

CITY OF TOMBALL

PLAT PROCEDURES

Planning and Commission meetings are held the 2nd Monday of the month.

The **deadline** to get on the agenda is **noon** the 1st Monday of the month.

The following items **must** accompany **all** applications:

Title Report – 2 Copies (NO MORE THAN 30 DAYS OLD.)
Plans for all Public Improvements (One-line – Preliminary)
(Completed Set – Final)

Letters to Utility Companies
20 Prints (Each Folded 8 ½ x 12)
City Tax Certificate (If inside the City limits.)
County Tax Certificate
School Tax Certificate
Original Mylar (For Recordation)

Corrected Mylar of preliminary plat required prior to consideration of final plat.

The following fees must be paid when turning in application:

Preliminary Plat

- Base fee \$200.00
- Per lot \$1.00
- \$5.00 per acre outside the normal single-family residential lot.

Final Plat

- Base fee \$200.00
- Per lot \$.50
- \$2.00 per acre outside the normal single-family residential lot.

Recording & Filing

- \$150.00 plus \$50.00 for each additional page after the first page.

APPLICATION FOR PLAT APPROVAL
CITY OF TOMBALL
PLANNING COMMISSION

(PLEASE PRINT OR TYPE)

PLAT NAME _____

PLANNING COMMISSION ACTION REQUESTED: _____ PLANNING COMMISSION MEETING DATE: _____

Preliminary _____ Final _____ Plat _____ Replat _____ Abbreviated Plat _____ Other _____

CITY COUNCIL ACTION REQUESTED:

Preliminary _____ Final _____ Plat _____ Replat _____ Abbreviated Plat _____ Other _____

LOCATION OF PROPERTY TO BE PLATTED:

City TOMBALL County _____ Survey _____ Abstract No. _____ Parcel No. _____ Tract No. _____

Geographic Location (Use Name of Major Street):

North of _____ East of _____

South of _____ West of _____

Districts: School _____ County _____ Commissioner's Precinct _____

TxDOT District _____ Local Office _____

PLAT DATA:

Plat Type: Apartment _____ Commercial _____ Industrial _____ Replat _____ S.P.O. _____

Single Family Residential Detached _____ Duplex _____ Special Lot Subdivision _____ Street Dedication _____

Other _____ (Explain)

Flood Plain: In _____ Out _____ Elevation Certification: _____

NEW DEVELOPMENT
Proposed

FOR REPLAT ONLY

Existing

Proposed

_____	Gross Acreage/GP	_____	_____
_____	Total No. Acres	_____	_____
_____	Tracts/Parcels/Blocks	_____	_____
_____	D.U.'s/Lots	_____	_____
_____	Acres in Reserve(s) & Number of Reserve(s)	_____	_____
_____	Typical Lot	_____	_____
_____	Size Street Footage	_____	_____
_____	Parking Required	_____	_____
_____	ADA Parking Required	_____	_____
_____	Parking Provided	_____	_____
_____	Sidewalks	_____	_____

PLANNED IMPROVEMENTS:

Streets: _____ Public _____ Private _____ Concrete C&G _____ Concrete/Asphalt _____ Open Ditch _____

Security Gates: _____ Manned _____ Automatic _____ Electronic _____

Storm System: _____ Open Ditch _____ Combination _____

Harris County Precinct 4 _____ Harris County Flood Control District _____ TxDOT _____

Sanitary System: City: _____ Septic Tanks _____ Other _____ District _____

Lift Stations: City: _____ Private _____ Other _____

District Name and Address: _____

Water System: City: _____ Private Wells _____ District _____ Private System _____

District/Private System Name and Address: _____

Gas System: City: _____ Propane _____ Other _____ Private System _____

District/Private System Name and Address: _____

Existing Easements - Fee Strips:

(Attach additional sheets if necessary)

CERTIFICATION (NAME; IF COMPANY OR CORPORATION, NAME OF OFFICERS; ADDRESS; ZIP CODE; TELEPHONE)

Owner of Record:

Optioned By:

Developer:

Architect or Engineer:

Applicant:

This is to certify that the information on this form is COMPLETE, TRUE and CORRECT and the undersigned is authorized to make this application.

Signature of Owner or Agent

(FOR CITY BUILDING DEPARTMENT USE ONLY)

PLAT SUBMITTAL CHECKLIST (UNLESS OTHERWISE STATED, ALL ITEMS ARE REQUIRED TO BE SUBMITTED WITH THE FIRST PLAT APPLICATION):

- _____ Plat Application Form completed and signed
- _____ Preliminary fee (\$ _____ check payable to City of Tomball)
- _____ Final fee (\$ _____ check payable to City of Tomball)
- _____ Filing fee (\$ _____ check payable to City of Tomball) - \$150.00 + \$50.00 each additional sheet
- _____ Title opinion (2 copies)-NO MORE THAN 30 DAYS OLD
- _____ Letters to Utility Companies
- _____ Tax Certificates: City _____ County _____ School _____
- _____ (20) Prints (Folded 8 1/2 x 12)
- _____ (1) Original Mylar (Rolled)
- _____ (1) Final Mylar/Transparency (Rolled) - FINAL, CORRECTED, MYLAR MUST INCLUDE ALL CHANGES REQUESTED BY THE PLANNING COMMISSION AND THE DIRECTOR OF PUBLIC WORKS-ENGINEERING & PLANNING.
- _____ FINAL MYLAR MUST BE PRESENTED TO THE DIRECTOR OF PUBLIC WORKS-ENGINEERING AND PLANNING, ALONG WITH THE REDLINED COPY, FOR HIS FINAL REVIEW AND SIGNATURE.

DATE APPLICATION RECEIVED
By City Building Department

(Signature - City Building Department)

Utility Addresses for Utility Notification Letters

CenterPoint Energy/Houston
P.O. Box 1700
Houston, Texas 77251-1700

Time Warner Communications
8590 W. Tidwell
Houston, Texas 77040

City of Tomball
401 Market Street
Tomball, Texas 77375

SBC Telephone Service

Exxon

Sec. 70-12. Application for preliminary plat approval.

5) *Notice to utilities.* Evidence of notice to all utility companies that provide service to the area encompassed by the proposed subdivision, whether public or private, shall accompany each application for preliminary plat approval. Such notice shall contain a statement of the intent to subdivide, the intended use of the property within the subdivision, and shall have attached to such notice a copy of the preliminary plat that is filed within the city.