



# Subdivision Application – Final & Minor Plats

City of Huntsville | 448 State Highway 75 North | Huntsville, TX 77320 | 936-294-5782

## Subdivision Name

\_\_\_\_\_

## Type of Subdivision

<input type="checkbox"/> <b>Minor</b> – 4 or Less Lots No Public Improvements Required	<input type="checkbox"/> <b>Final</b> – 4 or More Lots Public Improvements Required	<input type="checkbox"/> Modification(s) & Waiver(s) of Subdivision Standards Needed
---	--	--

## Subject Property Information – [This is for information pertaining to the exact site the development is to take place]

Located in (Choose One)  City Limits  Extra-Territorial Jurisdiction (ETJ)

Address or General Location \_\_\_\_\_

Current Water Service  None  City  Private Well  Utility District

Current Sewer Service  None  City  Septic  Aerobic

Proposed Use of Land \_\_\_\_\_

## Property Owner Information [If more than one property owner, check & attach a separate page listing all owners]

By signing below, I acknowledge that I am the rightful owner of the property proposed for development; and, if different, I authorize the "Applicant" to serve as my agent for matters pertaining to the subdivision process (with the exception of the signature on the plat).

Name \_\_\_\_\_

\_\_\_\_\_ Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Alternate Phone Number \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_ Owner's Signature Required \_\_\_\_\_ Date \_\_\_\_\_

## Applicant Information [As authorized by the property owner(s)]

Name \_\_\_\_\_

\_\_\_\_\_ Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Alternate Phone Number \_\_\_\_\_

E-mail: \_\_\_\_\_

\_\_\_\_\_ Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

## Subdivision Application – Page 2 of 3

### Surveyor Information

Name \_\_\_\_\_ Company \_\_\_\_\_

\_\_\_\_\_ Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Alternate Phone Number \_\_\_\_\_

E-mail: \_\_\_\_\_

### Engineer Information (if applicable)

Name \_\_\_\_\_ Company \_\_\_\_\_

\_\_\_\_\_ Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Alternate Phone Number \_\_\_\_\_

E-mail: \_\_\_\_\_

### Approved Plans or Permits (as applicable)

<input type="checkbox"/>	Preliminary Plan – Planning Commission Approved	<input type="checkbox"/>	Flood Plain Permit
<input type="checkbox"/>	Utility Layout Plans & Water/Sewer Plans	<input type="checkbox"/>	Sanitary Sewer Report (ETJ Subdivisions)
<input type="checkbox"/>	Street Plans	<input type="checkbox"/>	Texas Department of Transportation (TxDOT)
<input type="checkbox"/>	Grading/Drainage Plans		

#### Choose One Option:

<input type="checkbox"/>	Public Improvements will be constructed prior to filing the plat		
	Agreement to Construct Public Improvements Submitted	Received	Complete
<input type="checkbox"/>	A Letter of Credit/Bond will be issued in order for the plat to be filed		
	Letter/Bond Submitted	Received	

### Items to Submit With this Application

	3 <b>paper</b> copies of the Plat (18" x 24")
	Plat Fee (Total Amount \$ _____)
	Release of Easements (if applicable)
	Deed or Title to Property being Platted

### Items to be Submitted When Requested

	10 <b>paper</b> copies of Plat (11"x17" <u>or</u> 18" x 24")
	Tax Certificates(s) with <b>ZERO</b> balance
	2 copies of the Plat on <b>Mylar</b> (18" x 24")
	Filing Fee (Total Amount - \$ _____)

### Subdivision Platting and Filing Fees (payable to the "City of Huntsville")

Final Plat	\$300.00	Filing Fee	This fee will be collected prior to filing the document. The fee will be the actual cost at the time of filing with the Walker County Clerk's Office.
Minor Plat	\$200.00		

### Modifications & Waivers of Subdivision Standards for Preliminary Plans & Final Plats

[If applicable, please check  & fill out next page of application.] **Additional Fee Required**

#### For Staff Use Only

Received/By:	Staff or Planning Commission Approval:	Filed:
--------------	--	--------

**Modifications & Waivers of Subdivision Standards Information**

**Applicant Name**

Please provide a description of your request.

**Questions**

Please answer the following questions. Attach a separate sheet if additional space is needed.

1. Are there special circumstances or conditions affecting the property?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Is the waiver or modification necessary for the reasonable and appropriate development of the property and it is not a greater modification or waiver than is required to allow reasonable and appropriate development of the subject property?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Will the granting of the waiver or modification be detrimental to the public welfare or be injurious to other property in the vicinity in which the subject property is situated?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Application Fee \$300**

**For Staff Use Only**

Received/By:

Fee Paid:

Planning Commission Date:

Outcome: