



# SUBDIVISION PLATTING APPLICATION

The Planning & Zoning Commission meets every 1st Wednesday of each month at 5:30 pm.

The City Commission meets every 1st and 3rd Tuesday of each month at 5:30 pm

FILE NO. \_\_\_\_\_

This form shall be completed by the Property Owner or Applicant and submitted to the Planning Department along with the required number of copies of the respective plat, review fee and all other required information listed below and in the Subdivision Ordinance. The submittal of an application does not constitute acceptance for processing until the staff reviews and determines the application is complete.

### STAFF USE ONLY

Single Lot Variance     Minor Plat     Planned Unit Development     Standard Subdivision

### GENERAL INFORMATION

Name of Subdivision: \_\_\_\_\_

Location: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Is subdivision inside city limits?     YES     NO

If subdivision is in the ETJ, indicate?  3.5 Mile     5 Mile

If no submit letter of Annexation (Contiguous or Consensual)

Existing Zoning: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_ Proposed Land Use: \_\_\_\_\_

Number of Lots Proposed: \_\_\_\_\_ Gross Acreage: \_\_\_\_\_

Title Report Submitted:     YES     NO

### OWNER INFORMATION

Owner's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

### ENGINEER INFORMATION

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

**UTILITY PROVISIONS**

Will proposed subdivision connect to:

- YES  NO Water Provision: \_\_\_\_\_
- YES  NO Wastewater Provision: \_\_\_\_\_
- YES  NO Electric Company: \_\_\_\_\_

<input type="checkbox"/> YES <input type="checkbox"/> NO Phone Utility _____	<input type="checkbox"/> YES <input type="checkbox"/> NO Gas Utility _____	<input type="checkbox"/> YES <input type="checkbox"/> NO Cable Utility _____
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Proposed subdivision is in the following districts:

<input type="checkbox"/> YES <input type="checkbox"/> NO Drainage District _____	<input type="checkbox"/> YES <input type="checkbox"/> NO Irrigation District _____
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Has the property been assessed as flat rate irrigable property:  YES  NO

Have Water Rights been conveyed to City/Water Supplier?  YES  NO

(Attach written proof of such assessment or that it has never been assessed as such a property) If **YES**, attach an estimate from the irrigation district of the proportional water rights for the subdivision as calculated under Texas Water Code § 49.505.

**SUBMITTALS REQUIRED FOR MINOR PLAT REVIEW**

- \_\_\_\_\_ **Two (2)** sets of plats **folded and stapled** (24 x 36) and forward a copy in PDF format to [rdelafuente@weslacotx.gov](mailto:rdelafuente@weslacotx.gov)
- \_\_\_\_\_ PDF copy of all documents submitted (emailed or USB)
- \_\_\_\_\_ **\$355.00** Planning Review fee, **\$100.00** Fire Review fee
- \_\_\_\_\_ One 11" X 17" reduced copy of plat
- \_\_\_\_\_ Plat Layout
  - \_\_\_\_\_ Existing & Proposed Easements
  - \_\_\_\_\_ Existing & Proposed ROW
  - \_\_\_\_\_ Existing & Proposed Drainage Easements
  - \_\_\_\_\_ Contours
  - \_\_\_\_\_ Flood Zones
  - \_\_\_\_\_ Adjoiners
  - \_\_\_\_\_ Existing street names
- \_\_\_\_\_ Drainage plans and calculations with engineer's seal
  - \_\_\_\_\_ Elevations
  - \_\_\_\_\_ Flood directional arrows
  - \_\_\_\_\_ Detention areas
  - \_\_\_\_\_ Street names
- \_\_\_\_\_ Proof of ownership of the property
- \_\_\_\_\_ If septic tank system required, submit soil evaluation report
- \_\_\_\_\_ Water Rights associated with the property
- \_\_\_\_\_ Tax Receipt for all taxing entities showing that taxes are paid in full

**SUBMITTALS REQUIRED FOR PRELIMINARY (P & Z)**

- \_\_\_\_\_ **Twelve (12)** sets of preliminary plat **folded and stapled** (24 x 36) and forward a copy in PDF format to [rdelafuente@weslacotx.gov](mailto:rdelafuente@weslacotx.gov)
- \_\_\_\_\_ PDF copy of all documents submitted (emailed or USB)
- \_\_\_\_\_ **\$355.00** Planning Review fee, **\$100.00** Fire Review fee
- \_\_\_\_\_ One 11" X 17" reduced copy of plat
- \_\_\_\_\_ Plat Layout
  - \_\_\_\_\_ Existing & Proposed Easements
  - \_\_\_\_\_ Existing & Proposed ROW

