

**Planning & Zoning**  
City of Palmview  
304 West Veterans Blvd.  
Palmview, TX 78572  
(956) 432-0300 ext 3



## Subdivision Application

INCODE PERMIT # \_\_\_\_\_

Date: \_\_\_\_\_ Request Type (circle one): Preliminary Final Amended Re-plat

Name of Subdivision including any official section number(s): \_\_\_\_\_

Property Owner: \_\_\_\_\_ Developer: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_ Owner Email: \_\_\_\_\_

Location: \_\_\_\_\_

Present Land Use: \_\_\_\_\_ Desired Land Use: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Required Zoning: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Total area of proposed subdivision to be developed: \_\_\_\_\_ acres.

Inside City Limits? Yes \_\_\_\_\_ No \_\_\_\_\_ If "No", is in the \_\_\_\_\_ comprehensive development area  
\_\_\_\_\_ rural development area

Consulting Firm: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Number of Lots: Single Family \_\_\_\_\_ Multi-Family \_\_\_\_\_ Commercial \_\_\_\_\_ Industrial \_\_\_\_\_

Area of smallest proposed lot: \_\_\_\_\_ square feet (Lot # \_\_\_\_\_)

Width of narrowest proposed lot: \_\_\_\_\_ feet (Lot # \_\_\_\_\_)

Restrictive Covenants proposed (circle one) Yes No If "Yes", attach copy of restrictions

Proposed Wastewater Treatment: Sanitary Sewer \_\_\_\_\_ OSSF (On-Site Septic Facility) \_\_\_\_\_

Electric Power and Light Company to Serve the Proposed Subdivision: \_\_\_\_\_

Irrigation District: \_\_\_\_\_ Potable Water Retailer: \_\_\_\_\_

**Owner of record, holding title to real estate within the proposed subdivision. Ownership instrument (i.e., Title Policy, Warranty Deed and Deed of Trust) shall be submitted with application. All such owners are listed immediately below.**

Name(s): \_\_\_\_\_

Mailing Address & Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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Have any of said owners designated agents to submit and revise this plat application on their behalf?  
Yes \_\_\_\_\_ No \_\_\_\_\_ (If "Yes" attached duly notarized documentation to that effect, signed by each such owner.)

The undersigned owners of record (or their authorized agents) hereby agree to make all the improvements, and to meet all the requirements and standards as specified in the City of Palmview Code of Ordinances. The undersigned hereby request that the Palmview Planning & Zoning Commission and the City Council approve the attached subdivision plat. The undersigned hereby declared that we have made a diligent effort to ensure that all items contained in this application (including all construction plans) are true and complete. Developer's requirement sheet must be completed, signed, and submitted with the application form.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### ACKNOWLEDGEMENTS

#### Owner

I acknowledge that the subdivision application is a process. During this process, my application is reviewed by multiple departments and requires separate and distinct approval by each. I understand that approval by one department does NOT constitute approval by all departments and should not be construed as final approval, clearance, or notice to proceed. Furthermore, review of this application by staff is dependent upon accuracy of the information provided. Any information found to be lacking or incorrect may result in my application being delayed or denied. If any portion of my plan changes or must be modified, it is my responsibility to notify staff as soon as practicable, and I accept that these changes may result in reassessment, denial, or revocation of any approvals or permits received prior to that time.

**Owner/Agent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

#### Engineer

I have read the information contained on the following Subdivision Plat fees and Submission requirements forms and hereby agree to comply with requirements noted herein.

**Project Engineer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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#### Office Use:

Subdivision Review Meeting Date: \_\_\_\_\_

Planning and Zoning Commission Meeting Date: \_\_\_\_\_

City Council Meeting Date: \_\_\_\_\_



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## Subdivision Plat Fees

Subdivision Name: \_\_\_\_\_

### Administrative Fees (select all that apply)

- 1. Preliminary Plat, \$500 \_\_\_\_\_
- 2. Final Plat, \$500 \_\_\_\_\_
- 3. Amended Plat, \$500 \_\_\_\_\_
- 4. Re-Plat, \$500 \_\_\_\_\_
- 5. Park Fees (Per Unit), \$500 # of units \_\_\_\_\_
- 6. Inspection Fee, 4% \_\_\_\_\_
- 7. Construction Materials Testing Fee, 4% \_\_\_\_\_
- 8. Plat recording fee, \$105 \_\_\_\_\_

## Subdivision Requirements Checklist

### Preliminary Plat

### Copies

- 1. Subdivision Plat, Utility Layout, Construction Plans (Folded) 4
- 2. Digital File(s) (emailed, USB) 1
  - 24"x36" Plat w/notes, drainage, utilities, etc. (as applicable)
  - 8.5"x11" reduced plat, map with name and north arrow
- 3. Preliminary Drainage Report 2
- 4. 8.5"x11" copies of subdivision plat and utility layout 1
- 5. Warranty Deed 1
- 6. Signed Application (with letter of authorization if applicable) 1



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### Pre-construction

### Copies

A meeting and written notice to proceed will be required before beginning improvements.

- |   |   |
|---|---|
| <input type="checkbox"/> 1. Subdivision Plat and Construction Plans   | 4 |
| <input type="checkbox"/> 2. Digital Construction Plans (emailed, USB) | 1 |
| <input type="checkbox"/> 3. Engineer Cost Estimate                    | 1 |
| <input type="checkbox"/> 4. Approved Drainage Report                  | 1 |
| <input type="checkbox"/> 5. SWPPP/CNOI (Required)                     | 2 |

### Final Plat Requirements

- |  |   |
|--|---|
| <input type="checkbox"/> 1. Mylar of Subdivision Plat                                  | 1 |
| <input type="checkbox"/> 2. Mylar of As-Built Construction Plans                       | 1 |
| <input type="checkbox"/> 3. Digital Copy of As Built Construction Plans (emailed, USB) | 1 |
| <input type="checkbox"/> 4. Letter of Credit (if applicable)                           | 1 |