



# Minor/Final Subdivision Application

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

## Subdivision Name

\_\_\_\_\_

## Type of Subdivision

- Minor \*4 or fewer lots and no extension of public infrastructure
- Final
- 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 \_\_\_\_\_

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### 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 Public Improvement Plans or Permits (if applicable)

|                          |                        |                          |                       |
|--------------------------|------------------------|--------------------------|-----------------------|
| <input type="checkbox"/> | Utility Layout Plans   | <input type="checkbox"/> | Flood Plain Permit    |
| <input type="checkbox"/> | Water/Sewer Plans      | <input type="checkbox"/> | Sanitary Sewer Report |
| <input type="checkbox"/> | Street Plans           | <input type="checkbox"/> | TxDOT                 |
| <input type="checkbox"/> | Grading/Drainage Plans | <input type="checkbox"/> |                       |

### 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

|  |  |  |
|--|--|--|
|  | 4 <b>paper</b> copies of the Plat (18" x 24" ) |  |
|  | Plat Fee (Total Amount \$ _____ )              |  |
|  | Release of Easements (if applicable)           |  |

### 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 - \$ _____ )                        |  |
|  | Deed or Title to Property being Platted                      |  |

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

|            |          |            |   |
|------------|----------|------------|---|
| Final Plat | \$350.00 |            |   |
| Minor Plat | \$250.00 |            |   |
|            |          | 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. |

### 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 \$350**

**For Staff Use Only**

Received/By:

Fee Paid:

Planning Commission Date:

Outcome: