

TOWN OF CROSS TIMBER, TEXAS  
APPLICATION FOR FINAL OR SHORT FORM PLAT APPROVAL

General Information

1. Name of Proposed Subdivision \_\_\_\_\_
2. Name of Applicant (owner or agent) \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_
3. Name of Engineer \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_
4. Name of Surveyor \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

Subdivision Specifications

1. General Location \_\_\_\_\_
2. Survey Name \_\_\_\_\_ Abstract # \_\_\_\_\_
3. Total Acreage \_\_\_\_\_ Number of Lots \_\_\_\_\_ Number of Blocks \_\_\_\_\_
4. Total Acreage in Other Uses \_\_\_\_\_ (Any land within boundaries of plat that is not divided into normal residential lots.)
5. Type of Subdivision: Re-Subdivision \_\_\_\_\_ Residential \_\_\_\_\_ Apartment \_\_\_\_\_  
Commercial \_\_\_\_\_ Industrial \_\_\_\_\_

The subdivider shall cause to be prepared a final plat certified by a Registered Public Land Surveyor licensed by the State of Texas in accordance with this ordinance. The final plat shall conform to the preliminary plat as approved by the Town Board of Aldermen and incorporating any and all changes, modifications, alterations, corrections and conditions imposed by the Zoning Commission.

The subdivider shall submit three (3) copies of the final plat and accompanying data and plat filing fee with the Town Planning and Zoning Clerk. After review and approval by the Town Engineer, the subdivider shall submit ten (10) copies of the correct plat to the Town Planning and Zoning Clerk at least thirty (30) days prior to the date of the Town Board of Aldermen

meeting at which formal application for town approval of the final plat will be made. Where fewer copies are required, it is noted below. A plat is not deemed submitted until it has been received by the Town Planning and Zoning Clerk. In the event the submittal is incomplete and additional material is required, a new submittal date is determined to be at the time when all required material is in the office of the Town Planning and Zoning Clerk.

The subdivider shall present an application request for the final plat approval to the Town Board of Aldermen at an official meeting. The final plat submitted for approval shall be considered for approval by the Town Board of Aldermen only in the event it meets the submittal requirements of this article at the time of formal application and prior to the expiration date of the preliminary plat approval.

With the Town Engineer's recommendation, the final plat shall be presented to the Town Board of Aldermen for approval.

At the time of filing, the final plat shall be accompanied by a filing fee as set out in the Fee Schedule Ordinance of the Town.

The applicant for approval of a final plat shall pay in addition to the filing fee, all engineering fees incurred by the town in having the plat reviewed. All fees must be paid prior to final approval of the final plat or the plat is deemed disapproved.

The plat shall be drawn to a scale of not more than one hundred (100) feet to one (1) inch or greater. The final plat shall include or be accompanied by the following:

<u>Information shown on plat or provided</u>	<u>Not Applicable</u>	
_____	_____	(1) The bearings, dimensions and appropriate curve data necessary to reconstruct the boundary lines, lot lines and center lines of street right-of-ways.
_____	_____	(2) The bearings, dimensions and appropriate curve data to locate utility and drainage easements, parks and other public areas or other right-of-ways, blocks, lots and other sites in the subdivision.
_____	_____	(3) A note stating a water well and a sanitary zone around the well with a one hundred (100) foot radius in which no absorptive type septic tank system may be constructed will be required for each lot. This sanitary zone shall remain inviolate even though it crosses the boundary of any

adjacent lots. In no case shall a sanitary zone cross the subdivision boundaries.

\_\_\_\_\_ (4) The subdivision boundary line shall be described by bearings and distances and pertinent curve data where applicable. The subdivision boundary shall be referenced to an original survey corner or a corner of an adjacent platted subdivision or a corner of the parent tract of which the property is a part thereof.

\_\_\_\_\_ (5) The names and recording information of all adjoining subdivisions and unplatted tracts of land, with lot and block numbers shown by dotted or dashed lines.

\_\_\_\_\_ (6) The final plat title with the name of the subdivision, the name of the survey and abstract number and names of city and county in which the property is located.

\_\_\_\_\_ (7) A legal description of the property boundaries is to be included on the plat.

\_\_\_\_\_ (8) The signature and seal of a Registered Public Land Surveyor (a professional engineering seal is not acceptable) as follows:

Certification of the surveyor responsible for surveying the subdivision area attesting to its accuracy  
State of Texas  
County of \_\_\_\_\_

I, the undersigned, a registered public land surveyor in the State of Texas, hereby certify that this plat is true and correct and was prepared from an actual survey of the property on the ground made under my supervision.

