



## FINAL PLAT APPLICATION

### APPLICANT INFORMATION

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

\* IF APPLICANT IS NOT PROPERTY OWNER, AGENT AUTHORIZATION FORM MUST BE COMPLETED\*

Developer: _____ Address: _____ City / State / Zip: _____ Phone / Fax: _____	Agent: _____ Address: _____ City / State / Zip: _____ Phone / Fax: _____
Surveyor: _____ Address: _____ City / State / Zip: _____ Phone / Fax: _____	Engineer: _____ Address: _____ City / State / Zip: _____ Phone / Fax: _____

### PROPERTY INFORMATION

THE UNDERSIGNED IS REQUESTING CONSIDERATION OF THE SUBMITTED FINAL PLAT FOR THE FOLLOWING:

ADDRESS OF LOCATION: \_\_\_\_\_

SUBDIVISION NAME: \_\_\_\_\_ LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_

PRESENT ZONING: \_\_\_\_\_ ZONING CHANGE REQUESTED:  YES  NO \*if Yes\* CASE#: \_\_\_\_\_

TOTAL ACREAGE: \_\_\_\_\_ TOTAL NUMBER OF LOTS: \_\_\_\_\_

### DEVELOPMENT INFORMATION

PRESENT USE OF PROPERTY:     Single Family     Duplex     Apartments  
     Commercial         Industrial     Other

PROPOSED USE OF PROPERTY: \_\_\_\_\_

DEVELOPER OF PROPERTY WILL BE:  Present Owner     Purchaser     Unknown

**CONTINUED**

\*please be aware that the Town does not enforce deed restrictions\*

- Are there deed restriction pertaining to the intended use of the property?  Yes (if so, attach copy)  No
- Does this application comply with the Town's master plan?  Yes  No
- Is any portion of this plat / subdivision subject to floodplain / floodway?  Yes  No
- Do all lots have access to public streets?  Yes  No
- Do all lots meet minimum standards?  Yes  No
- Do street sizes and dimensions meet standards?  Yes  No

**ACKNOWLEDGMENTS**

I certify that the above information is correct and complete to the best of my knowledge and ability and that I am now or will be fully prepared to present the above proposal at the Planning and Zoning Commission hearing thereon. I understand that if any of the above information is found to be wrong or inaccurate that my application may be removed from consideration prior to the time the application is voted upon by the governing body of the Town. I further acknowledge that attesting to inaccurate or false information on this zoning application can result in conviction of a misdemeanor and fine not to exceed \$2,000.

I understand that in the event the undersigned is not present or represented at the public hearing the Planning and Zoning Commission shall have the power to dismiss this proposal either at the call of the case or after hearing, and such dismissal shall constitute a denial by both the Planning and Zoning Commission and the Town Council.

I reserve the right to withdraw this proposal at any time, except during notice periods, upon written request filed with the City Secretary, and such withdrawal shall immediately stop all proceedings thereon; provided, however, withdrawal filed at any time after the giving of notice of the Planning and Zoning Commission hearing shall constitute a denial by the Commission and the Town Council. I understand that the filing fee is not refundable upon withdrawal of the proposal.

Signature(s):

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**TOWN OFFICE USE ONLY**

INITIAL SUBMISSION:

- |   |  |
|---|--|
| _____ Completed Application                 | _____ Final Plat – 6 copies                          |
| _____ Application Fee                       | _____ Drainage Plans – 6 copies                      |
| _____ Tax Certificate                       | _____ Street & Sidewalk Construction Plan – 6 copies |
| _____ Certificate by Surveyor               | _____ Utility Plans – 6 copies                       |
| _____ Certificate of Ownership & Dedication |  |

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

FINAL SUBMISSION:

\_\_\_\_\_ DRC Approved Plat – 15 paper copies and 1 electronic copy (.pdf or .tif)

Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_

## FINAL PLAT PROCEDURES

1. The applicant must supply all of the required initial submittals listed below at least thirty(30) days prior to the next scheduled Planning and Zoning Commission (P&Z) meeting, which is normally the first Monday of each month.
2. Town Staff and the Town Engineer will review the Final Plat and inform applicant of any required changes or corrections. The applicant must submit fifteen (15) copies and one (1) electronic copy (.pdf or .tif) of the corrected Final Plat and any outstanding paperwork at least twenty (20) days prior to the P&Z meeting.
3. The applicant will be responsible for presenting the Final Plat at the P&Z meeting. The commission will then review the information and make recommendation to the Town Council.
4. The Town Council will review the final plat and any recommendation from the P&Z Commission at their next scheduled meeting.
5. Upon approval, the applicant must provide two (2) bond prints and one (1) Mylar copy of the final plat to be signed.
6. The Town will file the final plat with the county.

## MEETING DATES

P&Z: \_\_\_\_\_ Council: \_\_\_\_\_

\*These dates are contingent on deadlines being met by applicant\*

## REQUIRED SUBMITTALS

### INITIAL SUBMISSION:

_____ Completed Application	_____ Proposed Final Plat – 6 copies
_____ Application Fee	_____ Drainage Plans – 6 copies
_____ Tax Certificate	_____ Street & Sidewalk Construction Plan – 6 copies
_____ Certificate by Surveyor	_____ Utility Plans – 6 copies
_____ Certificate of Ownership & Dedication	

### FINAL SUBMISSION:

\_\_\_\_\_ Final Plat – 15 paper copies and 1 electronic copy (.pdf or .tif)

## FINAL PLAT CHECKLIST

Plat must be formatted as follows:

- \* Size is to be 24"x 36"    \* Scale is to be 1" = 100'

Plat must include the following information:

<u>BASIC INFORMATION:</u>	<u>On Plat</u>	<u>Incomplete</u>
• Subdivision Name	_____	_____
• Town	_____	_____
• County	_____	_____
• State	_____	_____
• Name & Address of Record Owner	_____	_____
<u>IDENTIFICATION:</u>		
• Names of adjacent subdivisions	_____	_____
• Names of streets (new & old)	_____	_____
• Lot & Block numbers	_____	_____
<u>SURVEYING:</u>		
• Boundary Survey of Plat	_____	_____
• Reference to original survey or previous subdivision	_____	_____
• Location, names, widths of adjacent &/or existing streets, alleys, rights of ways, & easements	_____	_____
• Reference & location of all surrounding subdivisions, tracts, etc.	_____	_____
• Field notes, & metes & bounds description	_____	_____
<u>INTERIOR DETAILS:</u>		
• Dimension & location of all lots, streets, easements, part, etc.	_____	_____
• Detail curve information	_____	_____
• Building lines, exterior & interior	_____	_____
<u>DEDICATION:</u>		
• Signed by owners & notarized	_____	_____
<u>CERTIFICATION:</u>		
• Plat represents survey by licensed Engineer or Surveyor	_____	_____
• Monuments shown on plat	_____	_____
• Monuments set in field	_____	_____
<u>DRAFTING:</u>		
• Date	_____	_____
• Scale & north arrow	_____	_____
• Small scale location map	_____	_____

This checklist is provided for the applicant's benefit. However, fulfilling the requirements of this summary checklist does not relieve the applicant from the responsibility of meeting the regulations in the zoning ordinance, subdivision regulations, and other development related ordinances of the Town of Pantego. Specific requirements and procedures for final plat approval are specified in Pantego Municipal Code Titles 10 and 14.