



# 2019

# Plat Application Submittal Packet

Amending ■ Conceptual ■ Final ■ Large Acreage Tract ■ Preliminary

Development Services Department

1522 Texas Parkway

Missouri City, Texas 77489

281-403-8600 (Office) ~ 281-403-8962 (Fax)

This packet is also available online at [www.missouricitytx.gov](http://www.missouricitytx.gov)

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## **IMPORTANT INFORMATION**

### **PREAPPLICATION CONFERENCE**

1. Prior to the submission of any application, applicants must schedule a meeting with staff to discuss their project.
2. The request for a meeting must be made in time for the meeting to be held at least 7 business days prior to the desired submission deadline.
3. To schedule, please contact a City Planner at (281) 403-8600.

### **APPLICATION SUBMITTALS**

*(Refer to page 4 of this packet for the list of all deadline dates)*

1. A completed application form and the correct number of documents; printed and electronic copies as indicated on the Schedule of Required Copies, pages 7-8, must be delivered in person by the applicant or applicant's agent and received in the Development Services Department **NO LATER THAN 10:00 AM** on the submittal deadline date.
2. Application packets are welcome the week leading up to the deadline date.
3. Late or partial applications will not be accepted. Applications delivered by courier or mail will only be accepted if preapproved by the Director of Development Services.

### **PUBLIC HEARINGS**

*(Refer to page 4 of this packet for the regular meeting schedule)*

1. If required, plats will be considered by the Planning and Zoning Commission through a public hearing. Plats do not go before the City Council.
2. Applicants should call the Development Services Department at 281-403-8600 for determination according to requirements of Section 212.014 Local Government Code, State of Texas.
3. If required, the plat must be submitted to the Development Services Department two weeks prior to the

regular submittal deadline to allow publication of legal notice of public hearing.

4. Applicants or their agents are strongly encouraged to attend all public hearings and be available for questions.

### **P&Z COMMISSION STAFF REPORTS**

1. Staff reports are sent via email to applicants on the Friday prior to the Planning and Zoning (P&Z) Commission meeting.
2. All corrections required by the Planning and Zoning Commission as a condition of approval of a conceptual plan or preliminary plat must be completed and submitted to the Development Services Department at least one (1) week prior to the submittal of the preliminary or final plat for the same property.
3. Corrections required as a condition of approval of a final or amending plat must be completed and submitted to the Development Services Department prior to plat recordation.
4. Applicants should submit two (2) paper copies and one (1) electronic copy of all plat corrections and other required documents.

### **UTILIZING THE CITY WEBSITE**

1. Visit the City's website at [www.missouricitytx.gov](http://www.missouricitytx.gov) to find additional information regarding the Zoning and Subdivision Ordinance.
2. Pertinent sections of the Zoning Ordinance that apply to site development are:
  - I. Section 7: Use districts**
  - II. Section 7A: Architectural design standards**
  - III. Section 11: Landscaping**
  - IV. Section 12: Parking regulations**
  - V. Section 13: Sign regulations**
  - VI. Section 14: Fence regulations**
3. Staff reports are also available on the City's website.



**SUBMITTAL DEADLINE DATES**  
**AND REGULAR MEETING SCHEDULE**

SUBMITTAL DEADLINE DATE*	P&Z MEETING DATE (PUBLIC HEARING)
December 14, 2018	January 9, 2019
January 25, 2019	February 13, 2019
February 22, 2019	March 13, 2019
March 22, 2019	April 10, 2019
April 12, 2019	May 8, 2019
May 17, 2019	June 12, 2019
June 21, 2019	July 10, 2019
July 26, 2019	August 14, 2019
August 23, 2019	September 11, 2019
September 20, 2019	October 9, 2019
October 25, 2019	November 13, 2019
November 22, 2019	December 11, 2019
December 13, 2019	January 8, 2020

**NOTE: Submittal deadline dates for the months of April, May, November and December are one week earlier due to City holidays.**