\_\_\_\_\_  
(Name) Registered Public Land Surveyor  
License No. \_\_\_\_\_

\_\_\_\_\_ (9) The location of a minimum of two (2) permanent bench marks if any land is in a one hundred (100) year flood plain.

\_\_\_\_\_ (10) Intermediate property corners, curve points and angle points marked by iron rods, not less than twelve inches in length driven flush with the ground or countersunk, if necessary, in order to avoid being disturbed.

\_\_\_\_\_ (11) A statement of ownership and dedication of all streets, alleys, easements and lands to public use forever, signed and acknowledged before a Notary Public by the owner of the land as follows:

Owners Acknowledgment

The State of Texas

County of \_\_\_\_\_

I (We), the undersigned, owner(s) of the land shown on this plat and designated herein as the \_\_\_\_\_ Addition of the Town of Cross Timber and whose name is subscribed hereto, hereby dedicate to the use of the public forever all streets, alleys, parks, water courses, drains, easements, and public places thereon shown for the purpose of consideration therein expressed.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

The State of Texas

County of \_\_\_\_\_

Before me, the undersigned authority on this day personally appeared \_\_\_\_\_ known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for purposes and consideration therein stated.

Given Under My Hand and Seal of Office this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Notary Public in and for \_\_\_\_\_ County, Texas  
My Commission expires: \_\_\_\_\_



\_\_\_\_\_ (12) The approximate location of the one hundred (100) year flood plain, if applicable, and the current source of flood plain information.

\_\_\_\_\_ (13) Where lots are located in or adjacent to the one hundred (100) year flood plain, a minimum recommended finished floor elevation for each lot. The minimum floor elevation is one (1) foot above the adjoining flood plain area.

\_\_\_\_\_ (14) No final plat shall be approved by the town until all utility companies have expressed approval of the final plat in writing.

\_\_\_\_\_ (15) The final plat shall be furnished upon sheets no smaller than eighteen (18) inches by twenty-four (24) inches and no larger than twenty-four (24) inches by thirty-six (36) inches or as required by the Town Engineer. Where more than one sheet is required, an index sheet shall be submitted showing the entire subdivision on one sheet. After approval of the final plat, three (3) reproducible mylars shall be provided to the Town Planning and Zoning Clerk.

\_\_\_\_\_ (16) The final plat shall be submitted to the Town Planning and Zoning Clerk. The Town Engineer will check the plat as to compliance with these regulations and prepare a letter of recommendation for approval or if disapproved with reasons thereof.

\_\_\_\_\_ (17) The following certificates of approval by the Town Board of Aldermen shall be placed on the plat:

1. Approved this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, by the Town Planning and Zoning Board for the Town of Cross Timber.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
City Secretary

2. Approved this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, by the Board of Aldermen for the Town of Cross Timber.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Secretary

\_\_\_\_\_ (18) Site improvement data requirements:

1. Construction plans are required for all proposed streets, alleys, sidewalks and drainage structures.
2. Construction plans are required for all proposed storm sewers, channels and easements.
3. Plans for proposed installation of street signs and other such features are required.

\_\_\_\_\_ (19) Written and notarized statement requirements:

1. A statement describing the minimum improvements which the developer agrees to provide, conditional upon Town approval of final plat, is required.
2. An original tax certificate(s) showing that no delinquent taxes are due shall be included with the final plat submittal.

Within thirty (30) days after formal application for final plat approval is submitted to the Town and provided all submittal requirements of this article are met, the Town shall approve or disapprove said plat.

(1) Approval of the final plat by the Town constitutes authorization for the Town to record the plat and the subdivider to proceed with the installation of the subdivision improvement.

(2) If final plat is disapproved, the Town shall inform the subdivider in writing of the reason at the time such action is taken.

#### CERTIFICATION

This is to certify that the attached and foregoing information concerning the proposed subdivision is true and correct and that I am the actual owner or authorized agent for the owner

of the above described property.

\_\_\_\_\_  
Signature of owner and/or agent

Taken by \_\_\_\_\_ File # \_\_\_\_\_

Date \_\_\_\_\_ Fee \$ \_\_\_\_\_ Receipt # \_\_\_\_\_