



CITY OF TEXAS CITY

Transportation & Planning Dept
928 5th Ave North
Texas City, Texas 77590
409.643.5936
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DEVELOPMENT APPLICATION SUBMITTAL REQUIREMENTS

SUBDIVISION PLATS

The following list of submission requirements should be used by the applicant as a guide in preparing a complete application. The City will also use the checklist to verify the completeness of the application at the time it is submitted.

Applicants are responsible for submitting complete applications. Incomplete applications will result in plans being rejected for acceptance or lengthen the development review process.

Application: A completed development application including all required signatures.

Application Fee:

Subdivision Master Plan	\$10.00 per acre or a portion thereof up to a maximum of \$1,000.00	
Preliminary Plat:	\$100.00, plus \$5.00 per lot	Galveston County Fees as of Jan 1, 2014 1 st Page \$71.00/ ADDL. Plat Pgs. \$50.00 Attachments \$4 each (Tax Certificates or other)
Final Plat	\$100.00, plus \$5.00 per lot	
Replat	\$100.00, plus \$5.00 per lot	
Amending Plat	\$100.00	
Administrative Minor Plat	\$100.00	
Vacating Plat	\$100.00	
Any other Plats	\$100.00	
Right-of-Way Abandonment:	\$300.00	

Fees cited above are for the City of Texas City only. *In addition, a check to Galveston County Clerk for their platting fees will be required along with executed original Mylar and two blueprint copies. These fees and maps are required for filing and registration with the Galveston County Clerk's office (409-762-8621 to verify current fees/requirements)

Tax Certification: A current tax certification for each parcel indicating all taxes on the subject property have been paid to the current year (available from the Galveston County Tax Assessor's Office).

24" x 36" Plats: Five (5) folded copies of the plat for staff review - once reviewed- see below-

24" x 36" Plats: Seven (7) folded copies of the plat for Planning Board consideration

Engineering Plans: (pdf file required) Two (2) full sets of the Engineering Plans including the plat and construction plans for a final plat or replat where public improvements are being made. The construction plans shall be 24" x 36" in size and contain all data and calculations related to utilities, drainage or other construction in the subdivision.

CITY OF TEXAS CITY SUBDIVISION PLATS SUBMITTAL REQUIREMENTS

THE FOLLOWING INFORMATION IS REQUIRED ON ALL PLAT SUBMISSIONS. FOR ADDITIONAL REQUIREMENTS FOR PRELIMINARY, FINAL, REPLATS, AMENDING AND MINOR PLATS PLEASE REFERENCE THE APPROPRIATE REQUIREMENTS IN THIS DOCUMENT AND THE SUBDIVISION ORDINANCE.

FORMAT

- North arrow.
- A notation of the scale, which must be an engineering scale.
- A bar or graphic scale.
- A location map with the subject site clearly indicated.
- A legend for any graphic symbols used.
- Date of preparation and subsequent revisions.
- Drawing size 24" x 36".

TITLE BLOCK

- The name of the proposed subdivision.
- The words "Preliminary Plat", "Final Plat", "Replat", etc., as applicable.
- A notation of the gross acreage.
- The words, "Texas City, Galveston County, Texas."
- Reference the name of the Survey and Abstract number.
- The name, address, and telephone number of the property owner.
- The name, company, company address and telephone number of the engineer and/or licensed surveyor who prepared the plat.
- The name, company, company address, and telephone number of the developer.

ADDITIONAL SUBMITTAL REQUIREMENTS FOR SPECIFIC TYPES OF PLATS

Subdivision Master Plan Requirements

- Schematic layout of the entire tract and its relationship to adjacent property and existing adjoining development.
- The successive order or phasing of the development of the tract, if applicable.
- Proposed major categories of land uses and current zoning.
- Number of dwelling units, lot sizes and population densities, where applicable.
- Arrangement and correlation of street patterns, particularly collector streets and major street system, to provide good traffic circulation throughout the neighborhood.
- Proposals for water, sanitary sewer, and drainage systems in relation to master plans where they exist for these facilities.
- Location of sites for parks, schools and other public uses.
- Significant natural features, including floodplains, floodways, and wooded areas.
- Significant existing man-made features such as railroads, buildings, utilities, pipelines, canals or other physical features.