**\*COMPLETE APPLICATIONS MUST BE SUBMITTED NO LATER THAN 10:00 AM ON THE SUBMITTAL DEADLINE DATE.**

**APPLICATIONS MAY BE SUBMITTED AS EARLY AS THE WEEK OF THE DEADLINE DATE DURING NORMAL BUSINESS HOURS.**

*The Planning and Zoning Commission meets on the 2<sup>nd</sup> Wednesday of every month.*

**Planning & Zoning Commission meetings are held at 7:00 p.m. at City Hall unless notice has been provided of an alternative time and location.**



## APPLICATION FOR PLAT APPROVAL

**Check One:**  **CONCEPTUAL PLAN**  **PRELIMINARY**  
 **REVISED CONCEPTUAL PLAN**  **REVISED PRELIMINARY**

<b>1. Name of plat:</b>		
<b>2. Name of conceptual plan that encompasses this plat</b> (if applicable):		
<b>3. Type of use</b> (Circle one or more): Multifamily Residential    Commercial    Industrial    Planned Development		
Single Family Residential    Specific Use Permit		
Other (Explain):		
<b>4. Landowner's name</b> (If company or corporation, list chief officer):		
Mailing Address:		
Phone No.:( ) -		
Email:		
<b>5. Applicant's name</b> (Engineer, Planner, Architect, Etc.):		
Mailing Address:		
Phone No.:( ) -		
Email:		
<b>6. Is plat located inside the City limits or City's ETJ?</b> (Circle One): CITY LIMITS    ETJ		
<b>7. Land distribution</b> (in acres)		
Private Streets: _____	Public Streets: _____	Residential Lots: _____
Lakes/Ponds (non-recreational): _____	Irrigation/Drainage Canals: _____	Recreational Uses: _____
Utility Easements: _____	Public Parkland: _____	
Other (explain): _____		(acres): _____
<b>TOTAL ACREAGE:</b> _____		
<b>8. Estimated # of Sections:</b> _____	<b>Blocks:</b> _____	<b>Reserves:</b> _____
<b>9. Estimated # of residential lots/dwelling units:</b>		
<b>10. Residential lot dimensions:</b>	Average: _____	Smallest: _____
<b>11. Lot area:</b>	Non cul-de-sac:	Cul-de-sac:
<b>12. Front width</b> (At property line):	Non cul-de-sac:	Cul-de-sac:
<b>13. Front width</b> (At building line):	Non cul-de-sac:	Cul-de-sac:
<b>14. Depth:</b>	Non cul-de-sac:	Cul-de-sac:
<b>15. Block Length:</b> _____	Average: _____	Longest: _____    Shortest: _____
<b>16. Type of Streets</b> (Circle One):	Public    Private	Combination Public/Private
<b>17. Type of Water System</b> (Circle One):	Public    Individual Water Wells	Other (attach explanation)
<b>18. Type of Sanitary System</b> (Circle One):	Public    Individual Septic Tanks	Other (attach explanation)
<b>19. Municipal Utility District:</b>		



## **APPLICATION FOR PLAT APPROVAL**

**Check One:**       **AMENDING**       **FINAL (including Replat)**  
                               **LARGE ACREAGE TRACT**

<b>1. Name of plat:</b>			
<b>2. Name of preliminary plat that encompasses this plat</b> (if applicable):			
<b>3. Type of plat</b> (Circle one or more):    Multifamily Residential    Commercial    Industrial    Planned Development Single Family Residential        Specific Use Permit Other (Explain):			
<b>4. Landowner's name</b> (If company or corporation, list chief officer):			
Mailing Address:			
Phone No.:(     )     -		Fax No.:(     )     -	
Email:			
<b>5. Applicant's name</b> (Engineer, Planner, Architect, Etc.):			
Mailing Address:			
Phone No.:(     )     -		Fax No.:(     )     -	
Email:			
<b>6. Is plat located inside the City limits or City's ETJ?</b> (Circle One):    CITY LIMITS                    ETJ			
<b>20. Land distribution</b> (in acres)			
Private Streets: _____		Public Streets: _____	
Lakes/Ponds (non-recreational): _____		Residential Lots: _____	
Irrigation/Drainage Canals: _____		Recreational Uses: _____	
Utility Easements: _____		Public Parkland: _____	
Other (explain): _____ (acres): _____			
<b>TOTAL ACREAGE:</b> _____			
<b>7. Number of sections:</b> _____ <b>Blocks:</b> _____ <b>Reserves:</b> _____			
<b>8. Number of residential lots/dwelling units:</b>			
<b>9. Average lot area:</b> _____		<b>Typical lot area:</b> _____	
<b>10. Block Length:</b> <b>Average:</b> _____		<b>Longest:</b> _____	
		<b>Shortest:</b> _____	
<b>11. Type of Streets</b> (Circle One):                    Public                    Private                    Combination Public/Private			
<b>12. Type of Water System</b> (Circle One):                    Public                    Individual Water Wells                    Other (attach explanation)			
<b>13. Type of Sanitary System</b> (Circle One):                    Public                    Individual Septic Tanks                    Other (attach explanation)			
<b>14. Municipal Utility District:</b>			



