

APPLICATION FOR COMMERCIAL OR RESIDENTIAL REPLATS

The application must include all items listed below for acceptance as an Agenda Item twenty-five (25) business days prior to the meeting.

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. **Cover Letter** (explaining the request for a replat addressed to the Planning & Zoning Commission).
- b. **Environmental Assessment Form.** *Completion of this form requires information on streets and utilities to be obtained from the City Public Works and Wastewater Control offices.*
- c. The first replat submission requires **three (3) blue or black line folded plats.**
- d. After the first submission is approved by City Staff, applicant must submit **fifteen blue or black line prints folded.**
- e. **One (1) reproducible MYLAR copy** is required after the Planning and Zoning Commission has approved the replat.
- f. **City Planning Letter from Title Company**
- g. **Filing Fees:**

|  |   |
|--|---|
| Subdivision Replat with streets and utilities: | \$650 + \$15/lot + total cost of consultant review and inspection   |
| Minor Replat & Less than 4 lots (no streets)   | \$295 + \$15/lot + total cost of construction review and inspection |
| Consultant Review Fee                          | Actual cost + 10%   |
| Required Legal Notice Fee                      | \$125.00  |

**Please Note: There is also a \$30 processing fee across the board**

- h. **Signature and Printed name of Applicant** affixed to Notice of Intended Replatting, to be obtained after plat and filing fee are submitted to the City.
- i. **Public Hearing Notice** in official newspaper of the City published ten days in advance of Public Hearing.
- j. **Original of Current Survey.**
- k. **Letter of affidavit** from Owner giving authority to Agent

## 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:** \_\_\_\_\_

- Plat/Replat  Preliminary  Final  
 Minor Replat  
 Amending Plat  
 Vacating Plat

| *This column is for applicant's use<br>✓ Item Enclosed N/A Not Applicable  | *Items attached          | Staff Inventory | Items Missing | Comments<br>(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:<br><br>Subdivision Replat with street & utilities = \$650 + \$15/lot + total cost of consultant review and inspection<br><br>Minor Replat (no streets) = \$295 + \$15/lot + total cost of Construction review and Inspection<br><br>Amending Plat (Residential) = \$275<br><br>Amending Plat (Commercial) = \$275<br><br>Consultant Review Fee = Actual cost plus 10%<br><br>Vacating Plat = \$275 | <input type="checkbox"/> |                 |               |                                     |

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