

PLAT SUBMITTAL APPLICATION
Planning Department

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APPLICATION SUBMITTAL: Applications will be conditionally accepted on the presumption that the information, materials and signatures are complete and accurate. If the application is incomplete or inaccurate, your project may be delayed until corrections or additions are received.

Plat Name: _____

Submittal Type:

Preliminary Plat Re-Plat Amending Plat Minor Plat Final Plat Administrative Plat Street Dedication Concept Plan

Plat Type:

Existing City Zone: _____ Single Family Residential Multi-Family Residential Business/Office Commercial/Industrial

Applicant Information

Applicant

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____ Email: _____

Property Owner

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____ Email: _____

Engineer/Surveyor (if applicable)

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ Phone: _____ Email: _____

Plat Data

Location of Property to be Platted: Within City Limits Within Extra Territorial Jurisdiction (ETJ)

Account No.: _____ GEO Account No.: _____ Deed Date: _____ Page No.: _____ Volume No.: _____

Survey/Abstract No.: _____ Lot/Parcel No.: _____ Tract No.: _____ Total Acres: _____

Geographic Location (Use Name of Major Street, Bayous, Creeks, Streams):

North of _____ East of _____

South of _____ West of _____

Location in Floodplain:

Zone A - 100 year Floodplain (No BFE determined) Zone AE - 100 year Floodplain (Studied) Zone AE - Floodway BFE: _____

Location in District:

School District: _____ Council District: _____ County Commissioner District: _____

Plat Details

Total Acreage: _____ Number of Lots: _____ Number of Blocks: _____ Number of Streets: _____ Number of Reserves: _____
Total Acres in Reserves: _____ Typical Lot Size: _____

Planned Improvements

Streets: Public Private Water System: City Private Well Private System Isaacson MUD
 Asphalt Concrete Asphalt/Concrete Sanitary System City Septic Tank Other
Storm System: Curb & Gutter Open Ditch Combination Lift Stations: City Septic Tank Other
Security Gates: Automatic Manual Manned Gas System: City Private System Propane Other

Accompanying Documents

- Copy of deed showing current ownership.
- Current title report or title policy (max 45 days old).
- Metes and bounds description with title report or policy.
- Tax certificate showing that no taxes are currently due or delinquent against the property.
- Draft of restrictive covenants (if applicable).
- Traffic Impact Analysis (if applicable)
- 2 Copies of Preliminary Plan showing water system approximate location and size of onsite and offsite existing and proposed water lines, fire hydrants, sewer system, storm system and drainage plan.
- Survey showing any existing structures on subject site.
- Owner(s) statement dedicating streets to the public.
- Alphabetized list of street names (if applicable).

This is to certify that the information on this form is COMPLETE, TRUE and CORRECT and the undersigned is authorized to make this application.

Signature of Owner or Agent

Date

**CITY OF EL CAMPO
REQUIREMENTS**

PRELIMINARY PLAT SUBMISSION:

The developer shall submit to the director three copies of the preliminary plat drawn on 22-inch by 34-inch paper at a scale of one inch to 100 feet or larger if necessary, with the following specific information:

