



# PLAT APPLICATION PACKET

Public Works Department  
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Stafford, Texas 77477

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Download this pdf packet from [www.staffordtx.gov](http://www.staffordtx.gov)  
Select Government, City Departments, Public Works, then Platting

**The information available in this packet 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 have may have.**

All materials in this packet are only for the Plat Submittal Process. If you have questions on zoning, click [here](#) and you will be redirected. Below are the contents of the packet in the order of appearance:

A. 2015 Plat Submittal Deadlines and Dates

1. The date and time shown in the Plat Submittal column is the deadline all applicable plat materials must be submitted to be included on the following Planning and Zoning and City Council agendas. This column does not indicate the only date and time plat submittals are accepted.
2. If your plat submittal is for administrative, amending, or minor plat approval, please notify Cristin Emshoff at [cemshoff@staffordtx.gov](mailto:cemshoff@staffordtx.gov) to verify the plat type. These plats will be approved administratively and do not always need to be submitted by the Plat Submittal Deadline; however, the Director of Public Works can place these plats on the Planning and Zoning and City Council agendas for approval. If this happens, the plat submittal must be in accordance with the Plat Submittal Deadline(s).

B. Plat Application

1. The Plat Application must be submitted in triplicate each time an application is submitted for approval. This means three plat applications will be submitted for Preliminary approval and three additional plat applications for Final approval.
2. Check the Preliminary/ Final box if the plat is administrative, amending or minor.

C. Schedule of Plat Fees, Approved as Resolution No. 21-04

1. This fillable form and payment must be submitted with the plat application.

D. Application for Variance

1. If a variance is requested, this form must be filled out and submitted for Planning and Zoning and City Council approval.

E. Chapter 82, Submission of Plats Checklist

1. This is the checklist staff uses during the plat process to ensure all documents are submitted. This checklist does NOT replace the City of Stafford's Chapter 82, Subdivision Ordinance. It is for informational purposes only.

REFERENCE MATERIALS FOR PLATTING IN THE CITY OF STAFFORD, TEXAS:

1. City of Stafford's Platting webpage for fillable pdfs and to schedule a Preliminary Conference. Go to [www.staffordtx.gov](http://www.staffordtx.gov) select Government, City Departments, Public Works, then Platting.
2. City of Stafford, Texas Chapter 82 Subdivision Ordinance, [www.municode.com](http://www.municode.com)



**CITY OF STAFFORD, TEXAS  
2015 PLAT SUBMITTAL DEADLINES AND DATES**

PLAT SUBMITTAL			PLANNING & ZONING COMMISSION			CITY COUNCIL		
January	5	4:00 PM	January	13	7:30 PM	January	21	7:00 PM
February	2	4:00 PM	February	10	7:30 PM	February	18	7:00 PM
March	2	4:00 PM	March	10	7:30 PM	March	18	7:00 PM
March	30	4:00 PM	April	7	7:30 PM	April	15	7:00 PM
May	4	4:00 PM	May	12	7:30 PM	May	20	7:00 PM
June	1	4:00 PM	June	9	7:30 PM	June	17	7:00 PM
July	29	4:00 PM	July	7	7:30 PM	July	15	7:00 PM
August	3	4:00 PM	August	11	7:30 PM	August	19	7:00 PM
August	31	4:00 PM	September	8	7:30 PM	September	16	7:00 PM
October	5	4:00 PM	October	13	7:30 PM	October	21	7:00 PM
November	2	4:00 PM	November	10	7:30 PM	November	18	7:00 PM
November	30	4:00 PM	December	8	7:30 PM	December	16	7:00 PM

If the City of Stafford Platting Staff verified your plat as administrative, the above dates may not apply. You can submit your plat any date or time City Hall is in operation. Refer to the City of Stafford Subdivision Ordinance Chapter 82-43 for the Exceptions to Requirements.



**CITY OF STAFFORD, TEXAS  
2016 PLAT SUBMITTAL DEADLINES AND DATES**

PLAT SUBMITTAL			PLANNING & ZONING COMMISSION			CITY COUNCIL		
January	4	4:00 PM	January	12	7:30 PM	January	20	7:00 PM
February	1	4:00 PM	February	9	7:30 PM	February	17	7:00 PM
February	29	4:00 PM	March	8	7:30 PM	March	16	7:00 PM
April	4	4:00 PM	April	12	7:30 PM	April	20	7:00 PM
May	2	4:00 PM	May	10	7:30 PM	May	18	7:00 PM
May	30	4:00 PM	June	7	7:30 PM	June	15	7:00 PM
July	5	4:00 PM	July	12	7:30 PM	July	20	7:00 PM
August	1	4:00 PM	August	9	7:30 PM	August	17	7:00 PM
September	5	4:00 PM	September	13	7:30 PM	September	21	7:00 PM
October	3	4:00 PM	October	11	7:30 PM	October	19	7:00 PM
October	31	4:00 PM	November	8	7:30 PM	November	16	7:00 PM
December	5	4:00 PM	December	13	7:30 PM	December	21	7:00 PM

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**CITY OF STAFFORD, TEXAS**

2610 South Main,  
Stafford, Texas 77477  
Phone 281-261-3921

**PLAT APPLICATION (Page 1/2)**

- Preliminary
- Final
- Preliminary and Final [Subject to Sec. 82-43 (1)]

