

**CITY OF MISSION
SUBDIVISION APPLICATION**



PLAT FEES	
Name: _____	5 ACRE PLAT OR LESS.....\$400
Address: _____	5+ ACRES.....\$500
City: _____	Re-Plat Filing/Review\$300
Phone: _____	Separate Subdivision variance/open cuts, etc. \$150
Subdivision Name: _____	P&Z Date: _____ City Council Date: _____

Urban (City) _____ Suburban ETJ _____ Rural ETJ _____
 Zone: _____ Water Dist. _____ School Dist. _____

of Lots: Residential _____ Non-Residential _____ Common Areas/Lots _____
 Water CCN: SWSC _____ LJWSC _____ MUD _____

<u>WATER</u>	<u>SEWER</u>
_____ L. F. of _____ Water Lines	_____ L. F. of _____ Sewer Lines
_____ L. F. of _____ Water Lines	_____ L. F. of _____ Sewer Lines
Other: _____	Lift Sta: _____ N/A-Septic Use: _____
Suburban MSR cost of water meters & ETJ Only: Membership costs \$ _____	Other: _____
	Suburban ETJ Only: MSR cost of Septic Tanks \$ _____

<u>STREETS</u>	<u>STORM SEWER</u>
_____ L. F. of _____ Wide Streets	_____ L. F. of _____ Storm Lines
_____ L. F. of _____ Wide Streets	_____ L. F. of _____ Storm Lines
Other: _____	_____ L. F. of _____ Storm Lines

Preliminary and Final Plat Proposal Submittal Requirements:

- Subdivision Application
- Plat / Replat Fee
- 6 Full Size Sets of Plans of the:
 - Plat / Replat
 - Utility Plans –
 - Drainage design
 - Water layout
 - Sewer system
 - and other improvements for such areas.
 - An engineer's statement describing drainage pattern in the subdivision and the adequacy of the proposed plan for drainage.
 - Proof of Ownership or Control (Sec. 98-189)
 - Letter of Authorization from the Owner (if applicable)

The preliminary plat shall be drawn to a scale of not more than 100 feet to one inch. When more than one sheet is necessary to accommodate the entire area, an index sheet showing the entire subdivision at an appropriate scale shall be attached to the plat.

The plat shall show the following:

1. The name and address of the subdivider, record of owners of land to be subdivided, and the engineer and/or surveyor preparing the plat.
2. The proposed name of the subdivision, which shall not have the same spelling as or be pronounced similar to the name of any other subdivision located within the city or within the extraterritorial jurisdiction of the city.
3. A description by metes and bounds of the subdivision.
4. The primary control points, description and location and ties to such control points from which all dimensions, angles, bearings, block numbers and similar data shall be referred. Control point designations shall meet all requirements of the appropriate state statutes.

PLAT TO SHOW:

Metes and Bounds

Lots numbered with dimensions and area of irregular lots noted

Surrounding platted lots and / or lot lines for unplatted tracts

Name and address of owner, lien holder, developer, engineer, and surveyor shown along with signature lines

North arrow, scale, and vicinity map

Name and dimensions of adjoining street ROW's

(total width and width from centerline)

Note: Though the original submittal for application to process a subdivision plat does not require the drainage report or utility plans, it is advisable that they be included with the original submittal to expedite the review process. Complying with the minimum requirements for the original plat submittal does not constitute meeting the deadline for drainage and utility review by the appropriate boards. Additional information will be required during the review to properly complete the subdivision process. Any revisions would require resubmission of blue line prints and 8 ½ by 11 copies of the plat, affected by changes.

