

**Preliminary Plat Filing Fees:**

***Fees are nonrefundable, approved or disapproved.***

Inside City Limits: \$250.00 plus \$2.00 per lot

Outside City Limits in ETJ: \$450.00 plus \$2.00 per lot

**PRELIMINARY PLAT REQUIREMENTS CHECKLIST:**

A preliminary plat shall be prepared by a surveyor, engineer or land planner, and shall conform to the city's subdivision and zoning ordinances.

1. \_\_\_\_\_ Submit six (6) blue or black line copies of the preliminary plat drawn on 24"x36" at a preferred scale of 1" = 100' to the City Administrator. For large developments, the City Administrator may approve a scale no smaller than 1"=200' to be permitted. Plats shall affix the appropriate certifications and acknowledgements, as applicable, for Surveyor, Engineer, Owner, P&Z, City Council, City Secretary, and County Recordation.
2. \_\_\_\_\_ Submit one (1) copy of an original tax certificate from each taxing unit within the jurisdiction of the real property that no delinquent ad valorem taxes are owed on the real property, in accordance with Texas Property Code, Section 12.002.
3. \_\_\_\_\_ **Content of the Preliminary Plat shall include the following:**
  - ☐ Names of adjacent subdivisions or owners or parcels of unsubdivided land; the platting or adjoining property, including streets.
  - ☐ Accurate boundary survey of the property, and its metes and bounds description.
  - ☐ A north point scale of plat and date of preparation.
  - ☐ Total area of the plat in acre and square feet.
  - ☐ Title block containing project or subdivision name, survey and abstract name.
  - ☐ Location, dimensions, name and description of all streets, alleys, easements, and lots proposed within subdivision. If proposed subdivision is a unit of a larger tract for future development, the preliminary plat shall be accompanied by a layout of the entire development showing the tentative layout of streets, blocks, drainage and utility improvements; and shall be made part of the permanent record upon P&Z approval, and subsequent plats shall conform to the approved overall layout unless amended by City.
  - ☐ Contour intervals giving adequate terrain description of not less than two (2) vertical feet nor more than five (5) vertical feet, unless otherwise directed by the City Engineer.
  - ☐ Preliminary drainage proposals including drainage areas affecting the property.
  - ☐ Existing and proposed utility services to the property.
  - ☐ Existing public utility easements.
  - ☐ Land uses other than single-family lots.
  - ☐ Front building setback lines shown on all lots and sites, and side building lines at street intersections.
4. \_\_\_\_\_ **Receipt and Processing a Complete Preliminary Plat with the P & Z Commission:**
  - ☐ Not later than thirty (30) days after receipt of completed application, the P&Z shall schedule a meeting to review the preliminary plat, and consider approval or disapproval, or issue conditional approval. The City Administrator will contact Subdivider of the time and date of the next Planning & Zoning Commission meeting.
    - Approval or Conditional Approval by the P&Z Commission does not constitute the municipal authority's approval, nor permit the proposed subdivision improvements, merely authorization to proceed with preparing the final plat to be approved by the City Council in addition to the P&Z Commission.
    - Disapproval by the P&Z Commission shall certify the reasons the subdivision plat was denied to both the Subdivider and City Administrator. Preliminary plats must be approved before giving authorization to proceed with preparing a final plat.