



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

**MAJOR SUBDIVISION
 PRELIMINARY 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 ANSWER IS "YES", PLEASE 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 Preliminary 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: \$100

Checklist: Subdivision Preliminary 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

- 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 <input type="checkbox"/> Improvement Cost Estimates <input type="checkbox"/> Construction Bond <input type="checkbox"/> Letter of Credit	Public Improvements Completed & Inspected <input type="checkbox"/> Maintenance Bond
<input type="checkbox"/> SUBDIVISION CONSTRUCTION AGREEMENT <i>(Required when filing plat prior to improvements being complete. Please request the agreement prior to submitting the Final Plat application)</i>	

- 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 final plat for review and approval within 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:

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>