



<b>FOR OFFICE USE ONLY</b>	
CASE NO.: _____	FILING FEE RECEIPT NO.: _____
SUBMITTAL DATE: _____	INITIAL: _____
JD Edwards Account # : <u>1720.33210</u>	

**PLAT APPLICATION**

**APPLICATION IS NOT VALID WITHOUT COMPLETION OF ALL PAGES AND SIGNATURES**

**MINIMUM SUBMITTAL REQUIREMENTS (All items are due at the time of submittal):**

- Applicable Fee.
  - See Planning Department Fee Schedule
- Digital Application provided by City of Amarillo completed in full. This application must be used and may not be adjusted or altered. Please attach pages if additional information is provided.
- One appropriately scaled copy of plat (digital copy or paper copy)
- Original tax certificate for each parcel indicating no taxes are due (February 1st through August 31th) or a \$0.00 balance (September 1st through January 31st). Tax receipts are not acceptable alternatives.

**NOTE:** When applicable, a mylar of the approved Preliminary Plan must be on file before a Final Plat application will be considered complete. If a preliminary plan has not been approved, the mylar submitted with the Final Plat application shall be considered a submittal for the Preliminary Plan project and processed and reviewed as such. Until the Preliminary Plan has been approved, the Final Plat application will be considered incomplete.

- Final Plat   
  Replat   
  Minor Plat\*   
  Amending Plat\*   
  Vacating Plat\*

**Subdivision Name/Proposed Subdivision Name:** \_\_\_\_\_ **Unit#** \_\_\_\_\_

Jurisdiction:     City Limits     ETJ    County: \_\_\_\_\_ Total Acreage: \_\_\_\_\_ Total No. of Lots: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Land Use: (Existing) \_\_\_\_\_ (Proposed) \_\_\_\_\_ Existing Zoning: \_\_\_\_\_

Tax I.D. No.: \_\_\_\_\_

(\*Does not require approval of Preliminary Plat prior to Final Plat consideration.)

**Property Owner(s):** \_\_\_\_\_

Firm Name (if applicable): \_\_\_\_\_

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

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Owner's Surveyor** (Main contact person responsible for application)

Firm Name (if applicable): \_\_\_\_\_

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

Primary Contact Name: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Secondary Contact Name: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**MAIN CONTACT PERSON RESPONSIBLE FOR APPLICATION (ONLY CHECK ONE)**

**Owner** (Main contact person responsible for application)

Representing this request as an owner of the subject property. As the Owner, I shall be the principle contact person with the City in processing and responding to requirements, information, and/or issues relative to this case.

\_\_\_\_\_  
Owner(s) Name(s) Printed

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Date

**Owner's Agent** (Main contact person responsible for application)

In lieu of representing this request as an owner of the subject property, I hereby authorize the person designated as agent to act in the capacity as my agent for the application, processing, representation, and/or presentation of this request. The designated agent shall be the principle contact person with the City in processing and responding to requirements, information, and/or issues relative to this case.

\_\_\_\_\_  
Agent's Name Printed

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Date

**NOTARIZED SIGNATURE IS REQUIRED WHEN OWNER DESIGNATES AGENT**

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_  
(Owner(s) Name) known to me to be the persons whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration expressed and in the capacity stated.

Given under my hand and seal of office on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**MINIMUM PLAT REQUIREMENTS (ALL CITY ORDINANCES MUST BE MET) INCLUDING BUT NOT LIMITED TO THE FOLLOWING:**

