

APPLICATION FOR PRELIMINARY & FINAL PLAT APPROVAL

CITY OF TAYLOR LAKE VILLAGE
PLANNING & ZONING COMMISSION
500 KIRBY BLVD.
TAYLOR LAKE VILLAGE, TX. 77586-5298

DATE: _____

A. GENERAL INFORMATION

1. Name of proposed subdivision _____
2. Name of application (owner or agent) _____
Mailing Address: _____
Telephone Number: _____
3. Name of Engineer or Surveyor _____
Mailing Address: _____
Telephone Number: _____

B. SPECIFICATIONS

1. General Location: _____
2. Survey Name: _____ Abstract No: _____
3. Total Acreage _____ No. of Lots: _____ No. of Blocks: _____
4. Improvements:
 - a) Streets: Concrete / curb and gutter _____
Other (explain) _____
 - b) General drainage: Storm Sewer _____
 - c) Sanitary Facilities by: _____
 - d) Water Supply by: _____

C. OWNERSHIP AND TITLE INFORMATION

1. Name of Fee Owner: _____
Mailing Address: _____
Telephone Number: _____
2. Name of all Lien Holders: _____

3. List and describe, in general terms, all easements of fee strips previously granted across or within proposed subdivision _____

D. FEES

1. A nonrefundable application fee in the amount of \$200.00 must accompany an application for Preliminary Plat Approval.
2. A nonrefundable application fee in the amount of \$100.00 plus \$10.00 per dwelling unit or reserve must accompany an application for Final Plat Approval.

E. CERTIFICATION

This is to certify that the information concerning the proposed subdivision is true and correct and that I am the actual owner or authorized agent for the owner of the above-described property.

(Signature of owner and / or agent)

Taylor Lake Village Planning and Zoning Commission

Requirements for Creating Subdivisions, Moving Property Lines and/or Combining Lots

Preliminary Plat Approval Application

Language in italics is from the Taylor Lake Village Ordinances...Chapter 66... Subdivisions

General Notes

Subdivision means the division of any lot, tract or parcel of land by plat, map or description into two or more parts, lots or sites for the purpose, whether immediate or future, of sale, rental or lease, or division of ownership.

Subdivision shall also include the resubdivision and replatting of land or lots which are part of a previously recorded subdivision

It shall be unlawful for any person to subdivide any tract, lot or parcel of land within the city or its extraterritorial jurisdiction unless and until a preliminary and final plat of such subdivision has been approved in accordance with the terms of this chapter

Prior to the official filing of a preliminary plat, the subdivider, his planner or other appropriate representative should consult with city staff for comments and advice on the procedures, specifications, and standards required by the city as conditions for subdivision plat approval. If requested in writing, the commission will place, for discussion purposes only, an item on its agenda regarding the proposed subdivision in order to assist a subdivider on matters affecting such proposed subdivision

All plats, maps, reproductions, fees, applications and related materials must be submitted to the city secretary not later than 1:00 p.m. 15 days prior to the next regular commission meeting

The commission shall review each plat submitted to it on a preliminary basis and upon a final basis. The commission shall approve any plat if it is in compliance with the provisions of this chapter and other rules and regulations as may have been or may be adopted by the city council governing plats and/or the subdivision of land. Upon the receipt of a plat, the commission's authorized actions are as follows:

- (1) Grant preliminary approval or preliminary approval with conditions.*
- (2) Defer preliminary action until the next regular meeting.*
- (3) Grant final approval, if in conformance and with the conditions of preliminary approval or final approval subject to additional conditions.*
- (4) Disapprove any plat, either preliminary or final, if the commission determines that it fails to comply with the policies, standards or requirements contained in this chapter, or other rules or regulations as may have been adopted by the city council governing plats and/or the subdivision of land.*

Preliminary Plat Approval Checklist

☐ Application in Triplicate

Any person desiring approval of a preliminary plat shall first file, in triplicate, an application for preliminary plat approval. Forms for such applications shall be kept on file with the city secretary and shall be in a form approved by the city council

☐ Payment of Filing Fee

An application for preliminary plat approval must be accompanied by a nonrefundable application fee tendered in the form of a cashier's check, made payable to the "City of Taylor Lake Village, Texas," in the amounts as shall be specified by the schedule of fees and charges of the city, as adopted, and from time to time amended by the city council, and on file with the city secretary

