FOR OFFICE USE ONLY	
CASE NO.:_____	FILING FEE RECEIPT NO.:_____
SUBMITTAL DATE:_____	INITIAL:_____

FINAL PLAT APPLICATION

APPLICATION IS NOT VALID WITHOUT COMPLETION OF ALL PAGES AND SIGNATURES

MINIMUM SUBMITTAL REQUIREMENTS:

- ☐ Final Plat Application Fee of $350 + $10 per acre if more than one
- ☐ Application provided by City of Amarillo completed in full. This application must be used and may not be adjusted or altered. Please attach pages if additional information is provided.
- ☐ One digital copy of plat
- ☐ Original tax certificate for each parcel indicating no taxes are due (February 1st through August 31th) or a $0.00 balance (September 1st through January 31st). Tax receipts are not acceptable alternatives.

NOTE: When applicable, a mylar of the approved Preliminary Plan must be on file before a Final Plat application will be considered complete. If a preliminary plan has not been approved, the mylar submitted with the Final Plat application shall be considered a submittal for the Preliminary Plan project and processed and reviewed as such. Until the Preliminary Plan has been approved, the Final Plat application will be considered incomplete.

☐ Final Plat ☐ Replat ☐ Minor Plat* ☐ Amending Plat* ☐ Vacating Plat*

Subdivision Name/Proposed Subdivision Name: _____ **Unit#** _____

Jurisdiction: ☐City Limits ☐ ETJ County:_____ Total Acreage: _____ Total No. of Lots: ____

Legal Description: _____

Land Use: (Existing) _____ (Proposed) _____ Existing Zoning:_____

Tax I.D. No.: _____

(*Does not require approval of Preliminary Plat prior to Final Plat consideration.)

Property Owner(s):_____

Firm Name (if applicable): _____

Address: _____

Telephone: (____)_____ Email: _____

Owner's Surveyor (Main contact person responsible for application)

Firm Name (if applicable): _____

Address: _____

Primary Contact Name: _____

Telephone: (____)_____ Email:_____

Secondary Contact Name: _____

Telephone: (____)_____ Email:_____

MAIN CONTACT PERSON RESPONSIBLE FOR APPLICATION (ONLY CHECK ONE)

☐ **Owner** (Main contact person responsible for application)

Representing this request as an owner of the subject property. As the Owner, I shall be the principle contact person with the City in processing and responding to requirements, information, and/or issues relative to this case.

_____	_____	_____
Owner(s) Name(s) Printed	Signature of Owner(s)	Date

☐ **Owner's Agent** (Main contact person responsible for application)

In lieu of representing this request as an owner of the subject property, I hereby authorize the person designated as agent to act in the capacity as my agent for the application, processing, representation, and/or presentation of this request. The designated agent shall be the principle contact person with the City in processing and responding to requirements, information, and/or issues relative to this case.

_____	_____	_____
Agent's Name Printed	Signature of Agent	Date

SIGNATURE BELOW IS ONLY REQUIRED BY OWNER WHEN USING AGENT

Before me, the undersigned authority, on this day personally appeared_____ (Owner(s) Name) known to me to be the persons whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration expressed and in the capacity stated.

Given under my hand and seal of office on this _____ day of _____, 20_____.

FINAL PLAT MINIMUM REQUIREMENTS (ALL CITY ORDINANCES MUST BE MET) INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

