



Plat Application

Applicant Information

Property Owner(s) Authorized Representative *(Notarized affidavit required including signature of legal owner[s])*

Name:

Phone Number:

Mailing Address:

Email Address:

Proposed Request Type

- | | | |
|---|--|--|
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Final Plat | <input type="checkbox"/> Replat |
| <input type="checkbox"/> Residential Plat | <input type="checkbox"/> Administrative Plat | <input type="checkbox"/> Amending Plat |
| <input type="checkbox"/> Minor Plat | <input type="checkbox"/> Revised Plat | <input type="checkbox"/> Vacation |

Site Information

Proposed Title of Plat:

Situs Address(es) of the Plat:

Legal Description(s) of Plat:

Total Acreage:

Existing Land Use:

Proposed Land Use:

Existing structures on property:

Deed Reference Information (required):

Are any off-site drainage, access or other easements necessary for this subdivision? Yes No

If "yes", explain:

Variances

Are any exemptions or variances from regulations or policies requested? Yes No

If "yes", answer the questions below:

- The granting of the variance will not be detrimental to the public safety, health or welfare, or be injurious to other property.

Explanation:



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2. The conditions upon which the request for a variance is based are unique to the property for which the variance is sought and are not applicable generally to other property.

Explanation:

3. Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations is carried out.

Explanation:

4. The variance will not, in any significant way, vary the provisions of applicable ordinances.

Explanation:

5. Describe any required Public Improvement:

6. Street/Alley alignment, width, or length

Development Agreement

Are you requesting City participation? Yes No

If yes, please explain the request:



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Submission Information - Initial Application

Applications must be submitted a minimum of 30 days prior to the Planning and Zoning Commission meeting at which consideration is desired. The Planning and Zoning Commission generally meets on the first and third Tuesday of each month. (Check any items submitted with this application form.)

<input type="checkbox"/> 6 Plat Proposals in the Narrative Form	_____ Date Received	<input type="checkbox"/> CAD/GIS Files	_____ Date Received
<input type="checkbox"/> 6 Plat Proposal Maps	_____ Date Received	<input type="checkbox"/> Application Fee	_____ \$ _____ Amount Received
<input type="checkbox"/> Title Policy	_____ Date Received	<input type="checkbox"/> Title Opinion	_____ Date Received
<input type="checkbox"/> Tax certificate	_____ Date Received	<input type="checkbox"/> Drainage plan (if applicable)	_____ Date Received
<input type="checkbox"/> Performance Bond/Letter of Credit	_____ Date Received	<input type="checkbox"/> Recording Fee	_____ Date Received

Submission Information - Upon Approval

Once the plat has been reviewed and approved, the following final documentation must be submitted.

<input type="checkbox"/> 3 paper plat copies with signatures	_____ Date Received	<input type="checkbox"/> 2 Mylar plat copies	_____ Date Received
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Signatures

If any property owner is to be represented by an authorized agent and said agent files and executes the application on behalf of the property owner, the agent should print the property owner's name and his own on the lines provided on page 1 and complete the affidavit below. All materials, including exhibits, submitted in support of an application, or displayed during a public hearing, shall remain the property of the City of Big Spring.

The owner understands that upon approval of this submitted plat, certain site improvements may be required and that no plats will be released for recording or building permits issued until such improvements are installed and accepted by the City or a suitable performance guarantee accepted by the City. Furthermore, the owner is aware of all fees and costs involved in applying for subdivisions approval and that the subdivisions processing fee is payable to the City regardless of the outcome of this request.

The undersigned hereby applies for subdivisions plat approval in accordance with the subdivisions policies and regulations of the City of Big Spring and certifies that the information contained on this application is true and accurate to the best of my knowledge.

Property Owner's Signature

Date

Authorized Representative's Signature

Date

Before me, the undersigned authority, on this day personally appeared _____ who, being by me duly Sworn, upon oath says: That he is authorized by _____, the owner of the above described property, to fully represent him in this application and that he has the legal right, power, and authority to sign said owner's name hereto as his attorney in fact.

STATE of TEXAS
COUNTY of HOWARD

Signature: _____
(Signature of Affiant)

Subscribed and sworn to before me, by the said _____, this _____ day of _____, 20____, to certify which witness my hand and seal of office.

Signature: _____
(Notary Public, Howard Country, Texas)



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Application Fees	
Preliminary Plat	\$200.00 (Subdivisions of 25 acres or less); \$2.00 (each additional acre over 25) \$500.00 (maximum fee)
Plat (Final Plat/Replat/Etc.)	\$200.00 (Subdivisions of 25 acres or less); \$1.00 (each additional acre over 25) \$300.00 (maximum fee)
Residential Replat	\$250.00
Recording Fee	\$30.00 (plats maximum 18" in the lesser dimension or 24" in the greater dimension) \$35.00 (plats which exceed either dimension specified above)
Fee Total	

General Information

- Incomplete applications will not be reviewed.
- This application will not be scheduled for hearing until reviewed and deemed complete by the Director of Public Works or designee.
- The Preliminary Plat shall be considered officially filed only when it has been received in the Planning Office in full compliance with the provisions of the Subdivisions Regulations of the City of Big Spring, including items listed above. The Planning and Zoning Commission may recommend approval, disapproval, or conditional approval of any Preliminary Plat. Conditional approval is considered to be approval of a Preliminary Plat subject to conformity with prescribed conditions, but is considered to be approval of the general arrangement of lots, street, and alleys and the width of streets and alleys, but is not considered to be final acceptance of the Subdivision Plat. Preliminary Plats must be considered by the City Council unless otherwise amended by Ordinance. Any approval by the Planning and Zoning Commission is considered a recommendation to the City Council, unless otherwise amended by Ordinance.
- For all other plats and amendments, this application authorizes the City Secretary to file the plat with the Howard County Clerk for recording, following approval. This application shall also authorize the filing of the associated documents which are approved by the Planning and Zoning Commission or City Council and shall authorize the City of Big Spring to reproduce from the plat, at the expense of the applicant, three direct prints and two Mylar prints for the City of Big Spring record files. Final Plat shall be considered officially filed **only** when it has been received in the Planning Office in full compliance with the provisions of the Subdivision Ordinance Regulations of the City of Big Spring.

OFFICE USE ONLY	
Date of Application:	Date Application Fee Received:
Affidavit attached?:	P&Z Meeting Date (if needed):