- Plat scale of 100' per inch (or larger).
- If more than one sheet, an index sheet showing entire subdivision at a scale of 500' per inch or larger.
- Title Block with the following information:
  - Proposed name of subdivision and applicable unit or addition.
  - Legal description of property.
  - Total Acreage intended to be developed.
- Vicinity map which includes enough of surrounding area to show general location of subject property in relationship to Amarillo and its City Limits. No scale is required
- North Arrow
- Engineer's scale in feet (graphic representation)
- Subdivision boundary identified by heavy solid lines
- Description by metes and bounds of the subdivision which shall close within accepted land survey standards.
- Lot corner markers and survey monuments (by symbol) are clearly tied to basic survey data. A minimum of two permanent monuments shall have the Texas State Plane Coordinates labeled on the Plat. Coordinates shall include ground-to-grid conversions and must indicate which datum was used.
- The location and description of adjacent property is identified with a thin solid line. Include all existing platting information such as county deed records, location of existing streets, blocks, lots, alleys, easements, or other significant features.
- Location of the 100-Year Floodplain and floodway, if applicable, according to the most recent available FEMA data or best information available
- FEMA Flood Insurance Rate Map Number according to the most recent available data
- Off-site easements must be shown on the final plat with a volume and page listed to indicate where separate instrument easements were filed.
- All applicable certifications/acknowledgements based on the type of final plat:
  - Ownership and Dedication
  - Surveyor
  - Planning and Zoning Commission (delete if minor plat)
  - Assistant City Manager (if minor plat)
  - Environmental Health (if property is served by septic system)
  - Appropriate County Clerk
  - Notary certificates and seals
- Matches the approved preliminary plan or qualifies as a minor amendment
- Proposed lot dimensions and land uses meet existing zoning regulations.
- Number or letter identifying each lot or tract and each block
- Name of proposed streets
- Approved public improvement construction plans that have been constructed or secured
- The location and description with accurate dimensions (bearing, length, curve data, etc.) for the following:
 

Existing	Proposed	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Streets. Continuous or end in a cul-de-sac
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public R.O.W. locations and widths
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Private R.O.W. locations and widths
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Street offsets and/or intersection angles meet ordinances
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Alleys
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Easements
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Well site locations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A number or letter identifying each lot or tract and each block (numbered sequentially)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public areas. Park, school site, Public Improvement District common areas, etc.

This information is necessary to help staff identify the appropriate standards to review the application and will be used to help determine if the application qualifies for vesting to a previous ordinance. Notwithstanding any assertion made, vesting is limited to that which is provided in Chapter 245 of the Texas Local Government Code or other applicable law.

Is this application a continuation of a project that has received prior City platting approval(s) and are you requesting the application be reviewed under previous ordinance as applicable?

- Yes
- No

If yes, provide information regarding the first approved application and any related subsequent applications (provide additional sheets if necessary):

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

City Project No. (if known): \_\_\_\_\_

Date/Timeframe when submitted: \_\_\_\_\_

Address any differences between the Final Plat and the Preliminary Plan (if applicable):

Request waiver to subdivision regulations and reason for same (if applicable):

Regarding the waiver request, explain how:

1) There are special circumstances or conditions affecting the land involved such that strict application of the subdivision regulations will deprive the property owner of the reasonable use of his land.

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2) The waiver is necessary for the preservation and enjoyment of a substantial property right of the property owner.

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3) The granting of the waiver will not be detrimental to the public health, safety, or welfare, or injurious to other property in the area, or to the City in administering subdivision regulations.

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4) The granting of the waiver will not have the effect of preventing the orderly subdivision of other land in the area in accordance with the provisions of the Subdivision Ordinance.

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**Certification**

I hereby certify that the above information and the attached plat are true and correct to the best of my knowledge.

Owner's Printed Name: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Surveyor's Printed Name: \_\_\_\_\_

Surveyor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Engineer's Printed Name: \_\_\_\_\_

Engineer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Waiver of Texas Local Government Code Section 212.009 Approval Procedure**

The Texas Local Government Code, Section 212.009 requires that the municipal authority responsible for approving plats must take action on a plat within thirty (30) days of the plat application being submitted. If, for any reason, the plat is not ready for approval, the plat will be forwarded to the Planning and Zoning Commission with a staff recommendation of denial. By signing this waiver, I hereby waive the right for action within thirty (30) days of the submittal date of \_\_\_\_\_(plat name) and allow all parties time to make revisions and prepare the documents necessary for approval by the Planning and Zoning Commission.

**Owner/Agent Name(s):** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Owner(s) or Agent