

Application Fee: \$150.00
Date Paid: _____
ID #: _____



City of El Campo
Inspections &
Planning Department
315 E. Jackson St.
El Campo, TX 77437
cityofelcampo.org

PLAT SUBMITTAL APPLICATION

DATE _____

APPLICATION SUBMITTAL: Applications will be conditionally accepted on the presumption that the information, materials, and signatures are complete and accurate. If the application is incomplete or inaccurate, your project will be delayed until corrections and/or additions are received. Please submit complete application in person to the Permit Clerk or City Planner at City Hall (315 E. Jackson St., El Campo, TX 77437) or by email to City Planner, Krystal Hasselmeier at KHasselmeier@cityofelcampo.org.

Physical Location of Property: _____ **Business Name (if applicable):** _____

Applicant

Name: _____ Complete Mailing Address: _____

Phone: _____ Email: _____

NOTE: IF PLAT INVOLVES ADJACENT PROPERTY WITH SEPARATE OWNERSHIP, ALL OWNERS MUST BE INCLUDED IN APPLICATION AND PROVIDE REQUIRED DOCUMENTATION.

Property Owner 1- *Check if same as applicant*

Name: _____ Complete Mailing Address: _____

Phone: _____ Email: _____

Property Owner 2

Name: _____ Complete Mailing Address: _____

Phone: _____ Email: _____

Property Owner 3

Name: _____ Complete Mailing Address: _____

Phone: _____ Email: _____

Engineer/Surveyor (if applicable)

Name: _____ Complete Mailing Address: _____

Phone: _____ Email: _____



SUBMITTAL REQUIREMENTS

The following summary 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 City of El Campo.

A complete application must include:

- **Application Fee:** *See Fee Schedule*
- **Proof of Ownership** - If the property owner information does not match the Wharton County Appraisal District record, the information verifying the change in ownership (purchase of the property) must be provided
- If replat involves two or more adjoining properties with separate ownership, all owners must be included in application
- **Copy of plat/subdivision** - *See below for requirements on what must be included in a PRELIMINARY Plat/Replat or Minor/Admin and/or FINAL Plat/Replat or Minor/Admin Plat*

Copies of PRELIMINARY Plat/Replat or Minor/Admin:

- 1 paper copy sized 22"x34" at scale 1 inch to 100 ft or more
- 1 paper copy sized tabloid, legal, or letter
- 1 digital file (if available)

Copies of FINAL Plat/Replat or Minor/Admin Plat:

- 3 paper copies sized 22"x34" at scale 1 inch to 100 ft or more
 - 2 legal size paper copies
 - 2 translucent film (Mylar) originals
 - 1 digital file
- For plat/subdivisions with more than 4 lots, a CONCEPT PLAN may be requested. See Concept Plan for more information.

City's staff may require other information and data for specific required plans. Approval of a required plan may establish conditions for construction based upon such information.

DEFINITIONS

Concept Plan: map, drawing, or plan generally detailing the layout of streets, lots, open space, public facilities, utility locations, drainage plan, and other facilities, as applicable.

Plat: A map, drawing, or plan identifying the layout of a subdivision which is submitted for approval or the act of mapping or charting the subdivision. It shall include plan, plat, or replat, in both singular and plural. If a plat contains less than 4 lots after subdivision and does not require creating a street or extending public utilities, it is considered to be a Minor/Admin Plat. A plat can be submitted in a preliminary or final version.

Replat: The subdivision/alteration of an existing plat or lot of land, together with any change of lot size therein, or with the relocation of any street lines. A re-plat can be submitted in a preliminary or final version.

Minor/Admin Plat: A plat involving four or fewer lots fronting on an existing public street and not requiring the creation of any new street or the extension of municipal facilities, and has the following characteristics:

- Required subdivision improvements are routine in design;
- Proposed lot sizes and lot configurations will comply with the Unified Development Code and the zoning ordinance or, if not subject to zoning, are in conformance with the comprehensive plan;
- Provisions for required subdivision improvements are made in accordance with [section 10.12](#); and
- The subdivision does not necessitate the extension of any municipal utilities, other than the installation of service lines to the individual lots, because either existing mains of adequate capacity are accessible, or the subdivision is suitable for on-site water supply and wastewater disposal.

Minor/Admin plats should be submitted as 'final' unless preliminary review is required. Minor/Admin plats can tentatively be approved by City staff without the review of the Planning & Zoning Commission and City Council.

