



PRELIMINARY PLAT APPLICATION

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 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 Preliminary Plat

Ref: Sec. 154.33 Code of Ordinances

Application submittal requirements.

The applicant shall provide two copies (24" x 36") and an electronic version (i.e. PDF, CD, etc.) of the preliminary plat together with the construction plans 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.

- The preliminary plat shall be prepared by a licensed land surveyor, engineer, or land planner and shall comply in all respects with the sketch plan or preliminary plat, as approved, whichever is applicable, depending on the classification of the subdivision.
- *Form and content.* The plan shall be drawn on sheets 36 inches wide and 22 or 24 inches high with a binding margin of not less than 1-1/2 inches on the left side of the sheet. The plan shall be drawn to a scale of 100 feet to one inch. Sheets shall be numbered in sequence if more than one sheet is used. The preliminary plat shall show the following:
 - (1) Name and address of the applicant, record owner, engineer, and surveyor.
 - (2) The date of the map, approximate true north point, and scale.
 - (3) Proposed name of the subdivision, which shall not have the same spelling or be pronounced similar to the name of any other subdivision located within the city, or within the extra-territorial jurisdiction of the city.
 - (4) Names of contiguous subdivisions and the owners of contiguous parcels of unsubdivided land and show the platting of adjoining property if such be the case.
 - (5) Description by metes and bounds, of the subdivision boundary, or locate the tract to be subdivided on a location map at a scale of 1,000 or 2,000 feet to an inch, which shall show existing subdivisions, streets, easements, rights-of-way, parks, and public facilities in the vicinity.
 - (6) City Council and Planning & Zoning Commission endorsements of plat approval spaces. (see Appendix A for samples.)
 - (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) Existing sites as follows:
 - (a) The location and name 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 location, dimensions, and name of all existing or recorded residential lots, parks, public areas, and any permanent structures within the subdivision and other sites within or contiguous with the subdivision.

- (c) The location of existing utilities, watercourses, and drainage structures within the subdivision or on contiguous tracts.
- (9) The location and dimensions of all proposed streets, alleys, utilities, drainage, structures, parks, other public areas, reservations, easements or other rights-of-way, blocks, lots, and other sites within the subdivision.
- (10) A numbering sequence (i.e. Lot 1, Lot 2, etc.) to identify each lot and each block (i.e. Block A, Block B, etc.). **Example: Lot 1, Block A**
- (11) Front building setback lines on all lots and sites. Side yard building setback lines at street intersections and crosswalk ways.
- (12) Indication of the use of any lot (single-family, two-family, multi-family, townhouse) and all uses other than residential proposed by the subdivider.
- (13) Where the proposed subdivision constitutes a phase of a larger tract owned by the subdivider, which is intended to be subsequently subdivided as additional phases of the same subdivision, the preliminary plat shall be accompanied by a layout of the entire area showing the tentative proposed layout of streets, blocks, drainage, water, sewerage, and other improvements for such areas. The overall layout, if approved by the Planning and Zoning Commission and the City Council, shall be attached to and filed with a copy of the approved preliminary plan in the permanent files of the city. Thereafter, plats of subsequent phases of such subdivision shall conform to such approved overall layout, unless changed by the Planning and Zoning Commission and the City Council.
- (14) Blocks shall be consecutively numbered or lettered in alphabetical order. The blocks in numbered additions to subdivisions bearing the same name shall be numbered or lettered consecutively throughout the several additions.
- (15) All lots in each block shall be consecutively numbered. Outlots shall be lettered in alphabetical order. If blocks are numbered or lettered, outlots shall be lettered in alphabetical order within each block.
- (16) All information required on the sketch plat should also be shown on the preliminary plat, and the following notation shall also be shown:
- (a) Explanation of drainage easements, if any.
 - (b) Explanation of site easements, if any.
 - (c) Explanation of reservations, if any.
 - (d) Endorsement of owner.
- (17) Endorsement of Planning and Zoning Commission.
- (18) Endorsement of City Council.
- (19) The lack of information under any item specified herein, or improper information supplied by the applicant, shall be cause for disapproval of a preliminary plat.
- *Drainage study for proposed subdivision.* A drainage study shall be performed by a registered engineer licensed to practice in the State of Texas. The City Manager may waive the

requirement for a drainage study for small subdivisions or in other special circumstances. At a minimum, the drainage study shall contain the following information:

- (1) Identifying existing and proposed hydrology and hydraulics of the site.
- (2) Proposed storm drainage system.
- (3) Specific solutions to drainage problems that will or could occur as a result of development.
- (4) Alternative solutions to drainage problems.
- (5) Capacity of facilities on and off-site.
- (6) Location of floodplain and/or floodway designated areas (if applicable).
- (7) Location of all proposed or existing drainage easements, both on-site and off-site.
- (8) Copies of all drainage calculations (methods to be approved by the City Engineer).
- (9) Existing and proposed contours of the platted area. Contour interval shall be not less than five feet. Existing contours shall be shown as dashed lines. Proposed contours shall be shown as solid lines.
- (10) Drainage patterns, both existing and proposed.
- (11) Contributing drainage areas and flows.
- (12) If the proposed development or any portion thereof is within an area designated by FEMA as a floodway, the developer will be prohibited from development in the floodway unless the developer completes a HEC-2 study and/or receives a "Letter of Map Revision" from FEMA.
- (13) A storm water pollution prevention plan in compliance with the National Pollutant Discharge Elimination System (NPDES) or the Texas Pollutant Discharge Elimination System (TPDES) of the Clean Water Act.

APPENDIX A: PRELIMINARY PLAT ENDORSEMENTS

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

BY: _____
_____ CHAIRMAN

ATTEST: _____
_____ CITY PLANNER

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

BY: _____
_____ MAYOR

ATTEST: _____
_____ CITY SECRETARY