



PLAT APPLICATION & CHECKLIST

INSTRUCITONS: Please fill out completely for Concept Plan and Plat. For re-plats, fill out A – G. If more space is needed, attach additional pages. **Please print or use typewriter**

A. REQUESTING: CONCEPT PLAN PLAT REPLAT

- **Concept Plan:** Submit two (2) copies of the concept plan drawn to a scale of not less than 1" = 100' plus ten (10) reduce copies (no smaller than 11 X 17).
- **Plat:** Submit one (1) original "Vellum", plus three (3) full size copies, and one (1) 11 X 17 reduce copy.
- **Administrative Plats/Re-Plats:** Only a final plat required. Submit in accordance with "Plat" above.

B. NAME OF PROPOSED SUBDIVISION: (If Applicable) _____

C. LOCATION AND ADDRESS OF PROPERTY: _____

D. PROPERTY OWNER OF RECORD: _____

ADDRESS: _____ PHONE: _____

E. NAME OF DEVELOPER: (If Not Property Owner) _____

ADDRESS: _____ PHONE: _____

F. NAME OF ENGINEER, PLANNER, SURVEYOR _____

ADDRESS: _____ PHONE: _____

What is the present Zoning District? _____

Are you requesting any zoning change? YES NO

If yes, zoning district requested? _____

Please list by Volume and Page the most resent filed plat on the subject property (If requesting a replat):

G. PROPOSED SUBDIVISION CONTAINS: (Please be specific)

<u>Land Use</u>	<u>No. of lots or units</u>	<u>Acres (for each use)</u>
Single Family	_____	_____
Zero-lot line	_____	_____
Duplex	_____	_____
Townhouses	_____	_____
Multi-Family	_____	_____
Manufactured Housing	_____	_____
Office	_____	_____
Commercial/Retail	_____	_____
Warehouse	_____	_____
Industrial	_____	_____
Public/Private Street R.O.W	_____	_____
Park/Open Spaces	_____	_____
Public Facilities (School, churches, etc.)	_____	_____
Other Land Uses	_____	_____
Total:	_____	_____

H. Pursuant to the City of Rockport Platting & Subdivision Ordinance the following items are required to be shown on the plat or submitted with the plat for consideration. Please use the boxes at the left to verify the completeness of the information submitted.

PLAT CHECK LIST
(Per Article IV & VI, Rockport Platting & Subdivision Regulations)

INDICATE IF ON PLAT		N/A	1. BASIC INFORMATION	CITY VERIFICATION	
<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____	A. Subdivision name	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____	B. Name & address of owner	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____	C. Title: "Replat" "Concept Plan" or "Plat"	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____	D. Name & address of engineer, planner, and/or surveyor responsible for design	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____	E. Date	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____	F. Scale	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____	G. North arrow	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____	H. Small scale location map	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____	I. Names of adjacent subdivisions	<input type="checkbox"/> YES	<input type="checkbox"/> NO
2. SURVEYING					
<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____	A. Boundary Survey of plat (bearing & distances)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____	B. Reference to original survey or previous subdivision	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____	C. Monuments shown on plat	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____	D. Monuments set in field	<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. INTERIOR DETAILS					
<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____	A. Dimension & Location of all lots, streets, easements, park, etc.	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____	B. Names of Streets (new & old)	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____	C. Lot & Block numbers	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____	D. Location, names, widths of streets, alleys, easements	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____	E. Detail curve information	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/> YES	<input type="checkbox"/> NO	_____	F. Building lines, exterior & interior	<input type="checkbox"/> YES	<input type="checkbox"/> NO

[] YES [] NO _____ G. Existing Natural and other physical features [] YES [] NO
 [] YES [] NO _____ H. Zoning District Designation [] YES [] NO
 [] YES [] NO _____ I. Tree plan (showing significant trees in proposed R-O-W's) [] YES [] NO

4. CERTIFICATION

[] YES [] NO _____ A. Licensed surveyor's signature plate [] YES [] NO
 [] YES [] NO _____ B. Planning & Zoning Commission Signature plate [] YES [] NO
 [] YES [] NO _____ C. Owners signature(s) plate [] YES [] NO
 [] YES [] NO _____ D. Lien Holder(s) or others, if any [] YES [] NO