Preliminary Plat: A general layout of the proposed subdivision with existing and proposed features. A Preliminary Plat drawing submittal must include topographic information, a preliminary water and sewer layout, and a preliminary drainage analysis. If the proposed development is to be phased, this will need to be shown on the Preliminary Plat. The Preliminary Plat must address development issues on the entire parcel owned by the developer, even if the developer plans to only develop a portion of the property at this time. Preliminary Plats containing more than 4 lots when subdivided are required to go to the Planning & Zoning Commission for review and City Council for approval.

Final Plat: The final version of the map or plat of a proposed subdivision that will be executed and filed with Wharton County. A Final Plat may require review by the Planning & Zoning Commission and then consideration for approval by City Council if it was not already reviewed and approved in the Preliminary stages and/or it significantly varies from version reviewed and approved by City Council. If the Final plat is considered Minor/Admin, then it can tentatively be approved by City staff without the review of the Planning & Zoning Commission and City Council.

Amended/Corrected Plat: Amended plats are existing plats with changes allowed under certain conditions stipulated by Texas Property Code, Chapter 212, Subchapter A, Sec. 212.016. A public notice, hearing, and the approval of other lot owners are not required for the approval and issuance of an amending plat. Correction of errors to plats which have been approved but not recorded with the County and are found to contain scrivener's or clerical errors may be corrected by the applicant upon approval of staff only if the error is not substantive. Any such corrections may be submitted to the Commission for approval. Please contact city staff prior to applying for an amended/corrected plat to determine if the plat meets the qualifications.

PRELIMINARY Plat/Replat or Minor/Admin Document Requirements:

The developer shall submit, at minimum, the following items in addition to the standard application requirements:

- **1 paper copy sized 22"x34" at scale 1 inch to 100 ft or more**
- **1 paper copy sized tabloid, legal, or letter**
- **1 digital file (if available)**

Preliminary Plat shall be water-marked with 'PRLIMINARY" and show or be accompanied by the following information:

- 1) The proposed subdivision name and location, the name and address of the owner or owners, and the name of the designer of the plat.
- 2) Date, approximate north arrow, and graphic scale (one inch to 100 feet or larger).
- 3) Location sketch map drawn at a scale of one inch to 1,000 feet.
- 4) The location of existing and platted property lines and the location and size of existing:
 - a. Streets;
 - b. Buildings;
 - c. Watercourses;
 - d. Railroads;
 - e. Sewers;
 - f. Bridges;
 - g. Culverts;
 - h. Drain pipes;
 - i. Water mains;
 - j. Electricity transmission lines and appurtenances;
 - k. Petroleum or gas pipelines and appurtenances;
 - l. Wells;
 - m. Private easements;
 - n. Public utilities easements and facilities;
- 5) The present and/or proposed zoning classifications; and for each adjoining un-platted parcel, the deed reference and name of the owner of record or, for each adjoining platted lot, the subdivision name and lot and block reference.
- 6) Proposed utility layouts (sanitary sewers, water, and surface water drainage) showing proposed connections to the existing systems.

- 7) The locations and dimensions of existing and proposed rights-of-way, easements, parks and other open spaces, reservations, lot lines, building setback lines, boundary lines and utilities. Appropriately sized rights-of-way for roads shown on the thoroughfare plan that traverse the subject property or run adjacent to the subject property shall be shown.
- 8) The total acreage to be subdivided. Projects developed in phases should indicate each phase on the plat.
- 9) Lot sizes in acres or square feet for those lots smaller than one acre.
- 10) The legal description of the lot, tract, or parcel of land to be subdivided.
- 11) The boundary of any 100-year floodplain lying within the subdivision.
- 12) Designation of any lot proposed for multifamily, industrial or commercial use. If any portion of the land within a preliminary plat is proposed to be served by a water or wastewater utility other than the City of El Campo, that utility's written commitment to serve the subdivision must be submitted with the preliminary plat.
- 13) Title affidavit in the form prescribed by the director or a title report.
- 14) The signature and seal of the subdivider's engineer.

