



**Village of Pleak**

**6621 FM 2218 South, Richmond, TX 77469**

**pleakvillage@yahoo.com**

**Phone: 281.239.8504**

## APPLICATION FOR SUBDIVISION APPROVAL

Check type of Submittal:

- |   |  |
|---|--|
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Final Plat            |
| <input type="checkbox"/> Replat           | <input type="checkbox"/> Short Form Final Plat |
| <input type="checkbox"/> Amending Plat    | <input type="checkbox"/> Vacating Plat         |
| <input type="checkbox"/> Minor Plat       | <input type="checkbox"/> Extension of Approval |
| <input type="checkbox"/> Exemption        | <input type="checkbox"/> Variance              |
| <input type="checkbox"/> Land Plan        | <input type="checkbox"/> Rezoning              |

1. Name of Subdivision:

2. Name of Land Plan that encompasses this plat:

3. Applicant (Landowner) Name (If company or corporation, list chief officer):

Address:

Telephone:

(Street)

(City,State/Zip) Fax No:

Email:

4. Applicant's Agent (Engineer, Planner, Architect, Etc.):

Address:

Telephone:

(Street)

(City,State/Zip)

Fax No:

Email:

5. Is Plat Inside City Limits? Yes No Inside ETJ? Yes No

6. Type of Plat: Apartment Townhouse Commercial Industrial

Planned Unit Development

Standard Single Family Residential

Other (Explain):

7. Total Acreage:

8. # of Sections:

9. # of Blocks:

10.# of Residential Lots or # of Dwelling Units:

11. # of Reserves:

12. Total Acreage of Areas Not Divided into Lots (Reserved for other land uses):

13. Acreage of Land Parcels Dedicated to Public Use:

14. Acreage Reserved for Use of Property Owners:

15. Typical Lot Area:

16. Lots: Size: Square Footage: Number: Total:

17. Block Length: Average: Longest: Shortest:

18. Public Streets? Yes No Private Streets? Yes No Combination Public/Private? Yes No

19. Sanitary System: Public? Yes No Septic Tanks? Yes No

Name of Municipal Utility District:

Address:

Telephone:

(Street)

(City,State/Zip)

Fax No:

20. Land Distribution (in acres): Private Street:

Public Street:

Private Common Areas:

Reserves:

Public Park Land:

Drainage:

Lots, Net:

Total:

CITY (Initial & Date):

FEE AMOUNT COLLECTED:



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Richmond, Texas 77469  
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## SUBDIVISION FEE WORKSHEET

Application Type	Per Lot	X	# of Lots	+	Per Acre	Acres in Reserves	=	Sub-Total	+	Admin Fee	+	Base Fee	=	Total Fee
Preliminary Plat	\$5	X		+	\$25		=		+	\$0	+	\$800	=	
Final Plat, Replat, & Short Form Plat	\$10	X		+	\$25		=		+	\$0	+	\$1,500	=	
Amending Plat					Flat Fee					\$0	+	\$800	=	
Vacating Plat					Flat Fee					\$0	+	\$800	=	
Minor Plat					Flat Fee					\$0	+	\$800	=	
Extension of Plat Approval					Flat Fee					\$0	+	\$500	=	
Exemption from Platting					Flat Fee					\$0	+	\$800	=	
Variance					Flat Fee					\$0	+	800	=	
Land Plan					Flat Fee					\$0	+	\$2,000	=	
Rezoning		X		+	\$25		=		+	\$500	+	\$800	=	

### NOTES:

All acreages should be rounded up to the nearest whole number. For example, 10.6541 acres should be rounded to 11 acres and 10.0541 acres should be rounded to 11 acres.

Plat Recordation Fees shall be paid for by the Applicant at the rates charged by Fort Bend County.

Construction plan review and construction fees shall be paid based on the City's current fee schedule at the time of submittal.



## **SUBDIVISION APPLICATION SUBMITTAL ITEMS AND CHECKLIST**

<b># Copies</b>	<b>Rcvd by City</b>	<b>Information / Document Required</b>	<b>Land Plan</b>	<b>Prelim</b>	<b>Final</b>
10		Plat / Land Plan application form	X	X	X
10		Prints of Plat / Land Plan - 24" X 36" (folded to fit 10" X 15" mailing envelope w/ title block visible)	X	X	X
10		Plat / Land Plan reductions - 11" X 17" (folded)	X	X	X
1		Electronic copy of Plat / Land Plan & required documents	X	X	X
1		Application fee	X	X	X
5		Copies of letters showing that Plat / Land Plan has been sent to utility companies and other entities for review		X	
5		Preliminary drainage layout	X		
5		Preliminary drainage plan and calculations		X	
5		Preliminary utility plan and calculations		X	
3		Alphabetized list of street names		X	X
5		Encumbrance certificate		X	
5		Current title opinion or Dity Planning Letter (max 45 days old)			X
5		Metes and bounds description signed and sealed by surveyor			X
3		Copy of current tax certificates or receipts (City, County, School District, MUD, LID)			X
5		Restrictive Covenants (paper and digital format in MS Word required)		X	X
5		Letter from Drainage District approving outfall drainage			X
5		Receipt or letter from Drainage District stating impact fees paid			X

## **FINAL PLATS AFTER RECORDATION AND PRIOR TO ISSUANCE OF BUILDING OR CONSTRUCTION PERMIT**

<b># Copies</b>	<b>Information / Document Required</b>
1	1:100 mylar of recorded plat
4	1:100 prints of recorded plat
1	Electronic copy of recorded plat (in AutoCAD format; either DWG or DXF File) and PDF of recorded Plat
1	Electronic copy of restrictive covenants
1	Paper copy of restrictive covenants
3	Paper copy of recorded plat with approved addresses on all parcels/lots
1	Payment of Misc. Fees (if applicable)

Electronic copies and data shall be submitted in the required format on a flash drive or as otherwise required by the Village.