

Subdivision Application



Case #: _____ Request Type: _____

Owner Information

Developer: _____ Owner Name: _____
Owner Phone: _____ Owner Email: _____
Owner Address: _____

Subdivision Information

Proposed Name of Subdivision: _____ Property ID: _____
Current Zoning: _____ Required Zoning: _____
Legal Description: _____

Inside City Limits: _____ Yes _____ No, Comprehensive Development Area _____ No, Rural Development Area
Desired Land Use Option: _____
Number of Lots: Single Family _____ Multi-Family (Unit #) _____ (_____) Commercial _____ Industrial _____
Proposed Wastewater Treatment: _____ Sanitary Sewer _____ OSSF (On-Site Sewage Facility)
Electric Power and Light Company to Serve the Proposed Subdivision: _____
Irrigation District: _____ Potable-Water Retailer: _____

Consultant Information

Contact Person Name: _____ Phone: _____
Primary Consultant Firm: _____
Consultant Firm Email: _____
Consultant Firm Address: _____

Owner of record, holding title to real estate within the proposed subdivision. Owner instrument (i.e. Title Policy, Warranty Deed and Deed of Trust) shall be submitted with application. All such owners are listed immediately below.

Name(s) (Print or Type)	Mailing Address & Zip Code
Phone Number	Email

Have any of said designed agents to submit and revise this plat application on their behalf?

____ Yes ____ No (If "Yes" attached duly notarized documentation to that effect, signed by each such owner)

The undersigned owners of record (or their authorized agents) thereby agree to make all the improvements, and to meet all requirements and standards as specifies in the City of Edinburg Code of Ordinances. The undersigned hereby request that the Edinburg Planning & Zoning Commission and the City Commission approve the attached subdivision plat. The undersigned hereby declared that we have made a diligent effort to ensure that all items contained in this application (including all construction plans) are true and compete. Developer's requirements sheet must be completed, signed, and submitted with the application form.

Signature: _____

Date: _____



Submission Requirements Checklist

Subdivision Plat Fees

- | | |
|---|---|
| ☐ Preliminary Plat - \$250 | ☐ Final Plat - \$200 |
| ☐ Minor Plat - \$250 | ☐ Amended Plat - \$250 |
| ☐ Re-Plat - \$250 | ☐ Vacating Plat - \$250 |
| ☐ Plat Review Fee - \$250 | ☐ Appeals OR Variances - \$450 |
| ☐ Inspection Fee – 2% | |

Preliminary Plat Requirements

- | | |
|--|---|
| ☐ Digital File(s)
24x36" Plat w/ notes, drainage, utilities, etc. (If Applicable)
8.5x11" Reduced Plat; Map with name & north arrow | ☐ Preliminary Drainage Report |
| ☐ 8½X11" Copies of Subdivision Plat & Utility Layout | ☐ Traffic Generation Worksheet |
| ☐ Signed Application
(Or application with a notarized Letter of Authorization) | ☐ Preliminary Drainage Layout |
| | ☐ Warranty Deed |

Pre Construction

- | | |
|--|--|
| ☐ Subdivision Plat | ☐ Engineering Cost Estimate |
| ☐ Construction Plan (Utilities) | ☐ SWPPP/CNOI (Required) |

Final Plat Requirements

- | | |
|--|--|
| ☐ Mylar of Subdivision Plat | ☐ Mylar As-Built Construction Plans |
| ☐ Digital Copy of As-Built | ☐ Letter of Credit (If Applicable) |
| ☐ Applicable Fees | ☐ Letter of Acceptance |