



**SUBDIVISION SUMMARY PROCEDURE
MUNICODE SECTION 38-13**

Section 38-13 - Summary procedure.

- (a) Pursuant to V.T.C.A., Local Government Code § 212.0065, the city council has authorized the city building official or his designee to approve:
 - (1) Amending plats described in V.T.C.A., Local Government Code § 212.016.
 - (2) Minor plats involving four or fewer lots fronting on an existing street and not requiring the creation of any new streets or extension of city facilities.
 - (3) Replats under V.T.C.A., Local Government Code § 212.0145 that do not require the creation of any new streets or extension of city facilities.
 - (4) Certificates of plat compliance issued pursuant to V.T.C.A., Local Government Code § 212.0115.
- (b) The building official may instead for any reason elect to, and if the building official fails to approve the plat he shall, present the plat to the city planning commission for review and recommendation and, thereafter, the city council will consider final approval.
- (c) The building official is authorized under this section only to approve those applications specified herein, and not to disapprove amending plats, minor plats or replats. If the building official does not approve an application under this section, such application must be referred to the city planning commission.

(Ord. No. 77, § 15, 5-1-1989; Amd. No. 4, § I, 8-17-2000)

LOT SPLIT APPLICATION

Date: _____

Name of Subdivider: _____

Home Address: _____

Phone Number: () _____

1. Legal description of property to be subdivided: _____

2. Present zoning: _____ Area (Sq. Ft.) _____ Present Land Use _____

3. Proposed land division:

Lot 1 Area: _____ Acres

Lot 2 Area: _____ Acres

Total Area: _____ Acres

4. Is dedication of easement required? No _____. If yes, appropriate letter from utilities is required.

DOCUMENTS REQUIRED

1. Plat of proposed subdivision done by a registered land surveyor showing existing easements.
2. Title guarantee by a Certified Abstractor showing that the subdivider owns or controls the proposed property and that the property is free from any liens or other encumbrances.
3. Property deed of proposed subdivision.
4. Location of existing structures and septic systems on the proposed subdivision. Future development requires the appropriate permits.
5. Documents from government agencies.

FEES

Application Fee:	\$150.00
Preliminary Plat Review:	\$100.00
Final Plat Review:	\$100.00
Engineering Report Review:	\$200.00
Capital Improvement Fee:	<u>\$400.00 (per lot)</u>

Total: \$ _____ (non-refundable)

Under the Environmental Protection Agency's (EPA) regulations, construction sites larger than five (5) acres are required to have a storm water run-off plan and maintain detailed records during the project's operation.

Applicant's Signature

Date