☐ Ten 24" x 36" copies of the Preliminary Plat

The applicant must provide ten 24-inch by 36-inch paper prints from the original drawing of the plat reproduced on white paper with blue or black lines, each of which shall be folded to 8 1/2 inches by 14 inches

☐ Encumbrance Certification

Initial plat submittals must be accompanied with a title opinion or a statement or certificate, either in separate writing or on the face of the plat, executed by the applicant or the person who prepared the plat, which certifies that all existing encumbrances, such as various types of easements, fee strips or significant topographical features, on the land being platted are fully shown and accurately identified on the face of the plat and further stating whether the plat being submitted includes all of the contiguous land which the subdivider owns directly or indirectly, or has a legal or beneficial interest in or whether the subdivider owns or has a legal interest in any adjacent property. If the subdivider owns or has a legal interest in any adjacent property, the extent of such ownership and a boundary description of the land involved must also be provided

☐ Notices to Utilities

Evidence of notice to all utility companies, which provide service to the area encompassed by the proposed subdivision, whether public or private, shall accompany each application for preliminary plat approval. Such notice shall contain a statement of the intent to subdivide, the intended use of the property within the subdivision, and shall have attached to such notice a copy of the preliminary plat which is filed with the city

Preliminary Plat Approval Checklist

The following information must be included on the Plat

- ☐ Subdivision Name
any subdivision or development of record within the city or its extraterritorial jurisdiction.
- ☐ Legal description: County, Survey and Abstract number
The legal description of the property proposed to be subdivided including the name of the county, survey and abstract number
- ☐ Location relative to existing streets/intersections
...reference to the nearest corner or street right-of-way intersection in the same general area
- ☐ Total Acreage
The total acreage...
- ☐ Number of Lots, blocks, and reserves
...and total number of lots, blocks and reserves.
- ☐ Names of property owner(s)
The name of the owner of the property or subdivider. If the subdivider is other than a natural person, the name of the principal officer or owner of the entity responsible for the subdivision must be provided
- ☐ Name of person who prepared the plat
The name of the person who prepared the plat
- ☐ Date the plat was prepared
The date on which the plat was drawn.
- ☐ North Orientation
The drawing of the subdivision must be oriented with north to the top of the drawing.
- ☐ Scale
The scale must be drawn numerically and a graphic scale must be provided. The scales acceptable for a preliminary plat shall be either one inch equals 100, 200, 300 or 400 feet, or for small projects (less than ten acres) one inch equals 20, 30, 40, 50 or 60 feet
- ☐ Vicinity Map
A scale vicinity map must be provided and made a part of the plat indicating the general location of the subdivision and its relationship with well known streets, railroads, watercourses and similar features in all directions from the subdivision to a distance not less than one mile. The scale of the vicinity may be one inch equals one mile and should be oriented with north to the top of the drawing and in the same direction as the detailed subdivision drawing.
- ☐ Boundaries
The plat boundaries must be drawn with heavy lines to indicate the subdivided area with overall survey dimensions and bearings. Lines outside the plat boundary should be drawn as dashed lines
- ☐ Adjacent Areas
The adjacent areas outside the plat boundaries must be identified indicating the name of adjacent subdivisions, churches, schools, parks, bayous and drainageways, acreage and all existing streets, easements, pipelines and other restricted uses

Preliminary Plat Approval Checklist

☐ Topographical Information/Certification

The location and approximate width of existing and proposed watercourses, ravines and drainage easements, topographical elevations and the boundaries of designated flood zones as provided in the then latest edition of the federal insurance rate map. All such information required herein shall be certified by a registered public surveyor or registered professional civil engineer

☐ Tracts not designated as lots

The location and identification of all tracts not designated as lots within the boundaries of the plat. Such tracts, if not restricted for specific uses, shall be identified as unrestricted reserve. Restricted reserves shall be indicated on the plat and shall be designated as single-family, multifamily, commercial or residential

☐ Location of streets, alleys and easements

The location of all streets, roads, alleys, and easements, either existing or proposed, within the plat boundaries or immediately adjacent thereto

☐ Names of streets

The names of all existing and proposed streets located within the plat boundaries or immediately adjacent thereto

☐ Location of lots, blocks, and other features

The location of all lots, blocks, building setback lines and other features within the plat boundaries with approximate dimensions

Taylor Lake Village Planning and Zoning Commission

Requirements for Creating Subdivisions, Moving Property Lines and/or Combining Lots

Final Plat Approval Application

Language in italics is from the Taylor Lake Village Ordinances...Chapter 66... Subdivisions

General Notes

Subdivision means the division of any lot, tract or parcel of land by plat, map or description into two or more parts, lots or sites for the purpose, whether immediate or future, of sale, rental or lease, or division of ownership.

