



APPLICATION FOR PLAT APPROVAL

(Note: Plat applications will only be accepted for consideration every Wednesday between 8:00 AM and 4:00 PM. Incomplete applications and those submitted outside of the normal acceptance day will be returned to the Applicant for resubmittal on the next available date.)

Plat Name _____
(Complete subdivision name, section and replat number if applicable)

Court Action Requested

_____ Final _____ Amending _____ Replat _____ Partial Replat

Plat Location

Survey Name(s) and Abstract Number(s):

Geographic Location (Major Street):

North of _____ East of _____
South of _____ West of _____

School District _____ Commissioner Precinct No. _____

Plat Data

Plat Type: (Check appropriate box at each description)

_____ Commercial _____ Residential _____ Street Dedication Plat
_____ Other (explain) _____

New Development Proposed		For Replat Only	
		Existing	Proposed
	Total No. of Acres		
	Blocks		
	Lots		
	Acres in Reserve		
	Acres in Right of Way in a Street Dedication Plat		



Planned Improvements

(Check the boxes that apply)

Streets: Public Private

Storm System: Storm Sewer Open Ditch Combination

Sanitary System (Check the one that applies):

Sanitary Sewer System

Provider Name, Address and Phone No.

On-Site Sewage Facilities (30 TAC Chapter 285 Section 285.4)
(Attach approval letter from the Montgomery County Environmental Health Services)

Water System (Check the one that applies):

Public Water System

Provider Name, Address and Phone No.

Individual wells on each lot

Other Items Required

Plat Application Fee:

Attach check made payable to Montgomery County. (The fee is calculated as per the following: \$200 Base Fee + \$30 per Lot + \$30 per Acre in Reserve + \$50 per Acre of Right of Way in a Street Dedication Plat) ***IN ACCORDANCE WITH THE LAW, PLATS MUST BE RECORDED WITH THE COUNTY CLERK AFTER COMMISSIONERS COURT APPROVAL. RECORDING FEES WILL BE COLLECTED SEPARATELY BY THE COUNTY CLERK.**

Subdivision Development Permit Fee:

Attach separate check made payable to Montgomery County. (The fee is calculated as per the following: \$1000 Base Fee + \$20 per Lot)
*Approval of plat in Commissioners Court serves as permit.



Mylars:

- _____ Attach 20" x 24" original signed mylar(s). (One for Montgomery County + one if the City of Houston will require an original + one if the owner wants an original back) If in an ETJ of a municipality, the mylars must be signed by the city. (Local Government Code 232.101, Montgomery County Subdivision Rules and Regulations)

Paper Copies:

- _____ Attach two complete paper copies of the plat. (Local Government Code 232.101, Montgomery County Subdivision Rules and Regulations)

911 Address Map:

- _____ Attach address map approved by the Montgomery County Emergency Communications District (Health and Safety Code, Title 9, Subtitle B, Chapter 272)

TxDOT Approval:

- _____ Provide TxDOT approval for access connection. (For subdivisions proposing new or modified street connections to TxDOT right of way or for lots with driveways fronting TxDOT right of way. Preliminary approval from TxDOT of the access locations will be acceptable.) (43 TAC Part 1, Chapter 11, Subchapter C)

Bond:

- _____ Bond with Surety (Local Government Code 232.004)
(Attach executed Bond with Surety Form)
- _____ Letter of Credit (Local Government Code 232.0045)
(Attach executed Letter of Credit and Bond without Surety Form)
- _____ Other Financial Guarantee (Local Government Code 232.0045)
(Attach approval from Montgomery County Attorney and include Bond without Surety Form)

Original Tax Certificate:

- _____ Attach original tax certificate showing all taxes paid. (Property Code Section 12.002)

Title Report:

- _____ Attach City Planning Letter or Title Report issued within 30 days of the plat application. (Local Government Code Section 232.101, Montgomery County Subdivision Rules and Regulations.)



Metes and Bounds:

_____ Attach metes and bounds description of the plat boundary signed and sealed by a Registered Professional Land Surveyor. (Local Government Code Chapter 232.001)

Construction Plans:

_____ Attach a complete set of construction plans approved by the County Engineer and the Fire Marshal. (Local Government Code Section 232.101, Local Government Code Section 232.061, Montgomery County Subdivision Rules and Regulations)

Identifying Information

Owner of Record:

Name: _____
Company: _____
Address: _____
Phone: _____ E-mail: _____

Developer:

Name: _____
Company: _____
Address: _____
Phone: _____ E-mail: _____

Architect/Engineer:

Name: _____
Company: _____
Address: _____
Phone: _____ E-mail: _____

Applicant (Person responsible to receive communications regarding the plat application):

Name: _____
Company: _____
Address: _____
Phone: _____ E-mail: _____

This is to certify that the information on this form is complete, true and correct and the undersigned is authorized to make this application.

Signature of Applicant _____ Date _____