FINAL Plat/Replat or Minor/Admin Plat Document Requirements:

The developer shall submit, at minimum, the following items in addition to the standard application requirements:

- **3 paper copies sized 22"x34" at scale 1 inch to 100 ft or more**
- **1 legal size paper copy**
- **2 translucent film (Mylar) originals**
- **1 digital file**

The Final Plat shall show or be accompanied by the following information:

- 1) Name and location of subdivision, date, graphic scale and true north arrow.
- 2) An accurate boundary survey of the property, with bearings and distances, referenced to survey lines and established subdivisions, and showing pertinent data concerning property immediately adjacent in broken lines.
- 3) The right-of-way lines of all streets and alleys, property lines of lots, reservations, easements, and any areas to be dedicated to public use, and sites for other than residential use with notes stating their purpose and limitations.
- 4) Sufficient data to determine readily and reproduce on the ground the location, bearing and length of every street line, lot line, boundary line, block line and building line whether curved or straight. This shall include accurate dimensions, bearing or deflecting angles and radii, area, and central angle, degree of curvature, tangent distance and length of all curves where appropriate.
- 5) Name and right-of-way width of each street or other rights-of-way.
- 6) Location map at a scale of one inch to 1,000 feet.
- 7) Number of all lots and blocks.
- 8) The location of minimum building setback lines from all streets, in accordance with the zoning, or within the ETJ, the land use designation from the future land use map in the comprehensive plan, and the proposed zoning of each lot for tracts being annexed (see section 10.12.017).
- 9) A certificate of dedication of all streets, alleys, parks, easements, and other open spaces to public use, signed and acknowledged, by the owner or owners of the property and all lienholders (see section 10.12.024).
- 10) Certification by a registered public surveyor or registered professional engineer, registered in the State of Texas, to the effect that such plat represents a complete and accurate survey (see section 10.12.024).
- 11) Other needed certificates and plat notes identified under section 10.12.024.
- 12) Construction plans and construction guarantees as specified in section 10.12.022 shall accompany the final plat.
- 13) The minimum finished floor elevation for any future structure on any lot lying wholly or partly within the 100-year floodplain.
- 14) Certification that the ownership has not changed since submittal of the preliminary plat.
- 15) Construction Plans (see below)

Approval of the final plat by the commission shall constitute the acceptance by the public of the dedication of any streets or other public way or ground subject to the construction and maintenance guarantees of the developer.

Concept Plans:

A Concept Plan is required when there will be more than 4 or more new lots created and/or property is being divided for the purpose of development. In cases where a concept plan is needed, applicant may be required to attend a Pre-Development meeting with City staff. The developer, engineer, and/or surveyor are required to review the plan concepts with City staff for coordination purposes prior to submittal of formal construction plans. The Concept Plan is generally a one-line concept plan detailing the general layout of streets, lots, open space, public facilities, utility locations, drainage plan, and other facilities, as applicable.

The developer or his or her engineer shall submit the following items in addition to the standard application requirements:

- **1 copy of proposed construction ‘concept’ plans drawn at scale and showing lots, open space, public facilities, utility locations, and other facilities, as applicable**
- **Draft of restrictive covenants** *(if applicable)*
- **Draft Traffic Plan** *(if applicable)*
- **Draft Landscaping Plan** *(if applicable)*
- **Draft Drainage Plan** *(if applicable)*
- **Draft list of street names** *(if applicable)*

PROCESS

For Minor/Admin Plats

City staff will review plat to determine if it meets conditions to be administratively approved, without the review of P&Z or Council. Minor/Admin Plats that meet these conditions can be executed and filed with the County Clerk. Ones that do not meet the conditions or require additional review for consideration may be subject to consideration for approval by P&Z and City Council through the standard review process for all other Plats/Replats.

For all other Plats/Replats, Preliminary or Final

City staff will complete a report for the Planning and Zoning (P&Z) Commission that will provide all the details the P&Z Commission will need to conduct an initial public hearing review to make a recommendation to City Council. It is always in the best interest of the applicant to be present for the P&Z meeting to answer any specific questions the commissioners might have. The public hearing will allow anyone to speak and offer support or protest the request. Once the public hearing is complete, the P&Z Commission may choose to approve, conditionally approve, or disapprove in accordance with State law. Once reviewed by P&Z, the plat will be placed on the City Council agenda for final hearing and determination. Council may choose to approve, conditionally approve, or disapprove in accordance with State law.

Conditional approval shall be deemed to be a disapproval of such plat until it is determined that such conditions have been met, at which point the plat may tentatively be approved without sending back to the commission. Approval of a preliminary plat shall lapse unless a final plat is submitted within one year from the date of initial approval. Staff may extend the approval of the preliminary plat one time for not more than one year provided that no changes have been made since its approval if requested by developer prior to expiration if actively pursuing approval of construction plans and/or a final plat.

FEE SCHEDULE

Plat Review *(preliminary, final, minor, re-plat, amending, vacating, etc.)* \$150.00

Contact our office at 979-541-5020 for information regarding and additional development related fees for properties being subdivided with the intent to develop.