

CITY OF BROWNSBORO

Est. 1849

SUBDIVISION APPLICATION FORM

Please type or print information.

This form shall be completed by the applicant and submitted to the City of Brownsboro Office of Planning and Development along with the required number of copies of the plat, review fee and all other required information prior to submittal to Commissioners Court.

Type of Plat Submittal: Preliminary Final Replat/Amendment

Proposed name of subdivision: _____

Acreage of subdivision: _____ Number of proposed lots: _____

Name of Owner: _____

Address: _____

Phone number: _____ Email: _____

Surveyor: _____

Address _____

Phone number: _____ Fax Number: _____

Email: _____

Physical location of property: _____

Legal Description of property: _____

Intended use of lots (check all that apply):
 Residential (single family) Residential (multi-family) Commercial/Industrial
 Other (please describe) _____

Property located within city ETJ?
 Yes No If yes, name if city: _____

I understand that the approval of the final plat shall expire unless the plat is recorded in the office of the County Clerk within a period of 60 days after the date of final approval.

Signature of Owner _____ Date _____

In lieu of representing this request myself as owner of the property, I hereby authorize the person designated below to act in the capacity as my agent for the application, processing, representation and/or presentation of this request.

Signature of Owner: _____ Date: _____

Signature of Authorized Representative: _____ Date: _____

1. A subdivision must be platted if a tract of land is to be divided into 2 or more tracts, any one of which is 10 acres or less or includes land dedicated to common use (easements, parks, roads, etc.)
2. This subdivision will contain: (check one)
 - a. _____ Public Street (any area, parcel, or strip of land (road) which provides vehicular access to adjacent property or land whether designated as a street, highway, freeway, thoroughfare, avenue, land boulevard, road, place, drive, or however otherwise designated and which is either dedicated or granted for public purposes or acquired for public use by prescription.)
 - b. _____ Private road (a vehicular access way under perpetual private ownership and maintenance.)
3. In the case of private roads in the subdivision, the following names have been proposed. Please note names cannot be a duplicate of any existing road names in the city.
 - a. _____, _____ mi.
 - b. _____, _____ mi.
 - c. _____, _____ mi.
 - d. _____, _____ mi.
4. Submit copies of the plat and any associated plans to the following persons 20 days prior to the date that the Planning and Zoning Commission is to grant approval or denial of said plat.
 - a. City of Brownsboro
 - b. County 9-1-1 Coordinator
 - c. County / City Health Sanitarian
 - d. County / City Floodplain Administrator
 - e. All utility companies, i.e., water, electric, telephone.

THE FOLLOWING SHALL BE ATTACHED TO THIS APPLICATION:

1. A performance bond or irrevocable letter of credit must be issued to the County equal to the estimated cost of construction of the roads and shall remain in effect until the roads are completed in accordance with the Subdivision Regulations and accepted by the Commissioner.
2. Notarized Deed Restrictions or Restrictive Covenants.
3. Road construction plans sealed by an Engineer licensed to practice in the State of Texas.
4. Drainage plans.
5. One Copy on reproducible Mylar 18" x 24' for recording.
6. Tax certificates, for final plat.
7. Letters from utility companies indicating agreements for service.
8. Funded service agreements, for final plat.
9. Soil Survey and waste disposal plan, final plat.

The plat shall include:

Bear the words "Preliminary Plat"/" Final Plat"/" Replat" whichever is applicable.
 Drawn to scale: No less than 1-inch = 100 feet.
 Proposed name of subdivision.
 Name of City, County, and State.
 Name, address, and phone number of subdivider
 Name, address, and phone number of designer of plat.
 Scale, true and grid north points and date of preparation.
 Location sketch showing relationship to the surrounding area.
 Sufficient data to determine readily and reproduce on the ground the location, bearing and length of every road line, boundary line, block line and building line, whether curved or straight.
 An accurate boundary survey of the property, which is being subdivided, noting the bearings and distances of the sides, same being referenced to original survey lines or established subdivision, showing the lines of all adjacent lands and properties, lines of adjacent streets, alleys, and easements, noting width and names of each.
 Utility easement statement (attached).

Acreage on all lots (Residential 1(one) acre minimum lot size / Commercial 2 (two) acre minimum lot size).

EXISTING CONDITIONS:

Names of adjoining property owners or subdivisions and showing existing property lines, streets, alleys and other pertinent physical features.

Acreage to be subdivided.

Location of streams, lakes, and swamps, as pertinent, with direction of flow indicated.

Location, width and names of all platted roads, railroads, utility rights-of way, easements, public areas, existing buildings, and structures.

Delineation of existing sewer lines, water mains, drains, culverts, or other underground facilities within the tract or within the right-of-way of boundary roads, with pipe sizes and grades.

Regulatory flood elevations and boundaries of flood-prone areas. Indicate 100-year flood plain boundaries and floodway boundaries.

PROPOSED CONDITIONS:

Layout of roads with widths notes.

Layout of all lots, including building setback lines and lot divisions.

Utility easements, with widths noted.

Acreage on all lots (Residential 1(one) acre minimum lot size / Commercial 2 (two) acre minimum lot size).

Designation of all land to be reserved or dedicated for open space or recreational use.

Proper signature blanks for:

City Mayor

County Clerk

Owner

Notary Public

Must be submitted with plat:

Appropriate water, sewer, paving, and drainage plans sealed by, and engineer certified to practice in the State of Texas. Plat fee:

Subdivision of 5 lots or less \$150.00

Subdivision of 6-20 lots \$300.00

Subdivision in excess of 20 lots \$ 400.00

UTILITY CHECKLIST FOR THE CITY OF BROWNSBORO

This form must be filled out in its entirety and submitted with a Subdivision Application.

UTILITY CHECKLIST INSTRUCTIONS:

Applicants must provide a copy of the proposed plat to each utility for review and comment.

ELECTRIC UTILITY: Company Name _____ Contact Name: _____

Phone Number: _____

Approved As-Is: _____ Easement(s) Required: _____

Describe Required Easement(s): _____

Signature: _____ Title: _____

TELEPHONE UTILITY: Company Name: _____ Contact Name: _____

Phone Number: _____

Approved As-Is: _____ Easement(s) Required: _____

Describe Required Easement(s): _____

Signature: _____ Title: _____

WATER UTILITY (If Applicable): Company Name: _____ Contact Name: _____

Phone Number: _____

Approved As-Is: _____ Easement(s) Required: _____

Describe Required Easement(s): _____

Signature: _____ Title: _____

SEWER UTILITY (If Applicable): Company Name: _____

Contact Name: _____ Phone Number: _____

Approved As-Is: _____ Easement(s) Required: _____

Describe Required Easement(s): _____

Signature: _____ Title: _____

TEXAS DEPARTMENT OF TRANSPORTATION (If frontage on state-maintained roadway):

Contact Name: _____ Phone Number: _____

Title: _____