



**CITY OF TOMBALL
ENGINEERING AND PLANNING DEPARTMENT**

PLAT SUBMITTAL APPLICATION

Please provide the following information & return your submittal to the Engineering and Planning Department, 501 James St., Tomball, Texas 77375. **The deadline for submittals is 12:00 PM on the first Monday of the month.**

(PLEASE PRINT OR TYPE)

PLAT NAME _____

SUBMMITTAL TYPE:

____ Preliminary Plat ____ Final Plat ____ Replat
____ Abbreviated Plat ____ Extension Request of Approval ____ Other

OWNER'S NAME: _____

CONTACT NAME: _____

OWNER'S ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

EMAIL ADDRESS: _____

SURVEYOR NAME: _____

CONTACT NAME: _____

SURVEYOR'S ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

EMAIL ADDRESS: _____

LOCATION OF PROPERTY TO BE PLATTED:

____ Within City Limits ____ Within Extra Territorial Jurisdiction (ETJ)

City: _____ County: _____

Survey: _____ Abstract No.: _____ Parcel No.: _____ Tract No.: _____

Geographic Location (Use Name of Major Street, Bayous, Creeks, Streams):

North of _____ East of _____

South of _____ West of _____

Districts:

School: _____ County Commissioner's Precinct: _____

District/Private System Name and Address: _____

Gas System: _____ City _____ Propane _____ Other
 _____ Private System

District/Private System Name and Address: _____

Existing Easements – Fee Strips:

(Attach additional sheets if necessary)

CERTIFICATION (NAME; IF COMPANY OR CORPORATION, NAME OF OFFICERS; ADDRESS; ZIP CODE; TELEPHONE)

Owner of Record:

Optioned By:

Developer:

Architect or Engineer:

Applicant:

This is to certify that the information on this form is COMPLETE, TRUE and CORRECT and the undersigned is authorized to make this application.

Signature of Owner or Agent

Date

(FOR ENGINEERING & PLANNING DEPARTMENT USE ONLY)

PLAT SUBMITTAL CHECKLIST (UNLESS OTHERWISE STATED, ALL ITEMS ARE REQUIRED TO BE SUBMITTED WITH THE FIRST PLAT APPLICATION):

_____ **Plat Submittal Application** Form completed **and signed**

_____ Preliminary fee (\$_____ check payable to City of Tomball)

_____ Final fee (\$_____ check payable to City of Tomball)

_____ Filing fee (\$_____ check payable to City of Tomball) - **\$150.00 + \$50.00 each additional sheet**

_____ Title opinion (2 copies)-**NO MORE THAN 30 DAYS OLD**

_____ **Letters to Utility Companies**

_____ Original Tax Certificates: _____ City _____ County _____ School

_____ (20) Prints (Folded 8 1/2 x 12), **Signed only by the Surveyor.**

_____ (1) **Final Mylar/Transparency (Rolled) – FINAL, CORRECTED, MYLAR MUST INCLUDE ALL CHANGES REQUESTED BY THE PLANNING AND ZONING COMMISSION AND THE DIRECTOR OF ENGINEERING & PLANNING.**

_____ **FINAL MYLAR (EXECUTED BY THE OWNER) MUST BE PRESENTED TO THE DIRECTOR OF ENGINEERING AND PLANNING, ALONG WITH THE REDLINED COPY, FOR FINAL CITY REVIEW AND SIGNATURE. (Required for City Council Approval only.)**

DATE APPLICATION RECEIVED

By Department of Engineering & Planning

(Signature – Engineering & Planning Department)

CITY OF TOMBALL

PLAT PROCEDURES

Planning and Zoning Commission meetings are held the 2nd Monday of the month.

The deadline to get on the agenda is noon the 1st Monday of the month.

The following items must accompany all applications:

Title Report – 1 Copy (No more than 45 Days old)
Plans for all Public Improvements (One-Line – Preliminary Plat)
(Completed Set – Final Plat)

Copy of letters sent to Utility Companies
20 Prints (each folded 8 ½ x 12)
City Tax Certificate (It is included in the Tax Certificate from Harris County, if within the City Limits)
County Tax Certificate (Harris or Montgomery)
School District Certificate (Tomball, Klein, or Magnolia)
Original Mylar (For Recordation) - submit upon Recommendation of Approval from Planning & Zoning Commission with correction if applicable.

Corrected preliminary plat required prior to consideration of final plat.