5. TAXES

[] YES [] NO _____ A. Certificates of all past & current taxes paid on property being platted. [] YES [] NO

6. LEGAL STIPULATIONS

[] YES [] NO _____ A. Copy of all deed restrictions pertaining to the subject property [] YES [] NO
 [] YES [] NO _____ B. Copy of Condominium Regime [] YES [] NO
 [] YES [] NO _____ C. Copy of Warranty Deed [] YES [] NO

NOTE: Construction plans showing: (2 Sets to be submitted with plat.)
 A. Utility distribution system(s) (off-site & on-site)
 B. Streets, sidewalks & drive approaches & dimensions
 C. Drainage plan (off-site & on-site)
 D. Topographic Map (contours: 2' intervals & Flood Hazard Maps)

K. FILING FEE: (Make check payable to the City of Rockport)

- Concept Plan - \$100.00
- Plat - \$100.00 + \$10.00 per acre
- Minor Plat/Replat - \$100.00
- Submit application and filing fee to the Department of Building & Development, City of Rockport, 2751 S.H. 35 Bypass, Rockport, TX 78382
- After official approval the applicant is responsible for recording all plats at the Aransas County Court House and must then submit one (1) signed copy for the City files.

SIGNED _____
 (Owner or Developer)

<u>FOR CITY USE</u>		
Received By _____	Date _____	Fees Paid \$ _____
Submitted information: [] Accepted [] Rejected By _____		
If rejected, reasons why: _____		

Receipt No. _____		

**BUILDING & DEVELOPMENT DEPARTMENT
EVENT CALENDAR FOR
CONCEPT PLAN / PLAT / RE-PLAT / ADMINISTRATIVE PLAT**

(Refer to City of Rockport Platting & Subdivision Ordinance for specific details)

WEEK 1

- Submit Application for concept plan, plat, re-plat or administrative plat along with appropriate plat document with legal description.
- If platting is part of a PUD, also see procedures under SUGGESTED DEVELOPMENT PROCESS FOR RE-ZONING, SPECIAL USE, PUD.
- If Administrative Plat: plat is reviewed and signed by Chairman & Secretary of Planning & Zoning Commission then returned to applicant or surveyor for recording.

WEEK 2

- If re-plat - requires public hearing. City posts and publishes required 15-day public notice.
- If Concept Plan or Plat - City posts agenda for Planning & Zoning Commission meeting (agenda requires 72 hour posting).

WEEK 3

- If re-plat, a Public Hearing with the Planning and Zoning Commission conducted. Possible approval by the Commission at this time.
- If Concept Plan or Plat, a regular meeting with the Planning and Zoning may be held at this time, otherwise goes to WEEK 4. Possible approval by the Commission at this time.
- If plat is for PUD, a Joint Public Hearing with the City Council and the Planning & Zoning Commission conducted (see: EVENT CALENDAR FOR RE-ZONING, SPECIAL USE, PUD).

WEEK 4

- If Concept Plan or Plat, a regular meeting with the Planning and Zoning Commission conducted. Possible approval by the Commission at this time.
- Planning and Zoning Commission Meeting for PUD plat. Recommendations from the Commission go to the City Council at their next available meeting (see: EVENT CALENDAR FOR RE-ZONING, SPECIAL USE, PUD).
- Request any road closures for action at next City Council meeting

WEEK 5

- City Council receives report from Planning and Zoning Commission: possible first reading of Ordinance for PUD.

- City Council takes action on request for road closures (if submitted in Week 4 – if not, submit request now)

WEEK 6

- If request for Road Closure was not made at Weeks 4 or 5, request now.

WEEK 7

- City Council: possible second (and final) reading of ordinance for PUD. Action on request for Road Closures (if not done at Week 5). Submit tree plan (tree survey – site plan is ok) to Tree Committee. One meeting, no public hearing is required.

After approval received for plat, re-plat, PUD plat, road closures and tree plan - **REQUEST BUILDING PERMIT**. About a week to ten (10) days for review of residential construction plans; up to 45 days for review of commercial construction plans. Plans for drainage, utilities, etc., are reviewed by others for issue of Building Permit.