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**SCHEDULE OF REQUIRED COPIES**

(In accordance with Sections 82, Subdivisions)

**Electronic files are required to be submitted for all information required.  
Provide electronic files in PDF format on a CD ROM and label files clearly.**

**AutoCAD files are required to be provided in DWG or DXF format**

**(See page 11 for AutoCAD file Layer Symbology)**

COPIES REQUIRED	INFORMATION REQUIRED	CONCEPTUAL PLAN	PRELIMINARY PLAT	AMENDING*, FINAL, LARGE ACREAGE TRACT PLAT
26	Application form	X	X	X
3	Prints of plat (24" X 36" - Folded with title block visible)	X	X	X
26	Plat reduction (11"x17" – Folded with title block visible )	X	X	X
26	Previously recorded plat, if applicable (11"x17" – Folded with title block visible )	-	-	X
1 copy of each letter	Letters showing that the plat was sent to utility companies and other entities as required.	-	X	X
3	Preliminary drainage and utility layout	X	-	-
3	Preliminary drainage plan and calculations	-	X	-
3	Preliminary utility plan and calculations (Sanitary, water, etc.)	-	X	-
3	MUD Annexation letter (if applicable)	X	X	-
3	HOA/MUD/Owner acceptance of maintenance responsibility or a public maintenance easement request for on-site drainage & other features (If applicable)	-	X	-

**(Continued on next page)**



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**SCHEDULE OF REQUIRED COPIES**

(In accordance with Sections 82, Subdivisions)

**Electronic files are required to be submitted for all information required.  
 Provide electronic files in PDF format on a CD ROM and label files clearly.  
 AutoCAD files are required to be provided in DWG or DXF format  
 (See page 11 for AutoCAD file Layer Symbology)**

COPIES REQUIRED	INFORMATION REQUIRED	CONCEPTUAL PLAN	PRELIMINARY PLAT	AMENDING*, FINAL, LARGE ACREAGE TRACT PLAT
2	Drainage Impact Analysis (If applicable)	X	X	X
1	Alphabetized list of street names (If applicable)	-	X	X
1	Encumbrance certificate	-	X	-
1	Current title report or title policy (Max 45 days old)	-	-	X
1	Metes and bounds description with title report or policy	-	-	X
1	Copy of current tax certificates or receipts (City, County, School District MUD, LID)	-	-	X
1	Draft of restrictive covenants (If applicable)	-	X	X
1	Letter from Drainage District stating tract has outfall drainage and all impact fees have been paid	-	-	X
15	Parkland Dedication Proposal (If applicable)	X	X	-
2	Traffic Impact Analysis (If applicable)	X	X	X

\*Amending plats: Copies required may be reduced to the submission of 3 copies for all multiple copy items required.





