



MINOR PLAT APPLICATION

(MINOR PLAT OR AMENDING PLAT)

CITY OF MOUNT PLEASANT
500 N MADISON
MOUNT PLEASANT, TX 75455
903-575-4149

BUSINESS OWNER (LEGAL ENTITY): _____ dba _____

Official Address to send all City correspondence: _____

City: _____ State: _____ Zip: _____

Applicant/Agent Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Cell: _____ Email: _____

PROPERTY OWNER (PLEASE PRINT) : _____

Signature: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Cell: _____ Email: _____

PROPERTY DESCRIPTION

Street Address of Property (or intersection): _____

LEGAL DESCRIPTION: _____

Provide Metes and Bounds Description on Plat

PRESENT USE OF PROPERTY (CIRCLE ONE)

Vacant Land	Vacant Building	Single Family Dwelling	Commercial
Multi- Family Dwelling	Industrial	Other: _____	

ACKNOWLEDGEMENTS

Notarized Signature: Applicant, Owner, or Authorized Agent: _____

(Notary Certificate Must be Attached to Application)

Office use Only:

Case #: _____ Fee: \$250.00 + \$120.00 Filing Fee Date Submitted: _____

Accepted by: _____ Current Zoning: _____

STATE OF TEXAS
COUNTY OF _____

Property Description: _____

BEFORE ME, the undersigned authority, on this date personally appeared:

_____ known to me to be the person whose name is subscribed hereto and upon his/her oath deposed and stated: "My name is _____ and I am a resident of _____ County, _____. I am the owner of the above-described property and I hereby certify that I have given my permission for the City of Mt. Pleasant to accept an application from _____ as hereto submitted in connection with said application and its purpose (e.g. plat, site plan, or zoning) for development as hereinbefore attached."

OWNER SIGNATURE

Address _____

City/State/Zip _____

Phone _____ Email _____

SUSCRIBED AND SWORN TO before me on this the ____ day of _____, 20____,
by _____.

Notary Public, Sate of Texas

Checklist for Submittal and Approval of Minor Plat

Ref: Sec. 154.38 Code of Ordinances

Application submittal requirements.

The applicant shall provide two copies (18" x 24") and an electronic version (i.e. PDF, CD, etc.) of the final subdivision plat and other required documents and fees to the City Planner for review and approval by city staff. The plat must also be furnished in an AutoCAD format as approved by the city.

- Minor subdivision plats involving four or fewer lots fronting on an existing street and not requiring the creation of any new street or the extension of municipal facilities.
- A replat as described by state law that does not require the creation of any new street or the extension of municipal facilities. (Tex. Local Gov't Code, § 212.0145)
- An amending plat as defined in Sec. 154.38(D).
- All minor plats must first be preceded by properly prepared and approved preliminary plat and construction plans, except in areas previously platted and filed of record.
- The minor subdivision plat shall be prepared by a licensed land surveyor and shall comply in all respects with the sketch plan or preliminary plat.
- City staff may present the plat for approval to the Planning and Zoning Commission and City Council.

Form and content.

1. The final plat shall include the entire subdivision, or section thereof, which derives access from an existing local, county, or state street, roadway, or highway.
2. Name and address of the applicant, record owner, engineer, and surveyor.
3. The date of the map, approximate true north point, and scale.
4. Proposed name of the subdivision, which does not have the same name or similar to the name of any other subdivision located within the city, or within the extra-territorial jurisdiction of the city.
5. Names of the adjacent property owners and the contiguous subdivisions.
6. Description by metes and bounds, of the subdivision boundary, which shall show existing subdivisions, streets, easements, rights-of-way, parks, and public facilities in the vicinity.
7. The location and dimensions of all subdivision boundary lines of the property indicated by heavy lines, expressed in feet and decimals of a foot, and computed in acreage of the subdivision.
8. Notation of any self-imposed restrictions, and locations of any building setback lines.
9. In addition to the various requirements for the preliminary plat, the final/minor subdivision plat shall also include the following:
 - (a) The exact location, dimensions, name and description of all existing streets, alleys, reservations, easements, or other public rights-of-way within the subdivision.
 - (b) The exact location, dimensions, description and name of all proposed streets, alleys, utilities,

drainage, watercourses, structures, parks, other public areas, reservations, easement or other rights-of-way, blocks, lots, and other sites within the subdivision.