5. Subdivision boundary lines shall be indicated by heavy lines, and the actual acreage of the subdivision shown.
6. Existing sites as follows:
 - a. The exact location, dimensions, name and description of all existing or recorded streets, alleys, reservations, easements or other public rights-of-way within the subdivision intersecting or contiguous with its boundaries or forming such boundaries.
 - b. The exact location, dimensions, description and flow line of existing watercourses and drainage structures within the subdivision or on contiguous tracts.
 - c. The exact location, dimensions, description and name of all existing or recorded residential lots, parks, public areas, permanent structures and other sites within or contiguous with the subdivision.
7. The exact location, dimensions, grade, description and name of all proposed streets, alleys, drainage structures, location of electric, gas, telephone, television, cable, park, other public areas, reservations, easements or other rights-of-way, blocks, lots and other sites within the subdivision.
8. The date of preparation, scale of plat and north arrow.
9. Topographic information shall include contour lines on a basis of one vertical foot minimum.
10. A number or letter to identify each lot or site and each block.
11. All lot sizes and setback lines shall be in conformance with and meet the requirements of the city's zoning ordinance, as amended, as if the subdivided property was within the city limits.
12. The location of the city's corporate limit lines, the outer border of the city's extraterritorial jurisdiction and zoning district boundaries, if they traverse the subdivision, form part of the subdivision or are contiguous to such boundary.
13. The topographic and utility details shall be shown on a separate plat.
14. A legible vicinity sketch or map, which shall show existing subdivisions, streets, easements, rights-of-way, parks and public facilities in the vicinity.
15. Restrictive covenants imposed on the land, if desired by the subdivider, or required by the city council, are to be shown on the plat, or on a separate document, to be made a part thereof, or recorded by a separate document in the office of the county clerk. If not shown on the recorded plat, a copy of such restrictive covenants, with recording data thereon, shall be furnished to the city.
16. Irrigation canals: No open irrigation canals, except main canals, shall be permitted within a subdivision. The subdivider shall place such canal underground if its continued use is required by the water district in which such canal is located. If an existing canal, except the main canal of the county water control and improvement district number 14, is partly included within the boundaries of the land from which the subdivision is made, the subdivider or developer, if the developer or subdivider and the owner of the adjacent land do not agree jointly to place such canal underground when its continued use is required by the water district, shall deposit in escrow with the city or the city public utilities, as the case may be, a sufficient sum of money, based on current costs at the time, to pay for his share of the cost to place such canal underground. Should it develop thereafter that the continued use of such canal not be required and has not been placed underground in the meantime, such escrow fund, without interest, shall be returned to the depositor.

Requirements of plats for replatting

1. Vicinity sketch showing the location of the subdivision in relation to adjacent arterials or collectors, with sufficient information to locate the subdivision in relation to the rest of the city.
2. Subdivision boundary lines, indicated by heavy lines, and the computed acreage of the subdivision.
3. The names and addresses of the subdivider, record owner, engineer and surveyor.
4. The exact location, dimensions, description and name of all existing and/or proposed alleys, drainage structures, reservations, easements, and lots with accurate dimensions, bearing or deflecting angles with radii, area, and central angles, degree of curvature, tangent distance, and length of all curves where applicable.
5. The location, dimension, description, and names of existing or recorded public areas, parks, and significant sites within or contiguous with the subdivision.
6. The location, dimensions, description, and flow line of existing watercourses within the subdivision or on contiguous tracts.
7. Location of city limits line, the outer border of the city's extraterritorial jurisdiction, and zoning district boundaries, if they traverse the subdivision, form part of the boundary of the subdivision, or are contiguous to such boundary. This shall be drawn on all blue line copies submitted to the city and will not be required on the final plat.
8. The subdivision master plan, or preliminary plat shall indicate, by lot, the proposed land use on all blue line copies submitted. This information will not be required on the final plat.

Planned Unit Developments

The application shall be accompanied by a development plan of the entire planned unit development, drawn at a scale of 100 feet to one inch, and showing provisions for drainage of surface waters, watercourses, railroads and public utility rights-of-way, streets, driveways, pedestrian walks, off-street parking and off-street loading facilities, reservations for public uses, including parks, playgrounds and other open spaces, private uses, including dwelling types; lot layout, locations, land coverage and heights of structures and landscaped area. In addition to the data and drawing prescribed, the application shall be accompanied by a tabulation of the average population density per net acre and per gross acre in the area proposed to be devoted to residential use.