**PLATTING FEE WORKSHEET**

**(As specified in the City's Schedule of Fees for Building, Permits & Licenses)**

Application Type	Per Residential Lots	X	# of Residential Lots	+	Per Acre	X	Acres not in Residential Lots	=	Sub-Total	+	Base Fee	=	Total Fee
Conceptual Plan	\$2	X		+	\$10	X		=		+	\$ 400	=	
Preliminary, Revised Preliminary Plat	\$6	X		+	\$30	X		=		+	\$ 400	=	
Final Plat	\$12.50	X		+	\$80	X		=		+	\$ 500	=	
Large Acreage Tract	Flat Fee										\$ 300	=	
Amending Plat	Flat Fee										\$ 300	=	
Extension of Plat Approval	Flat Fee										\$ 250	=	
Vacation of Plat	Flat Fee										\$1,000	=	
Exemption from Platting	Flat Fee										\$ 300	=	



## **FINAL REQUIRED DOCUMENTS**

Submit the following after the plat has been recorded.

**Building permits will not be issued prior to submission of all information listed below.**

**Electronic files are required to be submitted for all information required.  
 Provide electronic files in PDF format on a CD ROM and label files clearly.  
 AutoCAD files are required to be provided in DWG or DXF format  
 (See page 11 for AutoCAD file Layer Symbology)**

COPIES REQUIRED	INFORMATION REQUIRED
1	Mylar of recorded plat
1	Print of recorded plat (24" X 36" - Folded with title block visible)
1	Print of recorded plat with addressed lots/reserves (24" X 36" - Folded with title block visible)
1	List of addressed lots/reserves as confirmed by Centerpoint Energy Mapping and Addressing Division*
1	Copy of restrictive covenants/ deed restrictions (If applicable)

\* CenterPoint Energy Mapping and Addressing Division assigns all addresses within the City of Missouri City. Contact CenterPoint at (713) 207-4460 with final plat layout to acquire the physical address for lots/reserves.



## **AUTOCAD FILE LAYER SYMBOLOGY**

AutoCAD files are required for proposed conceptual plans, proposed plats, and recorded plats. AutoCAD files should be submitted to the Development Services Department.

### **TEXAS STATE PLANE GRID COORDINATE SYSTEM OF NAD83 IS REQUIRED FOR ALL PLAT SUBMITTALS.**

AutoCAD files are required to be provided on CD in DWG or DXF format with layers according to the following order. All features on electronic drawings must be free standing and independent of external reference blocks.

### Layer Symbology Chart

Layer	Layer Name	Description
1	CL	Centerline
2	ROW	Right of Way
3	LOTLINE_PRO	Lot Line/Reserves (Proposed)
4	BOUNDARY	Boundaries
5	BMARK	City of Missouri City Benchmark
6	LOTNOS	Lot Numbers / Block Names
7	SUBDIVNM	Subdivision Names / Section Numbers
8	STREETNM	Street Names
9	WATER_PRO	Water Lines (Proposed)
10	SANSWR_PRO	Sanitary Sewers (Proposed)
11	STMSWR_PRO	Storm Sewers (Proposed)
12	DRAINAGE	Drainage Ditch
13	PVMT_PRO	Pavement (Proposed)
14	PVMT_EXI	Pavement (Existing)
15	CURVEDT	Curve Data
16	SURVEYDT	Survey Data/TICS/Station Numbers
17	EASEMENT	Easements
18	TBLOCK	Title Block / Vicinity Maps / Legend / Scale
19	MATCHLN	Match Lines

Layer	Layer Name	Description
20	NORTH	North Arrow
21	BUILDLN	Building Lines
22	BUILDFP	Building Footprint
23	TOPO	Topography
24	UTIL_PRO	Utilities (Proposed)
25	LAKES	Lakes / Ponds, etc.
26	STREAM	Creeks / Bayous / Rivers, etc.
27	CANAL	Canals
28	RR	Railroads
29	ADDRESS	Street Address
30	CITYLIM	City Limit Lines
31	COUNTYLN	County Lines
32	ETJ	ETJ Lines
33	NOTES	Notes / Miscellaneous Notations
34	STAMP	City of Missouri City Approval Stamp
35	UTIL_EXI	Utilities Existing
36	LOTLINE_EXI	Lot Line / Reserves (Existing)
37	WATER_EXI	Water Lines (Existing)
38	SANSWR_EXI	Sanitary Sewers (Existing)
39	STMSWR_EXI	Storm Sewers (Existing)