



Planning and Zoning Division  
2610 S. Main St.  
Stafford TX 77477  
281-261-3920  
www.staffordtx.gov

## SUBDIVISION PLAT & REPLAT

### **Application Instructions**

Please provide the following items and information requested in the checklist below along with the application found on pages 1-3

A complete application packet with applicable fees must be submitted to the Planning & Zoning Division by 4 pm at least 8 days prior to the Planning and Zoning Commission meeting if no Public Notice is required. Applications submitted after that date will be considered for the next available meeting.

If you have any questions regarding the process or the requests for information, please contact the Planning & Zoning Division.

### **Application Checklist** – (1 paper copy and 1 Digital Copy\*)

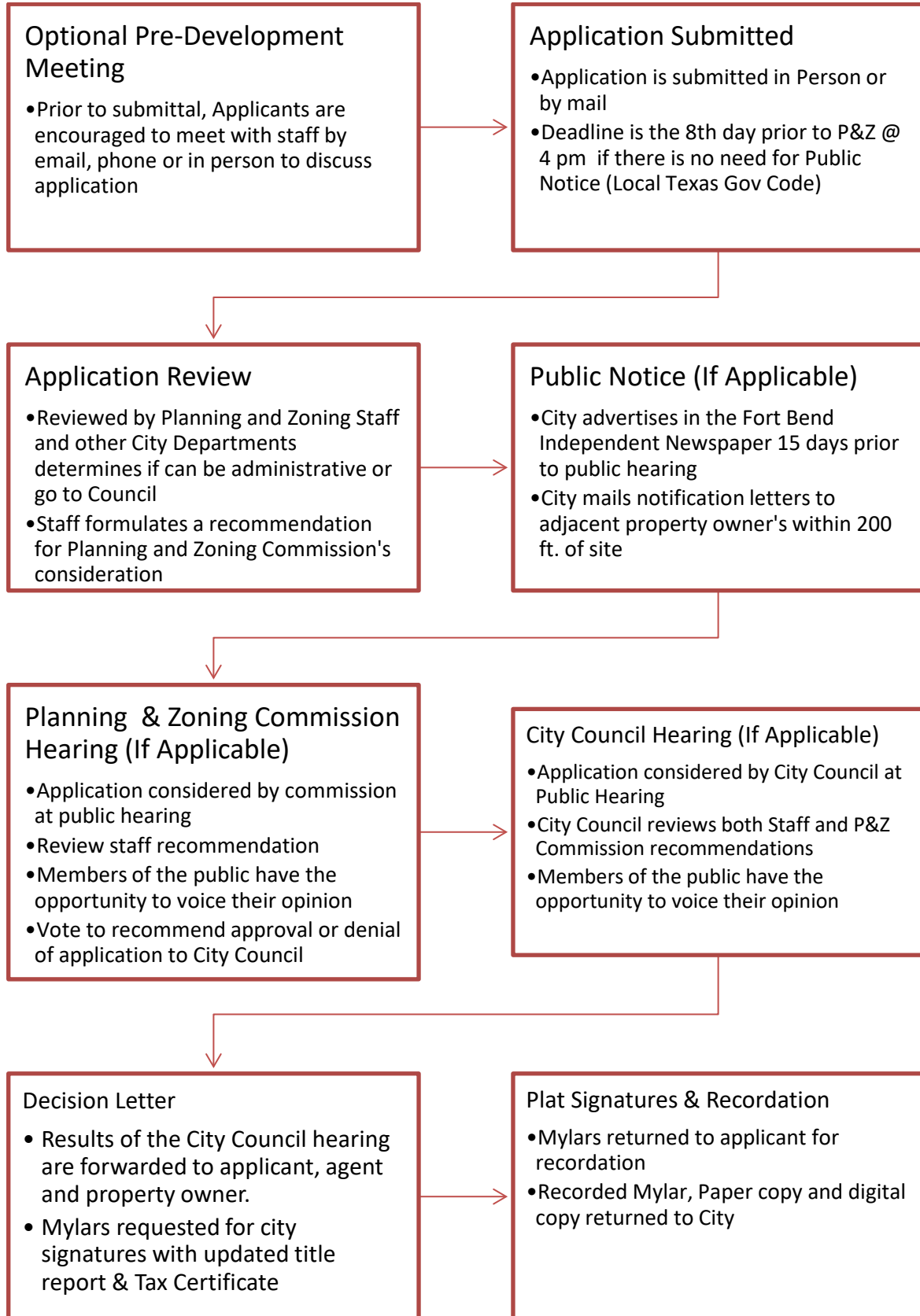
- Application (Pg. 3 and 4)
- Acknowledgment Form Signed and Notarized by Property Owner (Pg. 5)
- Fee Payable to “City of Stafford”- See Fee Schedule (Pg. 2)
- Property Survey showing existing structures
- Aerial Photograph with property outlined
- Property Deed or Purchase Contract
- Legal Description
- Copy of Deed Restrictions of Property (if applicable)
- Plat (24X36) prepared in accordance with Chapter 82 requirements
- City Planning Letter Title Report/Opinion or Statement or Certificate – certifying that all existing encumbrances (Easements, fee strips etc.) are fully shown and identified. (either separate writing or on face of plat)
- Evidence of Notice to All Utility Companies or Utility Letter of No Objection (Public & Private)

