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SUBDIVISION PLAT APPLICATION

Type of Plat Request: (Please Check Applicable Category)

- | | |
|---|--|
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Final Plat |
| <input type="checkbox"/> Replat | <input type="checkbox"/> Vacation Plat |
| <input type="checkbox"/> Conveyance Plat | |

CASE NUMBER _____ **FEE:** **\$230.00**

ENGINEER/SURVEYOR

Name: _____ Contact _____

Address: _____

City: _____ State _____ Zip _____

Phone: _____ Fax: _____

Email: _____

PROPERTY OWNER

Name: _____ Contact _____

Address: _____

City: _____ State _____ Zip _____

Phone: _____ Fax: _____

Email: _____

Proposed Subdivision Name:

Survey Name _____ Abstract Number _____

Existing Zoning: _____

Reason for Platting: _____

Note: Please provide an as-built or building improvement survey on a separate sheet if the property is developed.

Is an existing subdivision or part of a subdivision being replatted:

Yes _____ No. _____

If yes, provide the following:

Subdivision Name _____

Number of Lots within original subdivision: _____

Date Filed: _____ Volume: _____ Page _____

I am authorized to make application for a subdivision on behalf of the property owner.

Date: _____

The above mentioned is authorized to make application for a subdivision on my behalf and I am the owner of the subject property.

Date: _____

***TAX CERTIFICATES ARE REQUIRED PRIOR TO FILING PLATS**

Applicants (or a representative) are expected to be present at all public hearings concerning this application to justify and explain their request and to answer questions posed by the City Plan Commission and City Council.

CITY OF BOWIE SUBDIVISION PLATS

What is platting?

Platting is the process through which undeveloped land is subdivided and ultimately transformed into legal building sites. It is characterized by the legal and administrative process whereby the community adopts rules governing the subdivision of land within the municipality's jurisdiction. The power to govern the subdivision of land is conferred upon Texas cities by Chapter 212 of the Texas Local Government Code to promote the safe, orderly, and healthful development of the municipality.

The manner in which land is subdivided, how streets are designed, and how the lots are laid out, have a lasting effect on the physical character of the city. Local ordinance regulates new development to ensure that the health, safety, and welfare of the public are protected. Streets, water and sewerage systems must be adequately sized, designed, and constructed. Streets must be able to accommodate the maneuvering of emergency equipment. Future property owners must be guaranteed a parcel with access to public right of way and utilities suited for the intended use.

What is a subdivision plat?

A map or graphic illustration of a parcel/tract of land showing the boundary of the entire parcel, and within that boundary the location of individually lots;/blocks, streets & alleys, and identifies any proposed dedications to the public such as rights-of-way and easements and building setback lines. After a plat is approved by the City Plan Commission it is filed with the Montague County Clerk and becomes a legal subdivision whereby a building permit can be issued for each lot of record.

Approved subdivision plats are kept on file with the City Secretary, in the Tax Office and the Montague County Clerk's Office.

When must property be platted?

A plat must be prepared for a property if:

- the property is unplatted land and is being subdivided into smaller parcels or lots for sale, or

- an existing platted lot is subdivided by change of ownership.

When a plat is required, it must be approved by the Plan Commission and City Council prior to the issuance of a Site Permit or a building Permit. In the case of subdividing an existing platted lot, you will file for replatting or vacation of the old plat and establishment of a new plat.

Types of Plats

Plat approval is divided into two distinct phases. Preliminary and Final.

- Preliminary Plats and accompanying preliminary development plans provide a sketch of the proposed subdivision and improvements at a lower level of detail than that required for Final Plats. **Preliminary platting is required by ordinance for Single Family (attached and detached) and Duplex subdivisions.** This is mutually beneficial to both the Developer and the City, in that it provides an opportunity for the Developer to explore the feasibility of the project (while keeping plan preparation costs at a minimum) and also allows the City to provide initial direction early in the process.
- Final Plats are, as the term implies, the final highly detailed document to be approved by the Plan Commission prior to the commencement of actual construction. Accuracy is critical when platting property. It includes exact easement locations and dedication language for all public dedications, Final Plats are filed for record with Montague County Clerk.

What is a Replat?

A replat is the re-subdivision of property that is already platted. Property may be replatted to change lot lines or to change the number, shape or size of lots and/or easements. For example, property is required to be re-platted when portions of two or more lots are reconfigured to form new lots to accommodate a building or structure or when unplatted property is combined with platted property to form one or more new lots.