- ☐ One folded 24" x 36" sheet(s) to scale of 100' per inch (or larger) and one digital copy of same.
- ☐ If more than one sheet, an index sheet showing entire subdivision at a scale of 500' per inch or larger.
- ☐ Title Block with the following information:
  - ☐ Proposed name of subdivision and applicable unit or addition.
  - ☐ Legal description of property.
  - ☐ Total Acreage intended to be developed.
- ☐ Vicinity map which includes enough of surrounding area to show general location of subject property in relationship to Amarillo and its City Limits. No scale is required
- ☐ North Arrow
- ☐ Engineer's scale in feet (graphic representation)
- ☐ Subdivision boundary indentified by heavy solid lines
- ☐ Description by metes and bounds of the subdivision which shall close within accepted land survey standards.
- ☐ Lot corner markers and survey monuments (by symbol) are clearly tied to basic survey data. A minimum of two permanent monuments shall have the Texas State Plane Coordinates labeled on the Plat. Coordinates shall include ground-to-grid conversions and must indicate which datum was used.
- ☐ The location and description of adjacent property is identified with a thin solid line. Include all existing platting information such as county deed records, location of existing streets, blocks, lots, alleys, easements, or other significant features.
- ☐ Location of the 100-Year Floodplain and floodway, if applicable, according to the most recent available FEMA data or best information available
- ☐ FEMA Flood Insurance Rate Map Number according to the most recent available data
- ☐ Off-site easements must be shown on the final plat with a volume and page listed to indicate where separate instrument easements were filed.
- ☐ All applicable certifications/acknowledgements based on the type of final plat:
  - ☐ Ownership and Dedication
  - ☐ Planning and Zoning Commission (delete if minor plat)
  - ☐ Environmental Health (if property is served by septic system)
  - ☐ Notary certificates and seals
  - ☐ Surveyor
  - ☐ Assistant City Manager (if minor plat)
  - ☐ Appropriate County Clerk
- ☐ Matches the approved preliminary plan or qualifies as a minor amendment
- ☐ Proposed lot dimensions and land uses meet existing zoning regulations.
- ☐ Number or letter identifying each lot or tract and each block
- ☐ Name of proposed streets
- ☐ Approved public improvement construction plans that have been constructed or secured
- ☐ The location and description with accurate dimensions (bearing, length, curve data, etc.) for the following:

Existing	Proposed	N/A	
☐	☐	☐	Streets. Continuous or end in a cul-de-sac
☐	☐	☐	Public R.O.W. locations and widths
☐	☐	☐	Private R.O.W. locations and widths
☐	☐	☐	Street offsets and/or intersection angles meet ordinances
☐	☐	☐	Alleys
☐	☐	☐	Easements
☐	☐	☐	Well site locations
☐	☐	☐	A number or letter identifying each lot or tract and each block (numbered sequentially)
☐	☐	☐	Public areas. Park, school site, Public Improvement District common areas, etc.

This information is necessary to help staff identify the appropriate standards to review the application and will be used to help determine if the application qualifies for vesting to a previous ordinance. Notwithstanding any assertion made, vesting is limited to that which is provided in Chapter 245 of the Texas Local Government Code or other applicable law.

Is this application a continuation of a project that has received prior City platting approval(s) and are you requesting the application be reviewed under previous ordinance as applicable?

☐ Yes
☐ No

If yes, provide information regarding the first approved application and any related subsequent applications (provide additional sheets if necessary):

Project Name: _____
City Project No. (if known): _____
Date/Timeframe when submitted:_____

Address any differences between the Final Plat and the Preliminary Plan (if applicable):

Request waiver to subdivision regulations and reason for same (if applicable):

Regarding the waiver request, explain how:

1) There are special circumstances or conditions affecting the land involved such that strict application of the subdivision regulations will deprive the property owner of the reasonable use of his land.

_____
_____
_____

2) The waiver is necessary for the preservation and enjoyment of a substantial property right of the property owner.

_____
_____
_____

3) The granting of the waiver will not be detrimental to the public health, safety, or welfare, or injurious to other property in the area, or to the City in administering subdivision regulations.

_____
_____
_____

4) The granting of the waiver will not have the effect of preventing the orderly subdivision of other land in the area in accordance with the provisions of the Subdivision Ordinance.

_____
_____
_____

Certification

I hereby certify that the above information and the attached plat are true and correct to the best of my knowledge.

Owner's Printed Name: _____

Owner's Signature: _____ Date: _____

Surveyor's Printed Name: _____

Surveyor's Signature: _____ Date: _____

Engineer's Printed Name:_____

Engineer's Signature: _____ Date: _____

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Waiver of Texas Local Government Code Section 212.009 Approval Procedure

The Texas Local Government Code, Section 212.009 requires that the municipal authority responsible for approving plats must take action on a plat within thirty (30) days of the plat application being submitted. If, for any reason, the plat is not ready for approval, the plat will be forwarded to the Planning and Zoning Commission with a staff recommendation of denial. By signing this waiver, I hereby waive the right for action within thirty (30) days of the submittal date of _____(plat name) and allow all parties time to make revisions and prepare the documents necessary for approval by the Planning and Zoning Commission.

Owner/Agent Name(s):_____ **Date:**_____

_____

Signature of Property Owner(s) or Agent