



**TOWN OF HORIZON CITY**  
 14999 Darrington Road  
 Horizon City, Texas 79928  
 Phone 915-852-1046 Fax 915-852-1005

**MAJOR SUBDIVISION  
 PRELIMINARY APPLICATION**

SUBDIVISION ASSIGNED NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

1. LEGAL DESCRIPTION FOR THE AREA INCLUDED ON THIS PLAT (TRACT, BLOCK, GRANT, etc.)  
 \_\_\_\_\_

2. PROPERTY LAND USES:

	ACRES	SITES		ACRES	SITES
SINGLE-FAMILY	_____	_____	OFFICE	_____	_____
DUPLEX	_____	_____	STREET & ALLEY	_____	_____
APARTMENT	_____	_____	PONDING & DRAINAGE	_____	_____
MOBILE HOME	_____	_____	INSTITUTIONAL	_____	_____
P.U.D.	_____	_____	OTHER	_____	_____
PARK (Min 1 acre)	_____	_____	_____	_____	_____
SCHOOL	_____	_____	_____	_____	_____
COMMERCIAL	_____	_____	TOTAL NO. SITES	_____	_____
INDUSTRIAL	_____	_____	TOTAL (GROSS) ACREAGE	_____	_____

3. WHAT IS THE EXISTING ZONING OF THE ABOVE DESCRIBED PROPERTY? \_\_\_\_\_ PROPOSED ZONING \_\_\_\_\_

4. WILL THE RESIDENTIAL SITES, AS PROPOSED, PERMIT DEVELOPMENT IN FULL COMPLIANCE WITH ALL ZONING REQUIREMENTS OF THE EXISTING RESIDENTIAL ZONE(S)? YES  NO

5. WHAT TYPE OF UTILITY EASEMENTS ARE PROPOSED? UNDERGROUND  OVERHEAD  COMBINATION

6. WHAT TYPE OF DRAINAGE IS PROPOSED? (IF APPLICABLE LIST MORE THAN ONE) \_\_\_\_\_

7. IF SINGLE-FAMILY OR DUPLEX DEVELOPMENT IS PROPOSED: AVERAGE FLOOR AREA OF HOUSES \_\_\_\_\_

8. PRICE RANGE: \_\_\_\_\_ TO \_\_\_\_\_, FINANCED UNDER FHA  VA  CONVENTIONAL

9. ARE SPECIAL IMPROVEMENTS PROPOSED IN CONNECTION WITH THE DEVELOPMENT? YES  NO

10. IS A MODIFICATION OF ANY PORTION OF THE SUBDIVISION ORDINANCE PROPOSED? YES  NO   
 IF ANSWER IS "YES", PLEASE EXPLAIN THE NATURE OF THE MODIFICATION \_\_\_\_\_

11. WHAT TYPE OF LANDSCAPING IS PROPOSED? PARKWAY  MEDIANS  OTHER  \_\_\_\_\_

12. REMARKS AND/OR EXPLANATION OF SPECIAL CIRCUMSTANCES: \_\_\_\_\_

13. OWNER OF RECORD \_\_\_\_\_  
 (NAME & ADDRESS) (ZIP) (PHONE)

14. OPTIONEE \_\_\_\_\_  
 (NAME & ADDRESS) (ZIP) (PHONE)

15. DEVELOPER \_\_\_\_\_  
 (NAME & ADDRESS) (ZIP) (PHONE)

16. ENGINEER \_\_\_\_\_  
 (NAME & ADDRESS) (ZIP) (PHONE)

17. APPLICANT \_\_\_\_\_  
 (NAME & ADDRESS) (ZIP) (PHONE)

**NOTE:**  
 Applicant is responsible for all expenses incurred by the City in connection with the Final plat approval request, including but not limited to attorney's fees, engineering fees and publication. Charges will be invoiced separately. Initials \_\_\_\_\_.

Applicant Signature \_\_\_\_\_ EMAIL \_\_\_\_\_

**APPLICATION MUST BE COMPLETE & VALIDATED PRIOR TO SUBDIVISION PROCESSING**  
 Acceptance of fee does not grant acceptance of application.  
 Non Refundable Deposit \$500.00 Fee: \$250.00 (\$100 Preliminary Plat & \$150 Improvement Plan Review)

# **TOWN OF HORIZON – Major Subdivision Preliminary**

REQUIRED ITEMS FROM APPLICANT TO BE SUBMITTED WITH THE *Preliminary* APPLICATION ARE AS FOLLOWS:

- 1) Completed application, fee & non refundable deposit. (See Note Box)
- 2) Applications for Extraterritorial Jurisdictions (ETJ) parcels requiring to Plat or Replat will require verification from El Paso County that the application has been submitted to them for processes. Comments or any requirements being imposed for the plat should be forwarded to the Town's Planning Department for approval consideration.
- 3) Affidavit – Appointment of a representative by Landowner
- 4) Proof of Ownership: Title / Deed
- 5) Original Tax Certificate (receipt) from all tax entities that levy ad valorem taxes certifying that all taxes for the subdivision have been paid
- 6) Copy of the restrictions & covenants to be recorded, if any
- 7) Request for decision by City Council as per Municode Chapter 10, Section 2.8.2 E Stipulations for Dedicated Parkland, if applicable
- 8) **PLANS:**
  - ☞ Four (4) sets of Preliminary and Final Plat Maps (folded). Certificates & Acknowledgements as per section 4.9 of Subdivision Ordinance No. 0035 shall appear on the first sheet of the final plat.
  - ☞ Three (3) copies of detailed construction plans for streets and drainage and Stormwater Pollution Prevention Plans (SWPPP) shall bear the seal and signature of a professional engineer. (If available with Preliminary, otherwise required with Final Application)
  - Note: Final improvement plans that are approved and signed by the Town Engineer are required in digital format, preferably PDF on CD.*
- 9) One (1) Digital Copy of Each: Preliminary, Final & Construction Plans
- 10) Utility Commitment Letters from:

Utility Company	Contact	Email	Phone Number
Horizon Regional Municipal Utility District (HRMUD)	General Manager		(915) 852-3917
AT&T	EP Admin Mail Box	G02118@att.net	
El Paso Electric	Margaret G. Ontiveros	margaret.ontiveros@epelectric.com	(915) 543-4106
Texas Gas	Laura C. Ruiz	laura.ruiz@onegas.com	(915) 680-7366

**Note:** Failure of the subdivider to submit a final plat for review and approval with six (6) months of the date of approval of the preliminary plat by the Town Council will nullify the approval of the preliminary subdivision plat and obligate the subdivider to reapply for the preliminary plat approval should the subdivider wish to pursue the subdivision. (§4.2.4 Subdivision Municode Chapter 10)

**SOURCES:**

Regulations for Subdivisions, Municode Chapter 10 may be accessed on the City Website @ [www.horizoncity.org](http://www.horizoncity.org).