**A. General Information**

**Prepare in Triplicate** Date Submitted \_\_\_\_\_

Name of Proposed Subdivision \_\_\_\_\_

Name of Applicant (Owner or Agent) \_\_\_\_\_

Name of Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

Name of Engineer or Surveyor \_\_\_\_\_

Name of Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_

**B. Specifications:**

General Location: Within the City of Stafford?  Yes  No  County \_\_\_\_\_

Survey Name \_\_\_\_\_ Abstract No. \_\_\_\_\_

Total Acreage \_\_\_\_\_

New Plat  Replat      Name of Existing Plat: \_\_\_\_\_

Type of Subdivision:

Commercial/ Industrial

Residential: No. of lots \_\_\_\_\_ Average Lot Size \_\_\_\_\_  
(width/length) (square feet)

Apartment: Total no. of units \_\_\_\_\_ No. of units per acre \_\_\_\_\_

Improvements:

Are there public facilities to be dedicated?  Yes  No

Streets: Right of way width \_\_\_\_\_ Pavement Width \_\_\_\_\_

Storm Sewer: Largest size \_\_\_\_\_

Sanitary Sewer

Water Lines

PLAT APPLICATION (Page 2/2)

Are there any off-site private utilities to be constructed?  Yes  No

If yes, describe: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C. Ownership and Title Information**

(Use Additional Sheet for Each Owner)

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 (s): \_\_\_\_\_ Telephone No. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

If 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 (s): \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

3. \_\_\_\_\_

Name of ALL lien holders: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**D. Fees**

All plats submitted to the city Planning & Zoning Commission for approval must be accompanied by a check payable to the City of Stafford based on Resolution No. 21-04 establishing the Land Subdivision Schedule of Fees.

**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.

\_\_\_\_\_  
Printed name of owner and/or agent

\_\_\_\_\_  
Signature of owner and/or agent



## CITY OF STAFFORD, TEXAS SCHEDULE OF PLAT FEES

Name of Proposed Subdivision \_\_\_\_\_

<u>Base Fee</u>	<u>Adopted Rates</u>	<u>Total</u>
Master Preliminary	\$1,000.00	\$ _____
Revised Master Preliminary	\$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	\$ _____
Vacation of Plat	\$1,000.00	\$ _____

<u>Additional Fees</u>	<u>Adopted Rates</u>	<u>Total</u>
<b>Preliminary Plat:</b>		
Per Residential Lot	\$5.00      x      =	\$ _____
Per Commercial Acre	\$30.00     x      =	\$ _____
<b>Final Plat:</b>		
Per Residential Lot	\$3.00      x      =	\$ _____
Per Commercial Acre	\$20.00     x      =	\$ _____
<b>Preliminary and Final Plat:</b>		
Per Residential Lot	\$8.00      x      =	\$ _____
Per Commercial Acre	\$50.00     x      =	\$ _____
Public Hearings Requiring Notice	\$500.00	\$ _____
Variance Request	\$500.00	\$ _____
Inspection Fees *	1.50%	\$ _____
<b>TOTAL FEE DUE =</b>		<b>\$ _____</b>

\* Inspection fees are based on construction costs of streets and drainage. This fee includes plan review, construction inspection, final and one year inspection. This fee includes one re-inspection. Additional inspections will have an extra cost of \$250 per inspection.



**CITY OF STAFFORD, TEXAS**  
**APPLICATION FOR VARIANCE**  
Page 1/2

Applicant(s) Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Property Address \_\_\_\_\_

Legal Description: \_\_\_\_\_

Representative's Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Position: \_\_\_\_\_

Pertinent Sections of  
Code of Ordinances: \_\_\_\_\_

Specific Variance Requested: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of why regulations should not be applied. Reasons for variance and how  
standards will be met: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

APPLICATION FOR VARIANCE (Page 2/2)

Descriptions of actions taken to attempt to comply with regulations: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Attachments: 1. Title Policy  
2. Purchase Contract  
3. Application Fee

Printed Name of Applicant: \_\_\_\_\_  
Signature of Applicant: \_\_\_\_\_  
Date Signed: \_\_\_\_\_

-----  
City Engineer's Recommendation:

Approve  Deny  Approve with the following conditions:

\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Zoning Administrator Recommendation:

Approve  Deny  Approve with the following conditions:

\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

City Attorney Recommendation:

Approve  Deny  Approve with the following conditions:

\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_



# CITY OF STAFFORD, TEXAS

## Chapter 82, Submission of 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. Three (3) Plat applications filed with each submittal			
2. Materials must be received no later than 4pm 8 days prior to P&Z			
3. 6 - 24x36 folded 8 1/2 x14 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. 11x17 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 P&Z			
16. Date Approved by Council			
<b>Once Preliminary/Final and/or Preliminary Final Plats are Approved:</b>			
17. Submit a minimum of 1 24x36 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			
<b>Company to Return the Following to the City Once Plat is Recorded:</b>			
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 24x36 mylar			
23. 6 - 24x36 folded 8 1/2 x11 paper prints			
<b>Construction Plans (This section may not be applicable to your plat):</b>			
^ 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			
^ Can not approve the Final Plat unless the construction plans are approved, all bonds are issued and all fees are paid.			