Preliminary Plat Requirements

- Note volume and page of current deed record ownership.
- Name of record owner and corresponding deed record volume and page for all adjacent unplatted tracts within 200 feet, to include owners across any adjacent ROW.
- All adjacent platted property within 200' shown in dashed lines, labeling lot and block numbers, subdivision name, street names and plat record reference.
- Location of city limit lines and/or extraterritorial jurisdiction lines.
- Existing zoning noted on this tract and adjacent tracts. This should be removed on any Final Plats.
- All existing easements on or adjacent to this tract shown and labeled as to type and size and recording data.
- Any adjacent, previously approved and currently valid preliminary plats, concept plans or development plans shown.

- The location of existing or approved street intersections on the perimeter of the subdivision or within 200 feet of the perimeter.
- Legal description of the land to include: Current owner's deed record reference, survey and abstract, county, state, POB tied to survey corner or previously filed subdivision corner, or USGS monument, gross acreage.
- Point of beginning labeled on plat.
- Graphic depiction of all boundary lines shown in heavy lines with deed record dimensions or field surveyed dimensions if available. These should match legal description.
- Existing ROW shown, labeled and dimensioned, i.e. public streets, highways, alleys, private drives, railroads, etc.
- Existing sanitary sewer and water mains.
- Width of existing roadway pavement.
- Existing, natural and artificial watercourses and drainage features.
- Location of floodway and floodplain limits.
- General outline of area embraced by tree cover.
- Permanent structures and uses within the subdivision that will remain.
- Street ROW dimensioned, all streets having names dissimilar from any existing street names.
- ROW dedication required for the widening of existing ROW shown and dimensioned.
- Lots and blocks labeled with numbers in consecutive order.
- Proposed drainage and utility easements labeled and dimensioned. The location and size of all easements shall be coordinated with all relevant utility companies.
- Lots to be dedicated for public use labeled as such, i.e. schools, parks, open spaces, etc., showing acreage and general perimeter dimensions. Also show any private uses in same manner.
- Any areas, private parks, facilities, buildings or other features to be maintained by a Homeowners Association.
- Any proposed zoning labeled as such.
- Graphic depiction of all proposed lots, street ROW, easements, etc., with scaled dimensions. All lots must meet the minimum lot width, depth and area requirements of the existing or proposed zoning district.
- A separate plan depicting one-line drawings for water, sanitary sewer, storm sewer and

other required utility plans.

Preliminary Plat Standard Notes

“Approval of this Preliminary Plat by the Planning Board and City Commission shall be deemed an expression of approval of the layout submitted on the preliminary plat as a guide to the final engineering of streets, water, sewer and other required improvements and utilities and to the preparation of the final plat. Approval of this preliminary plat shall not constitute automatic approval of the final plat, nor be considered authorization to begin construction or sell lots. Approval of the preliminary plat shall not constitute a guarantee or warranty, either implied or otherwise that all other applicable codes and ordinances of the City of Texas City have been complied with. It shall be the responsibility of the subdivider to ensure that all applicable requirements of the City of Texas City relative to the subdividing and development of property have been met.”

On the _____ day of _____, 20____, this preliminary plat was duly approved by the Planning Board of the City of Texas City.

