



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

**MAJOR SUBDIVISION  
 FINAL PLAT APPLICATION**

SUBDIVISION PROPOSED NAME: \_\_\_\_\_ SUBMITTAL 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 PROPERTY DESCRIBED ABOVE? \_\_\_\_\_ 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. ARE SPECIAL IMPROVEMENTS PROPOSED IN CONNECTION WITH THE DEVELOPMENT? YES  NO

9. IS A MODIFICATION OF ANY PORTION OF THE SUBDIVISION ORDINANCE PROPOSED? YES  NO

IF "YES", PLEASE LIST SECTION & EXPLAIN THE NATURE OF THE MODIFICATION \_\_\_\_\_

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

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

12. WILL PLAT BE RECORDED PRIOR TO SUBDIVISION IMPROVEMENTS BEING COMPLETED & APPROVED?  YES  NO  N/A INITIALS \_\_\_\_\_  
 IF YES, submit REQUIRED GUARANTEE (SECTION 4.10.3 & 8.1.7, Municode Chapter 10) OR Improvement Cost Estimates & Construction Agreement

13. WILL ANY RESTRICTIONS AND COVENANTS BE RECORDED WITH PLAT? YES  NO  INITIALS \_\_\_\_\_ IF YES, PLEASE SUBMIT COPY.

14. OWNER OF RECORD \_\_\_\_\_  
 (NAME & ADDRESS) (EMAIL) (PHONE)

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

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

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

18. REP/POINT OF CONTACT \_\_\_\_\_  
 (NAME & ADDRESS) (EMAIL) (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 exceeding deposit 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 | Application Fee: \$150

# Checklist: Subdivision Final Plat Submittals

- 1) Submit a completely filled out application, fee & non-refundable deposit. (See Note Box)
- 2) Applications for **Extraterritorial Jurisdictions (ETJ)** parcels Plating or Replatting will require El Paso County verification that an application has been submitted to them for processes. Comments or any requirements being imposed for the plat should be forwarded to the 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 (zero balance to be shown)
- 6) Original Copy of the restrictions & covenants to be recorded with the plat, if any

## PLATS WITH CONSTRUCTION PLANS REQUIRED WITH FINAL APPLICATION

- 7) Major Subdivision Construction Improvement Plans Application (separate application) & Fee \$150
- 8) **Financial Guarantees (Municode Section 4.10.3 & 8.1.7, Subdivisions, Chapter 10)**

**IF Public Improvements are to be Completed After Plat Filed**

- Improvement Cost Estimates
- Construction Bond
- Letter of Credit

**Public Improvements Completed & Inspected**

- Maintenance Bond

- SUBDIVISION CONSTRUCTION AGREEMENT** *(Required when filing plat prior to improvements being complete. Please request the agreement prior to submitting the Final Plat application)*

9) **PLATS and PLANS:**

- ☞ Four (4) sets of Preliminary and Final Plat Maps (folded).
- ☞ 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 Plat Application)*
- ☞ When construction plans are approved by City engineer, the City will require one hard copy and one digital (pdf) formatted copy on CD of the engineer approved construction plans that are signed and stamped to be submitted to the City.

**DIGITAL PDF FORMAT on CD for each submittal or revisions:** 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.com	
El Paso Electric	Margaret G. Ontiveros	margaret.ontiveros@epelectric.com	(915) 543-4106
Texas Gas	Jorge Sejera	Jorge.sejera@onegas.com	(915) 680-7216

**Note:** Failure of the subdivider to submit a recording plat within twelve (12) months of approval of the final plat by the City Council will nullify the approval of the final plat and obligate the subdivider to reapply for preliminary plat approval should the subdivider wish to pursue the subdivision. (§4.11.2 Subdivision Municode Chapter 10)

**SOURCES:**

Municipal Code of Ordinances Subdivision Regulations, Chapter 10 Link: <https://www.horizoncity.org/municipal-code-of-ordinances/>  
 Design Standards for Construction Link: <https://www.horizoncity.org/wp-content/uploads/Design-Standards-for-Construction-121317.pdf>