Final Plat Application Form

INSTRUCTIONS: This form must be submitted to the Plat Administrator at the Planning Department. At least 14 working days before the relevant Planning & Zoning Commission Meeting, **this form must be complete** to allow the city to advertise the name and location of the proposed subdivision in the newspaper and to determine the address and telephone number of the applicant. **At least 6 working days before such meeting, each item on this form must be completed—except as provided by Section 6.E.3. of the Subdivision Ordinance.** Please write clearly and legible.

1. The total area of the proposed subdivision is given in the caption on the face of the attached plat. The portion thereof to be developed immediately is _____ acres.

   Number of lot(s) _____ ☐ **Major Plat** ☐ **Minor Plat:**

2. Exact name of proposed subdivision, including any official section number(s):

   _____

3. Primary consulting firm: _____ Phone: _____

   Contact Person: _____ Phone: _____

4. Does the proposed final plat accurately show all the ***EXISTING*** easements and rights-of-way as required by Section 24.D.3 of the Subdivision Ordinance? ☐ **Yes** ☐ **No**

5. Proposed method of liquid waste disposal: ☐ **Public Sewer** ☐ **On Site Disposal with Public Water**

6. Desired land-use options: ☐ **Single-Family Detached** ☐ **Commercial** ☐ **Industrial**

7. Net area of smallest proposed lot less flood area: _____ sq. ft. (Lot _____ of Block _____)

8. Average width of narrowest proposed lot: _____ sq. ft. (Lot _____ of Block _____)

9. All tax collectors having jurisdiction over property within the proposed subdivision:

   a. General-purpose: ☐ **Cameron County** ☐ **City of Brownsville**

   b. Special-purpose: ☐ **Brownsville I.S.D.** ☐ **Port Isabel I.S.D.** ☐ **Los Fresnos I.S.D.** ☐ **Valley M.U.D. # 1;**

   ☐ **Valley M.U.D. # 2** ☐ **Other (specify):** _____

10. All potable-water retailers to serve the proposed subdivision: ☐ **Public Utilities Board;** ☐ **El Jardín W.S.C.**

    ☐ **Military Highway W.S.C.** ☐ **Olmito W.S.C.;** ☐ **East Rio Hondo W.S.C.;** ☐ **Valley M.U.D. # 1**

    ☐ **Valley M.U.D. # 2** ☐ **Other** (specify): _____

11. All utility districts within which the proposed subdivision is located (check one or more):

    ☐ **Brownsville Irrigation & Drainage District** ☐ **Valley M.U.D. # 1** ☐ **Valley M.U.D. # 2**

    ☐ **C.C. Irrigation District # 6** ☐ **C.C. Drainage District # 1** ☐ **Other** (specify): _____

12. Is any portion of the proposed subdivision located inside the boundaries of **El Jardín Subdivision**, **Brownsville Land & Improvement Co. Plat** or any other subdivision recorded in the Cameron County Map Records:

    ☐ **Yes** ☐ **No**

13. There is currently A TOTAL OF _____ OWNERS OF RECORD holding title to real estate within the proposed subdivision. All such owners are listed immediately

	Name (please print)	**Telephone Number**	**Mailing Address and state/zip code**
a.			
b.			
c.			

14. There is currently a Total of _____ LEIN HOLDER(S) RECORDED holding title to real estates within the proposed subdivision. All such owners are listed immediately.

	Name (print or typed)	Telephone Number	Mailing Address and state/zip code
a.			
b.			
c.			

15. Have any of said owners designated agents to submit and revise this Final Plat Application Form on their behalf?

☐ **Yes** ☐ **No**

16. The undersigned **OWNERS OF RECORD** (or their authorized agents) hereby agree to make all the improvements, and to meet all the requirements and standards, specified in Section 70.C.1 and Section 70.E of the Subdivision Ordinance.

17. The undersigned hereby certify that we have **ATTACHED** hereto a **RECENT TITLE REPORT** that a) covers the total area within the boundaries of the proposed subdivision, b) lists all owners of record, all lien holders of record, all easements of record, and all right-of-way of record, c) was prepared by competent authority during the past six months on the basis of an examination of courthouse records, and d) includes copies of all documents concerning easements or rights-of-way cited in the title report.

18. The undersigned hereby certify that we have **ATTACHED** hereto one or more **TAX CERTIFICATE FORMS (County and school district),** thereby meeting all the requirements of Section 24.b.1 of the Subdivision Ordinance. The undersigned hereby request that the Brownsville Planning and Zoning Commission approve the ***ATTACHED*** final plat and hereby request that the Public Utilities Board and the city engineer approve the **ATTACHED construction documents**. The undersigned hereby agree that this application is automatically incomplete and must repeat secondary screening unless we loan the one (1) original reproducible (s) of such final plat to the Plat Administrator before the Planning Commission's hearing is opened/resumed, provided only that such loan is limited to the eight (8) working hours immediately after the adjournment of such hearing and that such set shall become the property of the city unless we claim such set within 31 days after such adjournments.

19. The undersigned hereby declare that we have made a diligent effort to ensure that all items contained in this application **(INCLUDING ALL _____ NONIDENTICAL SHEETS ATTACHED HERETO)** are true and complete to the best of our knowledge and belief. The undersigned hereby agree to give the Plat Administrator **IMMEDIATE NOTIFICATE OF ANY CHANGE** in the truth or completeness thereof.

NOTE:

a. Please be advised that the **Clear-Cut Vegetation Removal Permit Application** form must be provided at time of submittal signed by the City Forester. (The application is provided by the Building Inspection Department at 1034 E. Levee Street 2nd Fl, Brownsville, Texas 78520) **NO EXCEPTIONS**

b. Please provide **(3) copies of the topographic map** of the proposed subdivision. NO EXCEPTIONS

c. Provide CD file of proposed plat to Planning Dept. and BPUB.

Date	Owner(s) Signature(s)	Date	Owner(s) Signature(s)

Office Use Only

Date Submitted: _____ **Final Plat Number:** _____

Major Plat Fee {per acreage or lot(s)}: _____ **Minor Plat Fee** {per acreage or lot(s)}: _____ **Total**: _____

Accepted By: _____ **Department Director:** _____