



SUBDIVISION PLATTING APPLICATION

The Planning & Zoning Commission meets every 1st Wednesday of each month at 5:30 pm. Deadline to submit request is 30 days prior to the meeting.

The City Commission meets every 1st and 3rd Tuesday of each month at 5:30 pm

FILE NO. _____

This form shall be completed by the Property Owner or Applicant and submitted to the Planning Department along with the required number of copies of the respective plat, review fee and all other required information listed below and in the Subdivision Ordinance. The submittal of an application does not constitute acceptance for processing until the staff reviews and determines the application is complete.

GENERAL INFORMATION

Name of Subdivision: _____

Location: _____

Legal Description: _____

Is subdivision inside city limits? _____ YES _____ NO

If subdivision is in the ETJ, indicate? _____ 2 Mile _____ 5 Mile

If no submit letter of Annexation (Contiguous or Consensual)

Existing Zoning: _____

Existing Land Use: _____ Proposed Land Use: _____

Number of Lots Proposed: _____ Gross Acreage: _____

Title Report Submitted: _____ Yes _____ No

OWNER INFORMATION

Owner's Name: _____ Telephone: _____

Address: _____ Fax: _____

City: _____ State: _____ Zip: _____ E-mail: _____

ENGINEER INFORMATION

Name: _____ Telephone: _____

Address: _____ Fax: _____

City: _____ State: _____ Zip: _____ E-mail: _____

VARIANCE

Will proposed subdivision require a variance to the Code? _____ YES _____ NO

Describe in detail the variance requested and reason why:

UTILITY PROVISIONS

Will proposed subdivision connect to:

___ YES ___ NO Water Provision: _____

___ YES ___ NO Wastewater Provision: _____

___ YES ___ NO Electric Company: _____

| | | |
|------------------------------------|----------------------------------|------------------------------------|
| ___ YES ___ NO Phone Utility _____ | ___ YES ___ NO Gas Utility _____ | ___ YES ___ NO Cable Utility _____ |
|------------------------------------|----------------------------------|------------------------------------|

Proposed subdivision is in the following districts:

| | |
|--|--|
| ___ YES ___ NO Drainage District _____ | ___ YES ___ NO Irrigation District _____ |
|--|--|

Has the property been assessed as flat rate irrigable property: ___ YES ___ NO

Have Water Rights been conveyed to City/Water Supplier? ___ YES ___ NO

(Attach written proof of such assessment or that it has never been assessed as such a property) If **YES**, attach an estimate from the irrigation district of the proportional water rights for the subdivision as calculated under Texas Water Code § 49.505.

SUBMITTALS REQUIRED FOR SUBDIVISION REVIEW

_____ **Seven (7)** sets of preliminary plat **folded and stapled** (24 x 36) and forward a copy in PDF format to mhinojosa@weslacotx.gov & rdelafuente@weslacotx.gov

_____ **\$50.00** Subdivision Review fee

_____ One 11" X 17" reduced copy of plat

_____ Plat Layout

_____ Existing & Proposed Easements

_____ Existing & Proposed ROW

_____ Existing & Proposed Drainage Easements

_____ Contours

_____ Flood Zones

_____ Adjoiners

_____ Existing & Proposed street names

_____ Utility Layout

_____ Existing & Proposed Utilities

_____ Proposed Fire Hydrants

_____ Adjoiners

_____ Street names

_____ Drainage plans and calculations with engineer's seal

_____ Elevations

_____ Flood directional arrows

_____ Detention areas

_____ Street names

_____ Proof of ownership of the property

_____ If septic tank system required, submit soil evaluation report

_____ Water Rights associated with the property

_____ Tax Receipt for all taxing entities showing that taxes are paid in full

_____ Number of fire hydrants proposed for subdivision

_____ Trip Generation Worksheet

SUBMITTALS REQUIRED FOR PRELIMINARY (P & Z)

_____ Twelve (12) sets of plans **FOLDED & STAPLED** (24 x 36) **with all corrections done**
_____ **\$350.00** (one time fee for preliminary and final plat)

SUBMITTALS REQUIRED FOR FINAL (P & Z)

_____ Twelve (12) sets of plans **FOLDED & STAPLED** (24 x 36) & **PDF copy with all corrections**
_____ Plats to be sealed by Professional Engineer
_____ Approved Drainage Report
_____ Traffic Impact Analysis (If required)

SUBMITTALS REQUIRED FOR FINAL (City Commission)

_____ One set of 8 1/2 x 11 of plat and utilities with all corrections done

SUBMITTALS REQUIRED FOR PRE-CONSTRUCTION MEETING

_____ Seven (7) full sets of construction plans 24 x 36 and one (1) 11 x 17 with plan & profile.
_____ Engineering cost estimates for 3% geotechnical testing fees

SUBMITTALS REQUIRED FOR RECORDING OR HIDALGO COUNTY PLANNING

_____ Electronic file of final plat and as-builds
_____ Reproducible plat to be recorded with all required signatures
_____ 2% inspection fee
_____ Memo from engineering inspector releasing subdivision
_____ Water Rights associated with the property dedicated and assigned to City of Weslaco or
_____ payment of fees sufficient to meet the needs necessitated and attributable to development
_____ 30 Year Water and 30 Year Sewer Service Agreements
_____ Park dedication/Fees in lieu of

SUBMITTALS REQUIRED FOR RECORDING BY SECURITY

_____ Sealed engineering cost estimates
_____ Letter of Credit/Performance Bond/Escrow

** Any revisions requested would require resubmission of plats and reduced copy reflecting changes.

AUTHORIZATION AND ACKNOWLEDGEMENTS

I certify that I am the actual owner of the property described above and this application is being submitted with my consent (include corporate name if applicable); and the following person listed below is my authorized agent to act on my behalf.

I certify that the above information is correct and complete to the best of my knowledge. I understand that I must comply with all applicable local, state, and federal regulations.

Owner Printed Name: _____

Owner Signature: _____ Date: _____

_____ is the authorized agent

Authorized Agent Signature: _____ Date: _____

Authorized Agent Printed Name: _____

THIS PAGE FOR STAFF USE ONLY

Date Received: _____ Received By: _____ Date Paid _____

Preliminary Subdivision Review Date: _____

Preliminary Revisions and Final Plat Submitted: _____

P & Z Commission Approval on Preliminary Plat: _____

P & Z Commission Approval on Final Plat: _____

City Commission Approval on Final Plat: _____

Preconstruction Meeting Date: _____

Date Recorded: _____ Instrument No. _____

Rezoning Required _____ YES _____ NO

P & Z Meeting _____ City Commission Mtg _____ 2nd Reading _____

Variance Requested _____ YES _____ NO

P & Z Meeting _____ City Commission Mtg _____ 2nd Reading _____

Variance Granted: _____

General Comments: _____
