



City of Alton

509 S Alton Blvd. Alton, Texas 78573

Ph: 956-432-0760 Fax: 956-432-0766 www.alton-tx.gov

Subdivision Platting Application

Owner:

Name _____ (E-mail) _____ (Phone) _____

Address:

(Street) _____ (City) _____ (State) _____ (Zip) _____

Engineer:

Name _____ (E-mail) _____ (Phone) _____

Address:

(Street) _____ (City) _____ (State) _____ (Zip) _____

Proposed Subdivision Name: _____

Is subdivision inside city limits? Yes No Is subdivision in the city's ETJ? Yes No

If you answered "No", submit letter of Annexation (Contiguous or Consensual)

Current Zoning: _____

Current Land Use: _____ Proposed Land Use: _____

Gross Acreage: _____ Proposed Number of lots: _____ Title Report Submitted? Yes No

Variance: Will proposed subdivision require a variance to Code? Yes No

Describe in detail the variance requested and reason why:

Utility Provisions: Will proposed subdivision connect to the following?

Yes No Water Provision: _____

Yes No Wastewater Provision: _____

Yes No Electric: _____ Yes No Phone: _____

Yes No Gas: _____ Yes No Cable: _____

Proposed subdivision is located in the following districts:

Yes No Drainage District: _____

Yes No Irrigation District: _____

Authorization

I, the undersigned, do 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 that _____ (print name) is my authorized agent to act on my behalf. I further certify that all the information provided in this application is true and correct to the best of my knowledge. I understand that I must comply with all local, stat and federal regulations.

Owner: _____ **Authorized Agent:** _____
Signature Date Signature Date

*** * * REQUIRED SUBMITTALS* * ***

FOR SUBDIVISION REVIEW

- \$100.00** Subdivision Review fee
- Five (5)** sets of preliminary plat **folded and stapled** (24 x 36) and PDF format sent to **jeff.underwood@alton-tx.gov**
- One 11" X 17" reduced copy of plat
- Plat Layout to include the following:
 - Existing & Proposed Easements, Drainage Easements, ROW
 - Contours
 - Flood Zones
 - Adjoiners
 - Existing & Proposed street names
- Utility Layout to include the following:
 - 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
- Tax Receipt for all taxing entities showing that taxes are paid in full
- Number of fire hydrants proposed for subdivision
- Trip Generation Worksheet

FOR PRELIMINARY (P & Z)

- Five (5)** sets of plans **FOLDED & STAPLED** (24 x 36) **with all corrections done**
- \$350.00** (one time fee for preliminary and final plat)

FOR FINAL (P & Z)

- Five (5)** 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)

FOR FINAL (City Commission)

- One set of 8 ½ x 11 of plat and utilities with all corrections done

FOR PRE-CONSTRUCTION MEETING

- Five (5)** 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

FOR RECORDING OR HIDALGO COUNTY PLANNING

- Electronic file of final plat and as-builds
- Reproducible plat to be recorded with all required signatures
- 2.5% inspection fee
- Memo from engineering inspector releasing subdivision
- 30 Year Water and 30 Year Sewer Service Agreements
- Park dedication/Fees

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.**

OFFICE USE ONLY

Action

Date

Received by: _____ Paid

Preliminary Subdivision Review

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 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: _____

Comments: _____