- 1) The proposed subdivision name and location, the name and address of the owner or owners, and the name of the designer of the plat.
- 2) Date, approximate north arrow, and graphic scale (one inch to 100 feet or larger).
- 3) Location sketch map drawn at a scale of one inch to 1,000 feet.
- 4) The location of existing and platted property lines and the location and size of existing:
 - a. Streets;
 - b. Buildings;
 - c. Watercourses;
 - d. Railroads;
 - e. Sewers;
 - f. Bridges;
 - g. Culverts;
 - h. Drain pipes;
 - i. Water mains;
 - j. Electricity transmission lines and appurtenances;
 - k. Petroleum or gas pipelines and appurtenances;
 - l. Wells;
 - m. Private easements;
 - n. Public utilities easements and facilities;
- 5) The present and/or proposed zoning classifications; and for each adjoining unplatted parcel, the deed reference and name of the owner of record or, for each adjoining platted lot, the subdivision name and lot and block reference.
- 6) Proposed utility layouts (sanitary sewers, water, and surface water drainage) showing proposed connections to the existing systems.
- 7) The locations and dimensions of existing and proposed rights-of-way, easements, parks and other open spaces, reservations, lot lines, building setback lines, boundary lines and utilities. Appropriately sized rights-of-way for roads shown on the thoroughfare plan that traverse the subject property or run adjacent to the subject property shall be shown.
- 8) The total acreage to be subdivided. Projects developed in phases should indicate each phase on the plat.
- 9) Lot sizes in acres or square feet for those lots smaller than one acre.
- 10) The legal description of the lot, tract, or parcel of land to be subdivided.
- 11) The boundary of any 100-year floodplain lying within the subdivision.
- 12) Designation of any lot proposed for multifamily, industrial or commercial use. If any portion of the land within a preliminary plat is proposed to be served by a water or wastewater utility other than the City of El Campo, that utility's written commitment to serve the subdivision must be submitted with the preliminary plat.
- 13) Title affidavit in the form prescribed by the director or a title report.
- 14) The signature and seal of the subdivider's engineer.

FINAL PLAT SUBMISSION:

Plats shall be filed with the city clerk before the deadline established by the director. The developer shall submit to the director three copies of the final plat drawn at the same scale and same sheet size as the preliminary plat.

The final plat may be on several sheets accompanied by an index sheet showing the entire subdivision. The final plat shall show or be accompanied by the following information:

- 1) Name and location of subdivision, date, graphic scale and true north arrow.
- 2) An accurate boundary survey of the property, with bearings and distances, referenced to survey lines and established subdivisions, and showing pertinent data concerning property immediately adjacent in broken lines.
- 3) The right-of-way lines of all streets and alleys, property lines of lots, reservations, easements, and any areas to be dedicated to public use, and sites for other than residential use with notes stating their purpose and limitations.
- 4) Sufficient data to determine readily and reproduce on the ground the location, bearing and length of every street line, lot line, boundary line, block line and building line whether curved or straight. This shall include accurate dimensions, bearing or deflecting angles and radii, area, and central angle, degree of curvature, tangent distance and length of all curves where appropriate.
- 5) Name and right-of-way width of each street or other rights-of-way.
- 6) Location map at a scale of one inch to 1,000 feet.
- 7) Number of all lots and blocks.
- 8) The location of minimum building setback lines from all streets, in accordance with the zoning, or within the ETJ, the land use designation from the future land use map in the comprehensive plan, and the proposed zoning of each lot for tracts being annexed (see section 38-17).
- 9) A certificate of dedication of all streets, alleys, parks, easements, and other open spaces to public use, signed and acknowledged, by the owner or owners of the property and all lienholders (see section 38-24).
- 10) Certification by a registered public surveyor or registered professional engineer, registered in the State of Texas, to the effect that such plat represents a complete and accurate survey (see section 38-24).
- 11) Other needed certificates and plat notes identified under section 38-24.
- 12) Construction plans and construction guarantees as specified in section 38-22 shall accompany the final plat.
- 13) The minimum finished floor elevation for any future structure on any lot lying wholly or partly within the 100-year floodplain.
- 14) Certification that the ownership has not changed since submittal of the preliminary plat.
- 15) Construction Plans (see below)

Upon approval of the final plat for recording and certification the subdivider shall submit three translucent film (Mylar) originals. A digital file shall also be submitted if available. Approval of the final plat by the commission shall constitute the acceptance by the public of the dedication of any streets or other public way or ground subject to the construction and maintenance guarantees of the developer.

CONSTRUCTION PLANS:

Construction plans and specifications shall be submitted for every subdivision in which new streets, alleys, water mains, sewer mains, or major drainage structures, are required. These construction plans shall accompany the final plat and shall clearly and concisely describe the manner in which the improvements are to be constructed. Construction plans shall be prepared and submitted to the planning and development director for review. The developer or his or her engineer shall submit three sets of the proposed construction plans which shall be drawn at scale. Specific information to be included on the proposed construction plans shall be in accordance with the city's design standards.