What is a Vacation Plat and when must a plat be vacated?

Occasionally, a situation may arise where a plat must be vacated. In these instances, there are usually utility easements, street right of way or other items that need to be abandoned or removed from the original plat. In addition, the subdivision may be taking in additional land or re-configuring the lots in such a way that the original plat no longer clearly communicates the actual layout of the subdivision. This procedure is very similar to a replat except that the vacation of the original plat eliminates any ties to the original subdivision. Typically, after a plat is vacated, a new subdivision plat, with a new name, is submitted for application for the property that was vacated. The new **final plat** has its own identity and exists as if the original subdivision had never been platted.

What is a Conveyance Plat?

The City of Bowie recognizes the need to subdivide and sell property without plans for its immediate development. A conveyance plat is approved solely for the purpose of defining lots and other interests in the land described therein. No building permit, certificate of occupancy, or other development approval shall be issued, nor shall permanent public utility service be provided to any lot described on the conveyance plat until a final plat is approved, filed of record, and the public improvements shown on the projects site plans thereon have been accepted in accordance with the provisions of the ordinances of the City of Bowie, Texas.

Conveyance plat approval and acceptance by the City does not relieve the owner from obligations, including fees, required by various sections of the ordinances of the City pertaining to the improvements of the property or extension of services as required, to make the property suitable for development.

Neither reservation nor dedication of right-of-way shall relieve the property owner from obligations for street construction or assessment associated with public street improvement programs. Easements for access, utilities and drainage may be recorded on conveyance plats.

INSTRUCTIONS FOR SUBMITTING SUBDIVISION PLATS

- I. Plats must be prepared by a surveyor registered with the State of Texas.
- II. Plan Commission meetings are typically scheduled on the third Thursday of each month, and must be scheduled with the City. They are the first step to obtain approval. Upon approval, the plat will go to the City Council who is the final authority for the approval of plats. Please refer to the published agendas at the City Hall.
- III. The Building Inspections Department requires submittal of a full set of public works and site engineering plats at least three weeks prior to application for approval of a preliminary or final plat (whichever one is required first).
- IV. Applicants and/or their representative are encouraged to attend a technical review meeting scheduled with City department heads prior to submitting and application. All plats should be reviewed by City Staff and relevant utility companies prior to and during the meeting. The meeting is held in one of the City facilities determined by the City Building Official. Failure to attend the meeting will result in an incomplete application submittal and cause delays during the platting process.
- V. When a plat application is deemed complete, it will be scheduled for consideration by the Plan Commission. At that point in time, the Plan Commission is responsible for approving a plat within 30 days. A plat is considered approved by the Plan Commission unless it is disapproved within that period.

Note: A plat application is deemed complete when all applicable departments and utility companies have reviewed the plat and all requirements are fulfilled.

- VI. Final Plats will be filed with Montague County within 180 days of approval by the City Council.

Procedures and Submittal Requirements for Preliminary Final Vacation Plats and Replats:

All required information must be submitted to the Building Inspections Department including public works and site engineering documents.

A) Prior to or on Application Submittal

- 1) Application including signatures, fees
- 2) Copies of plats: 9 large 24" x 36"
- 3) As-built Survey black line print, include a letter from the owner that verifies all on-site improvements/infrastructure, reflected accurately **or** a letter from owner stating that no on-site structures exist.
- 4) Plat checklist
- 5) As-built survey

B) Prior to Planning and Zoning Meeting

- 1) Revised plat nine (9) large copies and one (1) 8.5" by 11" photo reduced copy of plat.

C) After Plan Commission Approval (Final Plat ONLY)

- i) Nine (9) – 24" by 36" black line prints (Not Folded)
- ii) Email one PDF copy of the plat to Bowiecode@cityofbowietx.com (This copy will be reviewed by departments to ensure the plat with signatures matches the plat approved by Plan Commission.)

D) Filing Fees for Preliminary Plat, Final Plat, Replat and Vacated Plats

- a. Refer to Fee List.
- b. No fee required for vacation of a plat. The new plat that will replace the vacated plat will be considered as a replat for fee calculation.

Note: Preliminary plat requirements are identical to final plat requirements with exceptions noted above. These steps are not required as a part of the preliminary plat process as only a final plat is filed for record with the Montague County Clerk.