Signed: _____
Secretary of the City of Texas City Planning Board

Signed: _____
Chairman of the City of Texas City Planning Board

Final Plat Requirements

- Note volume and page of deed record ownership.
- Name of record owner and corresponding deed record volume and page for all adjacent unplatted tracts within 100 feet, to include owners across any adjacent ROW.
- All adjacent platted property within 100 feet shown in dashed lines, labeling lot and block numbers, subdivision name, street names and plat record reference.
- Any adjacent, previously approved and currently valid preliminary plats, concept plans or development plans shown.
- Location of city limit lines and/or extraterritorial jurisdiction lines, all survey lines with survey names labeled.
- All existing easements including pipelines on or adjacent to this tract shown and labeled as to type and size with dimensional ties to property corners and centerline or boundary dimensions and bearings and recording numbers.
- The locations, street names and dimensional centerline references to existing or approved street intersections on the perimeter of the subdivision or within 200 feet of the perimeter.
- Legal description of the land to include current owner's deed record reference, survey and abstract, county, state, POB tied to survey corner or previously filed subdivision corner, or USGS monument, property corners labeled as to pins/rods, found or set with sizes shown, and gross acreage.
- Point of beginning labeled on plat.
- Two boundary corners geo-referenced by state plane coordinates.
- Graphic depiction of all boundary lines shown in heavy lines with a description that matches legal description.
- Existing ROW shown, labeled and dimensioned, i.e. public streets, highways, alleys, private drives, railroads, etc.
- Utility easements: Where adjacent property is unplatted or platted showing a utility easement (U.E.), provide a minimum 8-foot U.E. along the property line. If adjacent property is platted and shows no easement, provide a 16-foot U.E. along the interior of the property line. The easements shall be a minimum of 16 feet in width, taking eight feet from each lot where the rear of two lots abut each other, and shall be continuous for the entire length of the block. These easements shall parallel as closely as possible the street line frontage of the block. The width of an U.E. shall be increased in accordance with the specific requirements of a utility company.
- Street ROW and ROW centerline dimensioned with bearings, all streets having street names as approved by preliminary plat or names dissimilar from any existing street

names.

- ROW dedication required for the widening of existing ROW shown and dimensioned; provide dimensions from center of existing ROW at all adjacent property corners.
- Lots and blocks labeled with numbers in consecutive order, which shall include common areas, if any.
- Drainage and utility easements labeled and dimensioned.
- Lots to be dedicated for public use labeled as such, i.e. schools, parks, open spaces, etc., showing acreage and calculated perimeter dimensions. Also show any private uses in same manner.
- Calculated dimensions of all lots, street ROW, easements, etc. All curve data should be labeled including delta, radius, length and tangent. All lots must meet the minimum lot width, depth, and area requirements of the zoning district.
- Computer drawing File submitted on labeled CD
- Floodplain limit shown and labeled.
- Floodway limit shown and labeled with dimensional ties to all lot corners.
- Reproducible acknowledgments, owner's & lienholder's dedication and endorsements, to include ratification by all lienholder's expressing that all dedications are free and clear of liens and encumbrances, and surveyor's certifications in accordance with the format shown in the appendices herein. (see appendix)
- Minimum finish floor elevations shown on all lots impacted by 100-year floodplain. Finish floor note shown on plat.
- Sight triangle note shown on plat if applicable.
- Driveway access limitation note provided if applicable.
- The following note shall appear on the face of the plat: "Selling a portion of any lot within this addition by metes and bounds is a violation of state law and city ordinance and is subject to fines and withholding of utilities and building permits."

Final Plat Standard Notes

- (1) A surveyor's certificate in the following form shall be placed on the subdivision plat:

KNOW ALL MEN BY THESE PRESENTS: I, the undersigned _____, a Registered Professional Land Surveyor in the State of Texas, hereby certify that this plat is true and correctly made under my supervision and in compliance with City and State survey regulations and laws and made on the ground and that the corner monuments were properly placed under my supervision.

(Seal) _____

Registered Professional Land Surveyor No. _____

- (2) An engineer's certificate in the following form shall be placed on the subdivision construction plans:

KNOW ALL MEN BY THESE PRESENTS: I, the undersigned, _____, a Professional Engineer Registered in the State of Texas, hereby certify that proper engineering consideration has been given to these plans and all engineering aspects are in compliance with City and State engineering regulations and laws.