- \_\_\_\_\_ Existing & Proposed Drainage Easements
- \_\_\_\_\_ Contours
- \_\_\_\_\_ Flood Zones
- \_\_\_\_\_ Adjoiners
- \_\_\_\_\_ Existing & Proposed street names
- \_\_\_\_\_ Utility Layout
- \_\_\_\_\_ Existing & Proposed Utilities
- \_\_\_\_\_ Proposed Fire Hydrants
- \_\_\_\_\_ Adjoiners
- \_\_\_\_\_ Street names
- \_\_\_\_\_ Drainage plans and calculations with engineer's seal
- \_\_\_\_\_ Elevations
- \_\_\_\_\_ Flood directional arrows
- \_\_\_\_\_ Detention areas
- \_\_\_\_\_ Street names
- \_\_\_\_\_ Proof of ownership of the property
- \_\_\_\_\_ If septic tank system required, submit soil evaluation report
- \_\_\_\_\_ Water Rights associated with the property
- \_\_\_\_\_ Tax Receipt for all taxing entities showing that taxes are paid in full
- \_\_\_\_\_ Number of fire hydrants proposed for subdivision

**SUBMITTALS REQUIRED FOR FINAL (P & Z) \*\*Will not apply to Single Lot Variance\*\***

- \_\_\_\_\_ **Twelve (12) sets of plans FOLDED & STAPLED (24 x 36) & PDF copy with all corrections**
- \_\_\_\_\_ Plats to be sealed by Professional Engineer
- \_\_\_\_\_ Approved Drainage Report

**SUBMITTALS REQUIRED FOR FINAL (City Commission)**

- \_\_\_\_\_ One set of 8 ½ x 11 of plat and utilities with all corrections done

**SUBMITTALS REQUIRED FOR PRE-CONSTRUCTION MEETING**

- \_\_\_\_\_ Seven (7) full sets of construction plans 24 x 36 and one (1) 11 x 17 with plan & profile.
- \_\_\_\_\_ Engineering cost estimates for 3% geotechnical testing fees and 2% inspection fees
- \_\_\_\_\_ Traffic Impact Analysis (If required)
- \_\_\_\_\_ Notice of Intent
- \_\_\_\_\_ SW3P

**SUBMITTALS REQUIRED FOR RECORDING OR HIDALGO COUNTY PLANNING**

- \_\_\_\_\_ Electronic file of final plat and as-builds
- \_\_\_\_\_ Reproducible plat to be recorded with all required signatures
- \_\_\_\_\_ 3% geotechnical testing fees or negotiated Material Testing fee by City, whichever is higher
- \_\_\_\_\_ 2% inspection fee
- \_\_\_\_\_ Checks or Receipts: HCCID #9; HCDD #1; County Clerk
- \_\_\_\_\_ Tax certificates
- \_\_\_\_\_ Memo from engineering inspector releasing subdivision
- \_\_\_\_\_ Water Rights associated with the property dedicated and assigned to City of Weslaco or payment of fees sufficient to meet the needs necessitated and attributable to development
- \_\_\_\_\_ 30 Year Water and 30 Year Sewer Service Agreements
- \_\_\_\_\_ Park dedication/Fees in lieu of

**SUBMITTALS REQUIRED FOR RECORDING BY SECURITY**

- \_\_\_\_\_ Sealed engineering cost estimates
- \_\_\_\_\_ Letter of Credit/Performance Bond/Escrow

**\*\* Any revisions requested would require resubmission of plats and reduced copy reflecting changes.**

**AUTHORIZATION AND ACKNOWLEDGEMENTS**

I certify that I am the actual owner of the property described above and this application is being submitted with my consent (include corporate name if applicable); and the following person listed below is my authorized agent to act on my behalf.

I certify that the above information is correct and complete to the best of my knowledge. I understand that I must comply with all applicable local, state, and federal regulations.

Owner Printed Name: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ is the authorized agent

Authorized Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Agent Printed Name: \_\_\_\_\_

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**THIS PAGE FOR STAFF USE ONLY**

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Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_ Date Paid: \_\_\_\_\_

P & Z Commission Approval on Preliminary Plat: \_\_\_\_\_

P & Z Commission Approval on Final Plat: \_\_\_\_\_

City Commission Approval on Final Plat: \_\_\_\_\_

Preconstruction Meeting Date: \_\_\_\_\_

Date Recorded: \_\_\_\_\_ Instrument No. \_\_\_\_\_

General Comments: \_\_\_\_\_  
\_\_\_\_\_