Once Plat is approved

- Mylar
- Tax Certificate dated within 30 days of Mylar being furnished to the City
- Letter of No Objection from Utilities (if not already furnished)
- Updated City Planning Letter/Title Report dated within 30 days of Mylar being furnished to the City

\*All electronically submitted documents must be PDF and the name shall reflect the content of the submitted document.

## Platting Process



**SCHEDULE OF FEES**  
**Adopted October 1, 2020**

<u>Base Fee</u>	<u>Adopted Rates</u>
Final Plat	\$500.00
Extension of Plat Approval	\$250.00
Amending Plat	\$250.00
<u>Additional Fees</u>	<u>Adopted Rates</u>
Vacation of Plat	\$1,000.00
Final Plat	\$10.00/residential lot & \$50.00/commercial ac.
Public Hearings Requiring Notice	\$500.00
Variance Request	\$500.00
Inspection Fees*	1.50%

\* Inspection fees are based on construction costs of streets and drainage. This fee includes plan review, construction, final, and one year inspections. This fee includes one re- inspection. Additional inspections have an extra cost of \$250.00 per inspection.

**FINAL SUBDIVISION PLAT/REPLATTING APPLICATION**

**SPECIAL NOTICE**

Submission of this application does not constitute the granting of approval. All appropriate requirements must be met prior to this project being presented for approval to the appropriate authority. The City of Stafford reserves the right to request additional information to ensure a complete review of this project.

**Contact Information**

**Applicant Information (Property Owner/Developer):**

Business Name: \_\_\_\_\_

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

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

(Please use an address that can accept overnight packages)

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Agent Information:**

Business Name: \_\_\_\_\_

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

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

(Please use an address that can accept overnight packages)

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Please note: both applicant and agent will receive all official correspondence on this project.**

**Property and Ownership Information**

Address or location: \_\_\_\_\_

Land Area (Ac. Or Sq. Ft.): \_\_\_\_\_ Zoning: \_\_\_\_\_ Current Number of Lots: \_\_\_\_\_

List and describe, in general terms, all easements of fee strips previously granted across or within the proposed subdivision/replat:

Name of Fee Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Provide names and telephone numbers of all persons that have an equitable or legal ownership in the property with a fair market value of \$2,500 or more:

If an owner is a business entity, provide the names of all persons that own 10% or more of the business, or \$15,000 or more of the fair market value of the business entity.

Provide the names of ALL lien holders.

**Project Description**

Proposed Number of Lots: \_\_\_\_\_ Average Size: \_\_\_\_\_ Density: \_\_\_\_\_

Is this plat part of a development project?      Yes                      No

Is this plat a replat?                                      Yes                      No

Name of Existing Plat (if applicable): \_\_\_\_\_

Name of New Plat: \_\_\_\_\_

Subdivision Type:      Commercial      Industrial      Residential      Other: \_\_\_\_\_

Are there Public Facilities to be dedicated?      Yes                      No

If yes, explain type of facilities (storm, sanitary and water) and sizes.

As new streets being proposed?:                      Yes                      No

If yes, are the streets private streets:                      Yes                      No

Right-of-way and Pavement Widths: \_\_\_\_\_

Are off-site private utilities to be constructed?      Yes                      No

If yes, explain type of facilities

**Pre-Development**

Have you held a pre-development meeting with the city about this project?

\_\_\_\_\_

Have you discussed this proposal with city staff? If yes, what issues were discussed?

**ACKNOWLEDGMENTS**

This application and any application supplement will not be considered complete without the notarized signature of **all property owners of record**, which shall serve as an acknowledgment of the submittal of this application for approval. The property owner's signature below shall also serve as authorization for the above applicant or agent to act on behalf of said property owner.

\_\_\_\_\_  
Property Owner Signature  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Property Owner Name (Printed)  
Phone: \_\_\_\_\_  
If more than one owner, please submit additional pages

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

by \_\_\_\_\_ who is personally known to me or who has produced  
\_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Type or Print Name of Notary

\_\_\_\_\_ Commission Number (Seal)

(For office use only)

\_\_\_\_\_  
INTAKE REVIEWER - SIGNATURE

\_\_\_\_\_  
DATE