(Engineer Seal) _____ Registered Professional Engineer

P.E. Registration No. _____

- (3) An owner's acknowledgement and certificate of dedication in the following form shall be placed on the subdivision plat:

That (OWNER'S NAME) action herein by and through its duly authorized officers, does hereby adopt this plat designating the herein above described property as (SUBDIVISION NAME), an addition to the City of Texas City, Texas and does hereby dedicate, in fee simple, to the public use forever, the streets, alley, and public use areas, shown hereon, and does hereby dedicate the easements shown on the plat for the purposed indicated to the public use forever, said dedications being free and clear of all liens and encumbrances except as shown herein. No buildings, fences, trees, shrubs or other improvements shall be constructed or placed upon, over, or across the easements on said plat. Utility easements may also be used for the mutual use and accommodation of all public utilities desiring to use or using the same unless the easement limits the use to a particular utility or utilities, said use by public utilities being subordinate to the public's and City of Texas City's use thereof. The City of Texas City and any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths which in any way endanger or interfere with the construction, maintenance or efficiency of its respective system on any of these easements. The City of Texas City and any public utility shall at all times have the right of ingress and egress to and from and upon any said easement for the purpose of constructing, reconstructing, inspecting, patrolling,

maintaining and adding to or removing all of part of its respective system without the necessity at any time of procuring the permission of anyone.

(OWNER'S NAME) does hereby bind itself, its successors and assigns to forever warrant and defend all and singular the above described streets, alleys, easements and rights unto the public against every person whomsoever lawfully claiming or to claim the same or any part thereof. This plat approved subject to all platting ordinances, rules, regulations, and resolutions of the City of Texas City.

WITNESS MY HAND THIS _____ DAY OF _____, 20__.

Signature of Owner

Position in Corporation (if applicable)

Name of Corporation (if applicable)

Lien Holder (if applicable)

If there is no lien holder, add the following statement:
To the best of my knowledge, there are no liens against this property.

Signature of Owner

(4) Notary Certificate

STATE OF _____

COUNTY OF _____

Before me, the undersigned authority, a Notary Public in and for the said County and State on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same in the capacity therein stated.

Given under my hand and seal of office, this _____ day of _____, 20__.

Notary Public in and for the State of _____

My commission expires: _____

(5) Homeowners association form, if applicable, shall be prescribed by the City.

Replat Requirements

The replat shall contain the same information in accordance with the final plat requirements with the following additional requirements:

- Exact name of previous plat, which shall be retained in the title of the replat identified.
- Blocks, lots and portions thereof which are being replatted, shall be identified.
- Volume and page number where the previous plat was recorded, shall be identified.
- Original plat information being deleted, abandoned, or changed by the replat, (lots and blocks, rights-of-way, etc.), shall be shown lightly sketched or dotted on the drawing with a note of explanation.
- The word "replat" shall be shown in the title block.

Replat Standard Notes

The replat shall contain the same Standard Notes in accordance with the final plat requirements

Amending and Administrative Minor Plat Requirements

Amending and administrative minor plats shall contain the same information in accordance with the final plat requirements.

Amending and Administrative Minor Plat Standard Notes

Amending and administrative minor plats shall contain the same Standard Notes in accordance with the final plat requirements.

If the amending plat is approved by the City Engineer, the signature block and signature of the chairman of the Planning Board shall not be required. The following signature block shall appear on the amending or administrative minor plat:

On the ____ day of _____, 20____, this Amending Plat/Administrative Minor Plat (select one) was approved by the City Engineer of the City of Texas City.

Signed: _____
City Engineer of Texas City

Vacating Plat Requirements

The vacating plat shall contain the same information in accordance with the final plat requirements with the following additional requirements:

- o A note identifying what is being vacated of the original plat shall be indicated;
- o The word "VACATED" shall be stamped across the platted area;
- o Volume and page number where the previous plat was recorded, shall be identified; and
- o The words "Vacating Plat" shall be shown in the title block.

Vacating Plat Standard Notes

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

THAT, _____, owner of the property described in this plat, does hereby vacate the said plat so that it shall no longer have any force or effect for any purpose.

EXECUTED this the _____ day of _____, 20__

(NOTARY SEAL)

On the _____ day of _____, 20__, this vacating plat was duly approved by the Planning Board of the City of Texas City.

Signed: _____
Secretary of the City of Texas City Planning Board

Signed: _____
Chairman of the City of Texas City Planning Board