Subdivision shall also include the resubdivision and replatting of land or lots which are part of a previously recorded subdivision

It shall be unlawful for any person to subdivide any tract, lot or parcel of land within the city or its extraterritorial jurisdiction unless and until a preliminary and final plat of such subdivision has been approved in accordance with the terms of this chapter

Prior to the official filing of a preliminary plat, the subdivider, his planner or other appropriate representative should consult with city staff for comments and advice on the procedures, specifications, and standards required by the city as conditions for subdivision plat approval. If requested in writing, the commission will place, for discussion purposes only, an item on its agenda regarding the proposed subdivision in order to assist a subdivider on matters affecting such proposed subdivision

All plats, maps, reproductions, fees, applications and related materials must be submitted to the city secretary not later than 1:00 p.m. 15 days prior to the next regular commission meeting

The commission shall review each plat submitted to it on a preliminary basis and upon a final basis. The commission shall approve any plat if it is in compliance with the provisions of this chapter and other rules and regulations as may have been or may be adopted by the city council governing plats and/or the subdivision of land. Upon the receipt of a plat, the commission's authorized actions are as follows:

- (1) Grant preliminary approval or preliminary approval with conditions.*
- (2) Defer preliminary action until the next regular meeting.*
- (3) Grant final approval, if in conformance and with the conditions of preliminary approval or final approval subject to additional conditions.*
- (4) Disapprove any plat, either preliminary or final, if the commission determines that it fails to comply with the policies, standards or requirements contained in this chapter, or other rules or regulations as may have been adopted by the city council governing plats and/or the subdivision of land.*

Final Plat Approval Checklist

* ☐ Application

Any person desiring approval of a final plat shall first file an application for final plat approval. Forms for such applications shall be kept on file with the city secretary and shall be in a form approved by the city council. Consideration of a final plat by the commission or city council will not occur unless a fully completed and executed application has been filed in accordance with this chapter

☐ Payment of Filing Fee

An application for preliminary plat approval must be accompanied by a nonrefundable application fee tendered in the form of a cashier's check, made payable to the "City of Taylor Lake Village, Texas," in the amounts as shall be specified by the schedule of fees and charges of the city, as adopted, and from time to time amended by the city council, and on file with the city secretary

☐ Ten 24" x 36" copies of the Final Plat

The applicant must provide ten 24-inch by 36-inch paper prints from the original drawing of the plat reproduced on white paper with blue or black lines, each of which shall be folded to 8 1/2 inches by 14 inches

* ☐ Reproduceable Drawing of Final Plat

The original plat drawing for an approved final plat must be submitted to the commission on a suitable permanent translucent material that the commission shall, by written rule, from time to time, designate including, but not limited to, tracing linen, plastic film or positive photographic film with lines, lettering and signatures in black ink or image. The names of all persons signing any such plat must also be lettered under the signature. Two paper prints from the original plat drawing (white paper with blue or black lines) and one sepia transparency must also be provided.

* ☐ Certificates of Availability of Utilities

Each final plat shall be accompanied by a written certification from each entity, whether public or private, from which utility services are to be received, certifying the availability of the same, and that such entity agrees to provide its respective utility service to the subdivision. In addition, where applicable, each such entity providing utility services shall indicate approval or conformance of the construction plans to ensure compliance with such utility entity's construction standards

* ☐ Title Report

A current title report, statement or opinion, title policy or certificate, or letter from a title company authorized to do business in the state, or an attorney licensed as such in the state, must be provided, certifying that within 30 days prior to the time the final plat is furnished to the commission a search of the appropriate records was performed covering the land proposed to be platted

Final Plat Approval Checklist

The following information must be included in the title report

☐ Date of records exam

The date of the examination of the records

☐ Legal description.

A legal description of the property lying within the proposed subdivision, including a metes and bounds description of the boundaries of the land

☐ Name of record owner of fee simple title.

The name of the record owner of fee simple title as of the date of the examination of the records, together with the recording information of the instruments whereby such owner acquired fee simple title

☐ Names of lienholders.

The names of all lienholders together with the recording information and date of the instruments by which such lienholders acquired their interests

☐ Description of type, boundaries of easements and fee strips.

A description of the type and boundaries of all easements and fee strips not owned by the subdivider of the property in question, together with the recording information and date of the instruments whereby the owner of such easements or fee strips acquired their title

☐ Certification of tax payment.

