Construction review and inspection
<b>Amending Plat (Residential)</b>	<b>\$275</b>
<b>Amending Plat (Commercial)</b>	<b>\$275</b>
Consultant Review Fee	Actual cost plus 10%
Vacating Plat	\$275

**\*Please note: There is also a \$30 processing fee across the board**
  
  - d. **Completion of the Application attached**, to include the Applicant's signature, as well as all necessary contact information.
  
  - e. **A cover letter** detailing/explaining the request for an Amended Plat.
  
  - f. **Three (3) copies** of original survey
  
  - g. **Letter of Affidavit** from owner giving authority to Agent.

Once the amending plat has been approved, a recordation fee of \$130 is required to be submitted with the final mylar, as well as tax certificates for the property in question.

**\*Please Note:** In the instance that the amending plat needs to go before the Planning & Zoning Commission additional material may be required.

## Application for Commercial & Residential Plats

FOR OFFICE USE ONLY		
Date Application Submitted:	Date Application Inventoried:	Date Applicant Notified:

**Applicant's name:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Plat Name/Address:** \_\_\_\_\_

**Legal Description of Property:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Project Engineer/Surveyor or Firm Name:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

- Preliminary  Final  
 Minor Replat  
 Amending Plat  
 Vacating Plat

*This column is for applicant's use ✓ Item Enclosed N/A Not Applicable	*Items attached	Staff Inventory	Items Missing	Comments (FOR OFFICIAL USE ONLY)
3 copies of folded plat	<input type="checkbox"/>			
Environmental Assessment Form (if applicable)	<input type="checkbox"/>			
City Planning Letter from Title Company	<input type="checkbox"/>			
Cover Letter	<input type="checkbox"/>			
3 copies of Original Survey	<input type="checkbox"/>			
Letter of Affidavit giving Agent Authority	<input type="checkbox"/>			
Filing Fee:  Subdivision Replat with street & utilities = \$650 + \$15/lot + total cost of consultant review and inspection  Minor Replat (no streets) = \$275 + \$15/lot + total cost of Construction review and Inspection  Amending Plat (Residential) = \$275  Amending Plat (Commercial) = \$275  Consultant Review Fee = Actual cost plus 10%  Vacating Plat = \$275	<input type="checkbox"/>			

\_\_\_\_\_  
**Signature of Applicant**