The following fees must be paid when turning in the application:

Preliminary Plat:

\$200.00	Base Fee
\$1.00	Per Lot
\$5.00	Per Acre (for reserves within a subdivision that do not include single-family lots)

Final Plat:

\$200.00	Base Fee
\$0.50	Per Lot
\$2.00	Per Acre (for reserves within a subdivision that do not include single-family lots)

Recording & Filing Fees:

\$150.00	For the first sheet
\$50.00	For each additional sheet.

Utility Addresses for Utility Notification Letters

CenterPoint Energy/Houston
Surveying & Right of Way
P.O. Box 1700
Houston, Texas 77251-1700

Comcast
8500 W. Tidwell
Houston, Texas 77040

AT&T Communications
7602 Spring Cypress Road, Room 226
Spring, Texas 77379

City of Tomball
401 Market Street
Tomball, Texas 77375

Utility Notifications must also be provided for Replats or Abbreviated Plats.

Sec. 70-12. Application for preliminary plat approval.

5) *Notice to utilities.* Evidence of notice to all utility companies that provide service to the area encompassed by the proposed subdivision, whether public or private, shall accompany each application for preliminary plat approval. Such notice shall contain a statement of the intent to subdivide, the intended use of the property within the subdivision, and shall have attached to such notice a copy of the preliminary plat that is filed within the city.

Sample Letter

To Whom It May Concern:

I am enclosing a copy of a proposed (Type of Plat) plat of (Plat Title) . The purpose of the plat is to create a (Type of Use) Lot. We are preparing the plat for recordation in the Map Records of Harris County. Per the City of Tomball Development Procedures, we are requesting a “No Objection” letter for the attached plat.

If you have any questions or comments please contact (Contact Person) at (Telephone Number) .

Please send a copy of the report to (Surveyor or Owner Contact) , by fax to (Fax Number) or email to (Email Address) .

Thank you,

Public Hearing and Notification Requirements

Special Public Hearing Notices for Replatting Properties deed restricted for residential use or located within Single Family or Duplex Residential District

Replats of property that has been deed restricted for residential use or that is located within a single-family or duplex zoning district may require special notice for a public hearing. Special notice of the public hearing shall be given by the 15th day before the date of the hearing by (1) publication in an official newspaper; and (2) by written notice to the owners of lots that are in the original subdivision and that are within 200 feet of the lots to be replatted, as indicated on the most recently approved county tax roll. (Local Government Code Sec 212.015)

Plats Located within Tomball Corporate City Limits

All properties to be subdivided that are located within the City of Tomball corporate city limits must meet the minimum lot area and dimension requirements as defined by the current "Zoning Ordinance".

Plats Located within Tomball Extraterritorial Jurisdiction

All properties to be subdivided that are located within the City of Tomball extraterritorial jurisdiction must adhere to the requirements described by Chapter 70 of the Tomball Code of Ordinances ("Plats and the Subdivision of Land").

Minimum Plat Note Requirements

The following notes will be required on all plats:

Public Easements:

Public easements denoted on this plat are hereby dedicated to the public forever. Any public utility, including the City of Tomball, shall have the right at all times, of ingress and egress to and from and upon said easements for the purpose of construction, reconstruction, inspection, patrolling, maintaining and adding to or removing all or part of its respective systems without the necessity of any time of procuring the permission of the property owner. Any public utility, including the City of Tomball, shall have the right to move and keep moved all or part of any building, fences, trees, shrubs, other growths or improvements that in any way endanger or interfere with the construction, maintenance or efficiency of its respective systems on any of the easements shown on this plat. Neither the City of Tomball nor any other public utility shall be responsible for any damages to property within an easement arising out of the removal or relocation of any obstruction in the public easement.

Flood Information:

According to FEMA Firm Panel No. ____ (Effective Date ____), this property is in Zone "X" and is within / not in the 0.2% Annual Chance Flood Plain or According to FEMA Firm Panel No. ____ (Effective Date ____), this property is in Zone "___" and within the 1% Annual Chance Flood Plain.

Note #1:

All oil/gas pipelines or pipeline easements with ownership through the subdivision have been shown.

Note #2:

All oil/gas wells with ownership (plugged, abandoned, and/or active) through the subdivision have been shown.

Note #3:

No building or structure shall be constructed across any pipelines, building lines, and/or easements. Building setback lines will be required adjacent to oil/gas pipelines. The setbacks at a minimum should be 15 feet off centerline of low pressure gas lines, and 30 feet off centerline of high pressure gas lines.

Note #4:

This plat does not attempt to amend or remove any valid covenants or restrictions.

Note #5:

The building Lines shown on this plat shall be in addition to, and shall not limit or replace, any building lines required by the City of Tomball Code of Ordinances at the time of the development of the property.