Certification stating that all current city, county, school, utility or other governmental entity taxes due and payable have been paid or a tax certificate from the city, county, school, utility or other governmental entity in which the land being platted is located showing no delinquent city, county or school taxes are due on the property being platted

Final Plat Approval Checklist

The following information must be included on the Final Plat

☐ Subdivision Name

The proposed name of the subdivision or development, which must not be a duplicate of any subdivision or development of record within the city or its extraterritorial jurisdiction.

☐ Legal description: County, Survey and Abstract number

The legal description of the property proposed to be subdivided including the name of the county, survey and abstract number

☐ Location relative to existing streets/intersections

...reference to the nearest corner or street right-of-way intersection in the same general area

☐ Total Acreage

The total acreage...

☐ Number of Lots, blocks, and reserves

...and total number of lots, blocks and reserves.

☐ Names of property owner(s)

The name of the owner of the property or subdivider. If the subdivider is other than a natural person, the name of the principal officer or owner of the entity responsible for the subdivision must be provided

☐ Name of person who prepared the plat

The name of the person who prepared the plat

☐ Date the plat was prepared

The date on which the plat was drawn.

☐ North Orientation

The drawing of the subdivision must be oriented with north to the top of the drawing.

* ☐ Scale

The scale must be drawn numerically and a graphic scale must be provided. The scale for a final plat drawing may be any of the following: one inch equals 100, 60, 50, 40, 30, or 20'

☐ Vicinity Map

A scale vicinity map must be provided and made a part of the plat indicating the general location of the subdivision and its relationship with well known streets, railroads, watercourses and similar features in all directions from the subdivision to a distance not less than one mile. The scale of the vicinity may be one inch equals one mile and should be oriented with north to the top of the drawing and in the same direction as the detailed subdivision drawing.

☐ Boundaries

The plat boundaries must be drawn with heavy lines to indicate the subdivided area with overall survey dimensions and bearings. Lines outside the plat boundary should be drawn as dashed lines

☐ Adjacent Areas

The adjacent areas outside the plat boundaries must be identified indicating the name of adjacent subdivisions, churches, schools, parks, bayous and drainageways, acreage and all existing streets, easements, pipelines and other restricted uses

Final Plat Approval Checklist

☐ Topographical Information/Certification

The location and approximate width of existing and proposed watercourses, ravines and drainage easements, topographical elevations and the boundaries of designated flood zones as provided in the then latest edition of the federal insurance rate map. All such information required herein shall be certified by a registered public surveyor or registered professional civil engineer

☐ Tracts not designated as lots

The location and identification of all tracts not designated as lots within the boundaries of the plat. Such tracts, if not restricted for specific uses, shall be identified as unrestricted reserve. Restricted reserves shall be indicated on the plat and shall be designated as single-family, multifamily, commercial or residential

☐ Location of streets, alleys and easements

The location of all streets, roads, alleys, and easements, either existing or proposed, within the plat boundaries or immediately adjacent thereto

☐ Names of streets

The names of all existing and proposed streets located within the plat boundaries or immediately adjacent thereto

☐ Location of lots, blocks, and other features

The location of all lots, blocks, building setback lines and other features within the plat boundaries with approximate dimensions

* ☐ Engineering and Survey Data

All engineering and surveying data must be shown on the final plat sufficient to locate all of the features of the plat on the ground. This data must include, but not be limited to, full dimensions along all boundaries of the plat, street and alley rights-of-way, easements and drainageways, gullies, creeks and bayous, together with the location of the high bank of such drainageways and watercourses, lots, blocks, reserves, out tracts or any other tracts designated separately within the plat boundaries, feestrrips, pipelines or any other physical or topographical features necessary to be accurately located by surveying methods. Such information must include line dimensions, bearings of deflecting angles, radii, central angles and degree of curvature, length of curves and tangent distances, all of which are to be shown in feet and decimal fractions thereof

* ☐ Identification of intended uses

The intended use of all lots within the subdivision shall be identified on the plat. All tracts not designated as lots within the boundaries of the plat shall be identified as provided in section 66-57(13)

* ☐ Dedication Statements

All dedication statements and certificates must be made a part of the final plat drawing and must conform in form and content to the form of statements and certificates set forth in Appendix A to the ordinance from which this chapter was derived, which is incorporated in this section by reference and made a part of this article for all purposes.

* Indicates different requirements than preliminary application