

# Planning & Zoning

415 West University Drive  
Edinburg, Texas 78539  
(956) 388-8202



## Subdivision Application

ENERGOV CASE # \_\_\_\_\_

Date: \_\_\_\_\_ Request Type: \_\_\_\_\_

1. Exact Name of Subdivision: \_\_\_\_\_

2. Property Owner: \_\_\_\_\_ 3. Developer: \_\_\_\_\_

4. Owner Phone: \_\_\_\_\_ 5. Owner Email: \_\_\_\_\_

6. Owner Address: \_\_\_\_\_

7. Current Zoning: \_\_\_\_\_ 8. Required Zoning \_\_\_\_\_

9. Legal Description: \_\_\_\_\_

\_\_\_\_\_ 10. Property ID: \_\_\_\_\_

11. Inside City Limits? \_\_\_\_\_ If "No," is in the \_\_\_\_\_ Comprehensive Development Area \_\_\_\_\_ Rural Development Area

12. Primary Consulting Firm: \_\_\_\_\_ 13. Phone: \_\_\_\_\_

14. Consulting Firm Address: \_\_\_\_\_

15. Consulting Firm Email(s): \_\_\_\_\_

16. Desired Land Use Option: \_\_\_\_\_

17. Number of Lots: Single Family \_\_\_\_\_ Multi-Family \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_

18. Proposed Wastewater Treatment: \_\_\_\_\_ Sanitary Sewer \_\_\_\_\_ OSSF (On-Site Sewage Facility)

19. Electric Power and Light Company to Serve the Proposed Subdivision: \_\_\_\_\_

20. Irrigation District: \_\_\_\_\_ Potable-water Retailer: \_\_\_\_\_

Owner of record, holding title to real estate within the proposed subdivision. Ownership instrument (i.e. Title Policy, Warranty Deed and Deed of Trust) shall be submitted with application. All such owners are listed immediately below.

Name(s) (Print or Type)	Mailing Address & Zip Code
Phone Number	Email

Have any of said owners designated agents to submit and revise this plat application on their behalf?

\_\_\_\_\_ Yes \_\_\_\_\_ No (If "Yes" attached duly notarized documentation to that effect, signed by each such owner.)

The undersigned owners of record (or their authorized agents) hereby agree to make all the improvements, and to meet all the requirements and standards as specified in the City of Edinburg Code of Ordinances. The undersigned hereby request that the Edinburg Planning & Zoning Commission and the City Commission approve the attached subdivision plat. The undersigned hereby declared that we have made a diligent effort to ensure that all items contained in this application (including all construction plans) are true and complete. Developer's requirement sheet must be completed, signed, and submitted with the application form.

Signature \_\_\_\_\_

Date \_\_\_\_\_

# Subdivision Application



## ACKNOWLEDGEMENTS

Case # \_\_\_\_\_

### OWNER

I acknowledge that the subdivision application is a process. During this process, my application is reviewed by multiple City departments and requires separate and distinct approval by each. I understand that approval by one department does NOT constitute approval by all departments and should not be construed as final approval, clearance, or notice to proceed. Furthermore, review of this application by City staff is dependent upon the accuracy of the information provided. Any information found to be lacking or incorrect may result in my application being delayed or denied. If any portion of my plan changes or must be modified, it is my responsibility to notify City staff as soon as is practicable, and I accept that these changes may result in reassessment, denial, or revocation of any approvals or permits received prior to that time.

Owner/Agent \_\_\_\_\_

### ENGINEER

I have read the information contained on the following Subdivision Plat Fees and Submission Requirements forms and hereby agree to comply with requirements noted herein.

Project Engineer \_\_\_\_\_

## G VXivision Plat Fees

SUBDIVISION NAME: \_\_\_\_\_

### Administrative Fees (select all that apply)

### Office Use Only

- |   |       |       |
|---|-------|-------|
| 1. Preliminary Plat, \$ 250                   | _____ | _____ |
| 2. Final Plat, \$ 200                         | _____ | _____ |
| 3. Minor Plat, \$ 250                         | _____ | _____ |
| 4. Amended Plat, \$ 250                       | _____ | _____ |
| 5. Re-Plat, \$ 250                            | _____ | _____ |
| 6. Vacating Plat, \$ 250                      | _____ | _____ |
| 7. Plat Review Fee (2 -5 Mile E.T.J.), \$ 250 | _____ | _____ |
| 8. Site Plan Review, \$ 250                   | _____ | _____ |
| 9. Appeals or Variances, \$ 450               | _____ | _____ |
| 10. Voluntary Annexation, \$ 100              | _____ | _____ |
| Plus Publication Cost: _____                  |       |       |
| 11. Land-Clearing Permit, \$ 150              | _____ | _____ |
| 12. Street Sign Installation, \$ 200          | _____ | _____ |
| 13. Park Land Fees (Per Unit)                 |       |       |
| Developer, \$ 300 # of Units:                 | _____ | _____ |
| Builder, \$ 300 # of Units:                   | _____ | _____ |
| E.T.J. Single Family, \$ 300                  | _____ | _____ |
| E.T.J. Multifamily, \$ 300                    | _____ | _____ |

### Variable (fill as appropriate)

- |   |       |       |
|---|-------|-------|
| 14. Administration and Inspection Fee, <b>2.0%</b>  | _____ | _____ |
| 15. Construction Materials Testing Fee, <b>3.0%</b> | _____ | _____ |
| 16. Water Right Fees Per Acre, <b>TBD</b>           | _____ | _____ |

**TOTAL** \_\_\_\_\_



Case # \_\_\_\_\_

## Submission Requirements Checklist

<u>Preliminary Plat Requirements</u>	<u>Copies</u>	<u>Office Use Only</u>
1. Subdivision Plat, Utility (Layout Folded) .....	8	_____
2. Digital File(s) (emailed, USB, CD, etc.)..... 24x36" Plat w/notes, drainage, utilities, etc. (as applicable); 8.5x11" Reduced Plat; Map with name & north arrow	1	_____
3. Preliminary Drainage Report .....	2	_____
4. 8 ½" X 11" Copies of Subdivision Plat & Utility Layout.....	1	_____
5. Warranty Deed.....	1	_____
6. Signed Application..... (or application with a notarized Letter of Authorization)	1	_____
 <b><u>Pre-Construction</u></b>		
1. Subdivision Plat and Construction Plans (utilities).....	8	_____
2. Engineer Cost Estimate .....	1	_____
3. Digital Construction Plans (emailed, USB, CD, etc.).....	1	_____
4. SWPPP/CNOI (Required) .....	2	_____
 <b><u>Final Plat Requirements</u></b>		
1. Mylar of Subdivision Plat.....	1	_____
2. Mylar As-Builts Construction Plans.....	2	_____
3. Digital Copy of As-Builts (emailed, USB, CD, etc.).....	1	_____
4. Letter of Credit (If Applicable) .....	1	_____