- (c) All monuments, corners, and other points established in the field in their proper places.
- (d) Owner's acknowledgement and dedications. (See Appendix B for samples.)
- (e) Surveyor's certificate. (See Appendix A for example.)
- (f) City Planner's approval space for minor subdivision's only. (See Appendix B for example.)
- (g) [Within the ETJ] County Commissioner's approval space. (See Appendix B for example.)
- (h) [Within the ETJ] County Health Officer's approval space. (See Appendix B for example.)
- (i) Irrevocable offers of dedication.

Filing of the Plat. A minimum of two Mylar copies (18" x 24") and four paper copies (18" x 24") with all signatures notarized shall be provided for filing with Titus County. No final approval shall be endorsed on the plat until a review has indicated that all requirements have been met and the plat is approved.

APPENDIX B: FINAL PLAT ENDORSEMENTS FOR PLANNING & ZONING AND CITY COUNCIL APPROVAL

STATE OF TEXAS)
COUNTY OF TITUS) OWNER'S ACKNOWLEDGMENT AND DEDICATION

I (we), the undersigned owner(s) of the land shown on this plat within the area described by the metes and bounds description shown hereon, and designated herein as _____ and whose name is subscribed hereto, hereby dedicate to the use of the public forever all streets, alleys, parks, easements, rights-of-way and public places shown thereon.

OWNER

STATE OF TEXAS)
COUNTY OF TITUS)

BEFORE ME, the undersigned authority, on this day personally appeared _____
_____ known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes therein stated.

Given under my hand and seal of office this _____ day of _____,
_____.

NOTARY PUBLIC, STATE OF TEXAS
(seal)

STATE OF TEXAS)
COUNTY OF TITUS) CERTIFICATE OF SURVEYOR

I, the undersigned Registered Public Surveyor in the State of Texas, hereby certify that this plat is true and correct and was prepared from an actual survey of the property made under my supervision on the ground.

(seal) REGISTERED PUBLIC SURVEYOR
NO. _____

The Planning and Zoning Commission of the City of Mount Pleasant on this the _____ day of _____, _____ voted affirmatively to recommend approval of this plat.

BY: _____
CHAIRMAN

ATTEST: _____
CITY PLANNER

The City Council of the City of Mount Pleasant on this the _____ day of _____, _____ voted affirmatively to approve this plat.

BY: _____
MAYOR

ATTEST: _____
CITY SECRETARY

I, _____, City Planner for the City of Mount Pleasant, on this the _____ day of _____, hereby affirmatively approve this plat as to conformity with the development guidelines of the City of Mount Pleasant.

BY: _____
CITY PLANNER

I, _____, City Engineer for the City of Mount Pleasant, on this the _____ day of _____, hereby affirmatively approve this plat as to conformity with respect to all sewer and water facilities and that same comply with all rules, regulations, and requirements of local government, regional, state, and federal authorities.

BY: _____
CITY ENGINEER

I, _____, Titus County Health Official, on this the _____ day of _____, hereby affirmatively approve this plat as to conformity with respect to all sewer and water facilities and that same comply with all rules, regulations, and requirements of local government, regional, state, and federal authorities.

BY: _____
TITUS COUNTY HEALTH OFFICIAL

STATE OF TEXAS)
COUNTY OF TITUS)

Approved by the Commissioner's Court of Titus County, Texas on this the _____ day of _____, _____.

BY: _____
COUNTY JUDGE

ATTEST: _____
SECRETARY