



City of Brookshire

4029 5th St. Brookshire, Texas 77423

Office # (281)375-5050 / Fax# (281)375-5045



PLATTING APPLICATION

APPLICATION TYPE

☐ Preliminary Plat

☐ Minor Plat

☐ Replat

☐ Final Plat

☐ Amending Plat

Information to be provided by the applicant:

• Completed Platting Application (this application)

• Completed applicable Specific Checklist

• All items noted in the applicable Specific Checklist

• Applicable Application Processing Fees

☐ Residential

☐ Commercial

PROPERTY INFORMATION

Property /Project Name: _____

Property/Project Address or Location: _____

Legal Description: _____

Gross Acreage: _____ Existing Number of Lots: _____ Existing Use: _____

Proposed Number of Lots: _____ Proposed Use: _____

OWNER INFORMATION

Company Name (If Applicable): _____

Individual Owner Name: _____ Primary Contact#: (____)____-____

Correspondence Address: _____

Alternate#: (____)____-____ Fax#: (____)____-____ Email: _____

Alternate Contact Person: _____ Primary Contact#: (____)____-____

AUTHORIZED AGENT INFORMATION

To Be Completed With Owner Information If There Is Not A Separate Authorized Agent Assisted

Company Name (If Applicable): _____

Authorized Agent Name: _____ Primary Contact#: (____)____-____

Correspondence Address: _____

Alternate#: (____)____-____ Fax#: (____)____-____ Email: _____

Alternate Contact Person: _____ Primary Contact#: (____)____-____

PROPERTY OWNER ACKNOWLEDGMENT

I am the owner of the property for which this application is being made. I certify that the information contained is true and correct to the best of my knowledge. I authorize the above named person (authorized agent) to submit this application and to correspond with personnel of the City of Brookshire and/or there authorized representatives regarding this application on my behalf.

Property Owner Name: _____ Property Owner Signature: _____ Date: ____/____/____

OFFICE USE ONLY

Receiving Agent: _____ Date Received: ____/____/____ Time Received: ____:____m Fee: \$ _____

Total Fee Paid \$ _____

MINOR PLAT CHECKLIST

Ordinance 23-708-15

The following steps must be completed, and the items must be submitted for the application to be deemed complete and processed:

- ☐ A completed application form and this checklist signed by the owner/s of the property.
- ☐ Payment of all applicable fees.
- ☐ Approved Construction Plans (for public improvements) if applicable.
- ☐ Preliminary approvals from Brookshire Katy Drainage District, Brookshire Municipal Water District, Waller County, and TxDOT as applicable.
- ☐ An accurate metes and bounds description of the subject property (or other suitable legal description).
- ☐ Location/vicinity map showing the location and boundaries of the subject parcel. Indicate scale or not to scale (NTS) and provide north arrow.
- ☐ Tax certificate/s showing that all taxes owing to the State, County, School District, City and/or any other political subdivision have been paid in full to date.
- ☐ Preliminary Conference prior to application submittal. Recommended.
- ☐ Approved copy of a Concept Plan or other approved plats, if applicable.
- ☐ A title report (ownership information).
- ☐ Proposed Plat.
- ☐ One (1) copy of all existing recorded plats pertaining to the Minor Plat.
- ☐ Basic engineering information, as deemed necessary by the City.
- ☐ Letter of Certification from each utility provider servicing this area.
- ☐ Proof that the name of the proposed subdivision is not similar to the names of any other subdivisions in the county.
- ☐ Letter of Acceptance of Public Improvements by the City, or Fiscal Surety for Public Improvements as per Section 48-205 if applicable.
- ☐ Drainage/Stormwater plan, if any grade changes are proposed.
- ☐ A certificate of ownership and dedication to the City of all streets, easements, alleys, parks, playgrounds or other dedicated public uses, signed and acknowledged before a notary public by the owners and by any holders of liens against the land. The dedications must be absolute. In lieu of a separate document, a note on the face of the plat meeting all of the above

City of Brookshire
4029 5th Street Brookshire, TX 77423-0160
Office: (281) 375-5050 Fax:(281) 375-5045
www.cityofbrookshire.org

requirements is acceptable.

- ☐ Electronic copies of the required exhibits in “PDF” format and shapefile for property boundary where applicable should be submitted in a USB flash drive or via email.

Additional Requirements. The Mayor (or designee) may, from time to time, identify additional requirements for a complete application that are not contained within but are consistent with the application contents and standards set forth in the code of ordinances.

Submit application packets to Permits@BrookshireCity.org.