

PRELIMINARY PLAT CHECKLIST

Ordinance 70, 70A, 83-150-3, 01-359-8, 09-545-10

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 other applicable fees.
- An accurate metes and bounds description of the subject property (or othersuitable 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.
- Approved copy of a Concept Plan or other approved plats, if applicable.
- Proposed Plat.
- Concept plan approval (if required).
- A title report.
- Three (3) copies (full size) of complete sets of construction plans (plan views) to be submitted after Preliminary Plat approval and prior to submittal of a Final Plat application.
- One (1) copy of all existing recorded plats pertaining to the preliminary plat.
- Basic engineering information, if deemed necessary by the City.
- Letter of Certification from each utility provider servicing this area or proof that these have been requested.
- Letter from Waller County to ensure the name of the proposed subdivision and streets, or any of the physical features, (such as streets, parks, etc.) must not be so similar to the names of any similar features in the county or in any incorporated town or city therein. Streets, which are a continuation of any existing street, shall take the name of the existing street.
- Drainage/Stormwater plan, if any grade changes.

- 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.
- Acknowledgement that the applicant or representative will attend all Board of Alderman meetings where this request is discussed.

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@brookshiretx.gov



City of Brookshire

4029 5th St. Brookshire, Texas 77423



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

PLATTING APPLICATION

APPLICATION TYPE

Preliminary 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 Assigned

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 \$_____