



City of Jarrell
 161 Town Center Blvd.
 Jarrell, Texas 76537
 Fax (512) 746-4593
www.cityofjarrell.com

Subdivision Name: _____

Submittal Date: _____

**MINOR PLAT
 APPLICATION & CHECKLIST**

INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission.
- Use the most current application from the City’s website (www.cityofjarrell.com) or at City Hall.
- City ordinances can be obtained at City Hall or by emailing the City Planner at j.moyer@cityofjarrell.com.

PROCESS:

The applicant may meet with the City Manager or designee at a pre-development conference to determine that the proposed division is eligible for following the minor plat process.

SUBMITTAL REQUIREMENTS:

- ___ 1. Completed application form with owner’s original signature.
 - ___ 2. Subdivision name
 - ___ 3. Submittal date
 - ___ 4. 2 paper copies 11” x 17” of the Minor Plat with the title of the Minor Plat appearing on the outside. (Minor Plat content located on the City’s website at www.cityofjarrell.com under Community Development Appendix A: Subdivision, Site Plan, Variance Forms and checklists)
 - ___ 5. Copy of the Minor Plat in pdf format.
 - ___ 6. A copy of the deed(s) identifying the owners of the property.
 - ___ 7. Letters from utility providers stating that utilities are available.
 - ___ 8. Certification from a Surveyor that the property boundary closes as per minimum standards set forth by the Texas Board of Professional Land Surveying code, as amended, specifically Sections 663.13 – 663.23 which include provisions requiring 1:10,000 + .010 feet precision for monuments found or set within the corporate limits of any city in Texas.
- The City Manager or designee will review the application for completeness. If the application is complete, the City Manager or designee will review the plat for technical compliance with the code.**

APPROVAL PROCESS:

If the City Manager or designee determines that the plat does not meet the approval criteria, he or she will summarize the comments in a letter to the applicant. The applicant must respond within 12 days of the date of the comment letter, or the application will be denied. The applicant may request that the plat may be forwarded to the Planning & Zoning Commission and City Council, which will take final action.

Once the City Manager or designee has determined that the plat meets all approval criteria, he or she will contact the applicant and request one Mylar copy and three bond copies of the plat for final signatures. It is the applicant's responsibility to have the Mylar plat filed for record with the County Clerk. Only a recorded plat is considered valid for the purposes of title transfer or building permits, and any entity wishing to apply for a building permit must present a copy of the recorded plat from the County Clerk's office.

FILING FEE CALCULATION:

Filing Fee: \$ 500.00

Staff Use Only: Check No. _____ Additional Check No. _____

TOTAL FEE (due at the time of application submission): \$ _____

PROPERTY INFORMATION:

Property Address: _____

Property Acreage: _____

Legal Description: _____

County Short ID#: _____

CURRENT ZONING: _____

APPLICANT INFORMATION:

Please Note: The signature of owner authorizes City of Jarrell staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

(Check One):

___ I, the owner, will represent this application with the City of Jarrell.

___ I, the owner, hereby authorize the person named below to act as my agent in processing this application with the City of Jarrell.

OWNERSHIP INFORMATION:

Property Owner: _____ **Phone:** _____ **Fax:** _____

(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.)

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Email: _____ **Mobile:** _____ **Pager:** _____

I hereby request that my property, as described above, be considered for a Minor Plat and I give City Staff and elected or appointed representative's permission to visit the site described in this application:

Owner's Signature: _____

Date: _____

AGENT INFORMATION:

If an agent is representing the owner of the property, please complete the following information:

Project Agent: _____ **Phone:** _____ **Fax:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Email: _____ **Mobile:** _____ **Pager:** _____

I hereby authorize the person named above to act as my agent in processing this application:

Owner's Signature: _____

Date: _____

I hereby attest that I prepared this application/checklist and that all information shown hereon is correct and complete to the best of my knowledge.

Signature

Name (printed)

Date

Do not write below - Staff Use Only

Accepted for Processing by: _____ Date: _____

Application Approved: Yes No

If no, reason for disapproval: _____

City Manager/Designee Comments:

