



Application for Administrative Plat Approval

Application Fee: Please reference City Fee Schedule

Plat Name: _____

Number of lots: _____ Number of Acres: _____

Date of Preliminary Approval: _____

Property Owner:
Address:
Phone:

Developer:
Address:
Phone:

Surveyor/Engineer:
Address:
Phone:

I HEREBY UNDERSTAND AND ACKNOWLEDGE:

The developer or their authorized representative must be present at all Planning and Zoning Commission Meetings and City Council Meetings at which their plan or plat is on the agenda for discussion or action. Failure of the developer or their authorized representative to appear before the Planning and Zoning Commission or City Council during a meeting on which the plan or plat is on the agenda for discussion or action may be deemed a withdrawal of the plat or plan.

Signed: _____
Owner

Authorized Agent (Corporation/ Partnership)

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public in and for
The State of Texas

My Commission Expires

Approval of Administrative Plat

- (1) Any person desiring approval of a final plat must apply to and file with the Planning Commission seven (7) copies of the final plat, together with all other exhibits required for approval. The final plat and all required exhibits shall be filed with the Planning Commission not later than 180 days after the day the preliminary layout was approved, and not more than 20 days prior and not less than 20 days prior to the meeting at which the application is to be considered. Failure to apply for final plat approval within 180 days after the day the preliminary layout was approved shall render such preliminary layout approval void.
- (2) The Final Plat and all required exhibits shall be prepared to comply with the requirements of Sections 4A-E, and shall conform substantially to the preliminary layout as approved. However, if desired, the applicant may seek final plat approval of only that portion of the approved preliminary layout which he proposes to record and develop at that time.
- (3) Final plat approval shall not be issued until the plat has been approved by both the Planning Commission and the City Council.
 - a. The Planning Commission shall act on an application for approval of a final plat within 30 days after the date the plat is filed. A plat is considered approved by the Planning Commission unless it is disapproved within that period.
 - b. If a Final Plat is approved by the Planning Commission, the City Council shall act on the application within 30 days of the date the plat is approved by the Planning Commission, or is deemed approved by the Planning Commission's failure to act. A plat is considered approved by the City Council unless it is disapproved within that period.
- (4) The final plat shall be approved if:
 - a. The plat conforms to the general plan of the city and its current and future streets, parks, and playgrounds and public utility facilities.
 - b. The plat conforms to the general plan for the extension of the city and its roads, streets, and public highways within the city and in its extra-territorial jurisdictions, taking into account access to and extension of sewer and water mains and the instrumentalities of public utilities.
 - c. If applicable, the application has complied with Texas Local Government Code 212.0105 and 212.0106 as then amended.
 - d. The plat conforms to all city rules governing plats and subdivisions of land.
- (5) If a final plat is approved by both the Planning Commission and the City Council, the City Council shall endorse the plat with a certificate indicating such approval. The certificate must be signed by the City Council's presiding officer and attested by the City Secretary, or a majority of the members of the City Council. If the final plat approval is deemed by virtue of the City Council's failure to act, upon request, promptly issue a certificate stating the date the plat was approved or deemed approved by the Planning Commission, and that the City Council failed to act on the plat within the 30-day period.

Section 6: Final Plat; A: Contents of Final Plat

1. The final plat shall be drawn in ink on tracing cloth or on permanent plastic sheets 17 inches wide by 28 inches long and shall be at a scale of 100 feet to one inch. Where necessary, the plat may be on several sheets accompanied by an index sheet showing the entire subdivision. For large subdivisions, the final plat may be submitted for approval progressively in contiguous sections satisfactorily to the Planning Commission.
2. The final plat shall show the following:
 - a. Primary control points, approved by the City Engineer, or descriptions and ties to such control points, to which all dimensions, angles, bearings, and similar data on the plat shall be referred.
 - b. Tract boundary lines, right-of-way lines of streets, easements, and other rights-of-way and property lines of residential lots and other sites; with accurate dimensions, bearings, or deflection angles, and radii, arcs, and central angles of all curves.
 - c. Name of right-of-way width of each street or other right-of-way.
 - d. Location to identify each lot or site.
 - e. Location, dimensions, and purpose of any easements.
 - f. Purpose for which sites, other than residential lots, are dedicated or reserved.
 - g. Minimum building setback lines on all lots and other sites.
 - h. Location and description of monuments.
 - i. Names or record owners and deed volume and page of adjoining un-platted land.
 - j. Reference to recorded subdivision plats of adjoining platted land by record name, date, and plat book and page.
 - k. Certification by surveyor or engineer certifying to account of survey and plat.
 - l. Notarized statement by owner adopting plat and dedicating streets, rights-of-way and any sites for public uses.
 - m. Titles, scale, north arrow, and date.

Street Lighting

Within the City Limits:

A. Adequate street lighting for pedestrian and traffic safety shall be installed in all subdivisions established within the city limits, as well as those subdivisions in the extra-territorial jurisdiction (ETJ) requesting voluntary annexation after the effective date of this section. Street lights shall generally be limited to intersections, curves, dead ends, and cul-de-sacs and streets where pole spacing exceeds 300 feet. Installation procedures and acceptable designs and specifications shall be established by the electric utility company serving energy to the lights. The use of special non-standard poles or fixtures from sources other than the said electric utility is prohibited and shall not be accepted for dedication. B. The subdivision developer shall be responsible for the cost of street lighting materials and installation, including the cost of service lines to supply

electricity to the streetlights and all engineering costs. Once satisfactorily installed, approved and accepted, the ownership and maintenance of the street lights shall be dedicated to the electric utility serving the area. Electric energy to power the street lights shall be provided by the electric utility providing service to the area. The city will pay the energy costs of street lights meeting the requirements of this section and located in the city limits.

Within the extraterritorial jurisdiction (ETJ). Except as provided in Section 4 F Above construction of street lighting shall not be required for subdivisions located in the ETJ. However, a street lighting plan shall be developed for subdivisions located in the ETJ in the same manner as if the subdivision were located within the city limits. Any utility easements required to allow construction of the street lighting shown on the plan shall be dedicated on the subdivision plat so that they city may install the street lighting if the subdivision is subsequently involuntarily annexed.