

Plat Application Supplement

A. Plat Application

The information available in this supplement application package is intended for guidance to the City of Stafford’s Plat submission process as detailed in the Chapter 82 Subdivision Ordinance. It is NOT intended to replace, substitute or modify any information in the Ordinance. Please consult with City staff with any questions you may have.

Prior to the submission of an official plat application, it is strongly encouraged that you request a pre-application conference to discuss the proposed plat and navigate you through the review and approval process.

Check the Preliminary/Final box on the Main Development Application if the plat is administrative, amending or minor.

B. Specifications

General Location (within County or City): _____

Survey Name: _____

Abstract Number: _____

Total Acreage: _____

Name of Existing Plat (if applicable): _____

Name of New Plat (note if Re-Plat): _____

Subdivision Type: _____
(commercial, industrial, residential)

Number/Average Size and Density of Lots: _____

Are there Public Facilities to be Dedicated? _____

If yes, explain types of facilities (storm, sanitary and water) and sizes.

Right-of-Way and Pavement Widths: _____

Are there any off-site private utilities to be constructed? _____

If yes, describe: _____

C. Ownership and Title Information

Name of Fee Owner: _____

Mailing Address: _____

Telephone No.: _____

Provide names of all persons that have an equitable or legal ownership in the property with a fair market value of \$2,500 or more.

Name

Telephone Number

If an owner is a business entity, provide the names of all persons that own 10% or more of the business, or \$15,000 or more of the fair market value of the business entity.

Name

Provide the names of ALL lien holders.

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

D. Application for Variance

A variance from any such rule or regulation may be granted by the City Council upon a good and sufficient showing by the owner that:

1. There are special circumstances or conditions affecting the property in question;
2. The enforcement of the provisions of this article will deprive the applicant of a substantial property right; and
3. If a variance is granted, it will not be materially detrimental to the public welfare or injurious to other property or property rights in the vicinity.

Each and every application for a variance shall be decided solely and entirely on its own merits, and the disposition of any prior or pending application for a variance shall not be allowed to enter into or affect any decision on the application in question. Pecuniary interests, standing alone, shall not be considered as a basis for the granting of a variance. No application for a variance will be considered unless submitted in writing not later than the date the application for final plat approval is submitted and accompanied by a nonrefundable application fee in the amount established by Resolution adopted by City Council.

E. Schedule of Fees

Submit check payable to the City of Stafford based on the fees established per Resolution No. 21-04.

F. Chapter 82, Submission of Plats Checklist

Complete the attached checklist to ensure all documents are submitted and is for informational purposes only. This checklist does NOT replace the City of Stafford's Chapter 82, Subdivision Ordinance.

G. 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 on the above described property.

Printed name of Owner and/or Agent

Signature of Owner and/or Agent

Schedule of Fees

<u>Base Fee</u>	<u>Adopted Rates</u>
Master Preliminary Plat	\$1,000.00
Revised Master Preliminary Plat	\$250.00
Preliminary Plat	\$500.00
Final Plat	\$500.00
Preliminary and Final Plat	\$500.00
Extension of Plat Approval	\$250.00
Amending Plat	\$250.00

<u>Additional Fees</u>	<u>Adopted Rates</u>
Preliminary Plat	\$5.00 per residential lot
Vacation of Plat	\$1,000.00 plus \$30.00 per acre
Final Plat	\$3.00 per residential lot
Final Plat	\$20.00 per commercial acre
Preliminary and Final Plat	\$8.00 per residential lot
Preliminary and Final Plat	\$50.00 per commercial acre
Public Hearings Requiring Notice	\$500.00
Variance Request	\$500.00
Inspection Fees*	1.50%

* Inspection fees are based on construction costs of streets and drainage. This fee includes plan review, construction inspection, final and one year inspections. This fee includes one re-inspection. Additional inspections have an extra cost of \$250.00 per inspection.

Plats Checklist

1. Was plat submitted within the timeframe shown in Plat Submittal Deadline and Dates? Date Submitted			
2. *Are there any exceptions to this plat as shown in Subdivision Ordinance Sec 82-43 that would allow this to be a minor, administrative or amending plat? Yes? circle Preliminary/ Final. No? circle Preliminary then Final.			
Name/Purpose:			
Submittal(s):	*Preliminary/ Final Plat	Preliminary Plat	Final Plat
1. Four (4) Plat applications filed with each submittal			
2. Materials must be received no later than 4pm 8 days prior to P&Z Meeting			
3. Six (6) - 24x36 folded 8 1/2 x 14 paper prints			
4. Non-refundable Application Fee. Is acreage correct?			
4a. Additional Plat Fees, if needed			
5. City Planning Letter or Title Report with all easements on Plat			
6. Proof of Utility Coordination Notices			
6a. Utility Letters of No Objection and/or comments addressed			
7. Pdf for presentation			
8. Public Hearing must be held before replat is recorded			
9. Send Notices 200' of lots to be replatted as Shown in Local Gvmt Code (preceding 5 years the plat was zoned to SFR or deed restricted to SFR)			
10. City Attorney review			
11. Survey of existing structures, if needed			
12. Encumbrance Certificate, if needed			
13. TxDOT access approval, if needed			
14. Fort Bend County Engineer or Drainage Signature on Plat, if needed			
15. Date Approved by Planning and Zoning Commission			
16. Date Approved by Council			
Once Preliminary/Final and/or Preliminary Final Plats are Approved:			
17. Submit a minimum of 1 – 24 x 36 mylar to the City (can submit more if they want additional copies for their records)			
18. Outside party signatures 1st, then city signatures			
19. Company to pick up mylars once signed			
Company to Return the Following to the City Once Plat is Recorded:			
20. Current Title Report and original (not a copy) Tax Certificate in City or Map Request Tax Certificate in ETJ for all properties being platted.			
21. Final CAD file			

22. 1 – 24 x 36 mylar			
23. 6 - 24 x 36 folded 8 1/2 x11 paper prints			
Construction Plans (This section may not be applicable to your plat):			
Date Construction Plans Approved			
Date Bonds Issued			
Date 1.5% Inspection fee paid			
Date Streetlight fees paid by developer			
Date Approved Streetlight Agreement to CNP before signing plat			
<i>^ Cannot approve the Final Plat unless the construction plans are approved, all bonds are issued and all fees are paid.</i>			