

ADMINISTRATIVE – AMENDING PLAT
CITY OF NATALIA, TEXAS

Amended plats are intended to correct minor errors as noted in the Texas Local Government Code, Section 212.016, that do not attempt to remove or amend recorded covenants or restriction or involve extension of municipal utilities, including drainage and streets. The City Administrator may approve and issue an amending plat which may be recorded, and is controlling over the preceding plat without vacation of that plat if the amending plat is signed by the applicants only, and conforms to state statute. Additionally, amending plats do not require the issuance of a public notice, a hearing, or the approval from other lot owners for City Administrator to approve the plat.

Amending Plat Filing Fee: **\$100.00**

Amending Plat Requirement:

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

1. ____ Submit three (3) blue or black line copies of the amending 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. **Qualifying Criteria:** In order to determine conformance to state statute, applicant is required to complete the following criteria questionnaire. The City Administrator may contact applicant anytime during period of review for additional information to support or clarify responses provided.

Yes	No	Criteria
<input type="checkbox"/>	<input type="checkbox"/>	To correct an error in a course or distance shown on the preceding plat
<input type="checkbox"/>	<input type="checkbox"/>	To add a course or distance that was omitted on the preceding plat;
<input type="checkbox"/>	<input type="checkbox"/>	To correct an error in a real property description shown on the preceding plat;
<input type="checkbox"/>	<input type="checkbox"/>	To indicate monuments set after the death, disability, or retirement from practice of the engineer or surveyor responsible for setting monuments;
<input type="checkbox"/>	<input type="checkbox"/>	To show the location or character of a monument that has been changed in location or character or that is shown incorrectly as to location or character on the preceding plat;
<input type="checkbox"/>	<input type="checkbox"/>	To correct any clerical error or omission previously approved by the municipal authority responsible for approving plats, including lot numbers, acreage, street names, and identification of adjacent recorded plats;
<input type="checkbox"/>	<input type="checkbox"/>	To correct an error in courses and distances of lot lines between two adjacent lots if: <ol style="list-style-type: none">i. Both owners join in the application for amending the plat;ii. Neither lot is abolished;iii. The amendment does not attempt to remove recorded covenants or restrictions; andiv. The amendment does not have a material adverse effect on the property rights of the others owners in the plat;

Yes	No	Criteria
<input type="checkbox"/>	<input type="checkbox"/>	To relocate a lot line to eliminate an inadvertent encroachment of a building or other improvement on a lot line or easement;
<input type="checkbox"/>	<input type="checkbox"/>	To relocate one or more lot lines between one or more adjacent lots if: <ul style="list-style-type: none"> i. The owners of all those lots join in the application for amending the plat; ii. The amendment does not attempt to remove recorded covenants or restrictions; and iii. The amendment does not increase the number of lots;
<input type="checkbox"/>	<input type="checkbox"/>	To make necessary changes to the preceding plat to create six or fewer lots in the subdivision or a part of the subdivision covered by the preceding plat if: <ul style="list-style-type: none"> i. The changes do not affect applicable zoning and other regulations of the City; ii. The changes do not attempt to amend or remove any covenants or restrictions; and iii. The area covered by the changes is located in an area that the City's planning commission or other appropriate governing body of the City has approved, after a public hearing, as a residential improvement area; or
<input type="checkbox"/>	<input type="checkbox"/>	To replat one or more lots fronting an existing street if: <ul style="list-style-type: none"> i. The owners of all those lots join in the application for amending the plat; ii. The amendment does not attempt to remove recorded covenants or restrictions; iii. The amendment does not increase the number of lots; and iv. The amendment does not create or require the creation of a new street or make necessary the extension of municipal facilities.

4. _____ Receipt and Processing a Complete Final Plat with the Planning & Zoning Commission:

- ☐ Not later than thirty (30) days after receipt of completed application, the City Administrator, and appropriate staff will review the amended plat, and either consider approval or disapproval of the amended plat.
- ☐ Consideration of Disapproval by City Administrator shall be provided to the Subdivider in writing within seven (7) days from the respective consideration date. The applicant may, on his/her own written request, appeal the City Administrator's decision with the P&Z Commission within fifteen (15) days from the date of letter. A request to appeal before the P&Z Commission cannot remove any reasons for disapproval made by the City Administrator that does not conform to Texas Local Government Code, Section 212.016.
- ☐ Not later than thirty (30) days after receipt of written appeal, the P&Z shall schedule a meeting to hold a Public Hearing, and to consider approval or disapproval of the amended plat. The City Administrator will contact Subdivider of the time and date of the next Planning & Zoning Commission meeting.