



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

**RECORDING 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	_____	_____	_____	_____	_____
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, REQUIRED GUARANTEE, Improvement Cost Estimates & Construction Agreement have been submitted? YES  NO  Date: \_\_\_\_\_

13. WILL ANY RESTRICTIONS AND COVENANTS BE RECORDED WITH PLAT? YES  NO  INITIALS \_\_\_\_\_ IF YES, PLEASE ATTACH 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 Recording plat approval request, including but not limited to attorneys, engineering, County Clerk & publication fees. Charges exceeding deposit will be invoiced separately. Initials \_\_\_\_\_

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

**APPLICATION MUST BE COMPLETELY FILLED OUT & VALIDATED PRIOR TO SUBDIVISION PROCESSING | APPLICATION FEE: \$800.00**

# Checklist: Recording Plat Submittals

- (1) Application Completely Filled Out & Fee of \$800.00
- (2) Seven (7) Mylars with owner(s) signature (add additional Mylar if needed)
- (3) Mylar Certification signed by surveyor/engineer.
- (4) Covenants & Restrictions to be filed with plat, if applicable
- (5) Original Tax Certificate that indicates zero dollars are owed.

## **(6) PLATS WITH PUBLIC IMPROVEMENTS:**

- Improvement Plans | Submittal Date: \_\_\_\_\_  Hard Copy  Digital Copy
- Improvement Plans | Engineer approval date: \_\_\_\_\_ (engineer stamped & signed)
- Improvement Plans | CC acceptance date: \_\_\_\_\_
- Completed Improvements (As Builts) | Submittal Date: \_\_\_\_\_  Hard Copy  Digital Copy

## **(7) FINANCIAL GUARANTEES (Section 4.10.3 & 8.1.7, Municode Chapter 10)**

### **IF Public Improvements are to be Completed after plat is filed:**

- Improvement Cost Estimates..... Submittal Date: \_\_\_\_\_ Engineer approval Date: \_\_\_\_\_
- Construction Bond ..... Submittal Date: \_\_\_\_\_ CC Approval Date: \_\_\_\_\_
- Letter of Credit ..... Submittal Date: \_\_\_\_\_ CC Approval Date: \_\_\_\_\_

### **Public Improvements Completed and Inspected:**

- Maintenance Bond..... Submittal Date: \_\_\_\_\_ CC Approval Date: \_\_\_\_\_

## **(8) AGREEMENTS:**

- Subdivision Construction | Submittal Date: \_\_\_\_\_ CC Approval Date: \_\_\_\_\_
- Developer Participation (if applicable) | Submittal Date: \_\_\_\_\_ CC Approval Date: \_\_\_\_\_

## **(9) FEES/INVOICES:**

- Parkland Fees (if applicable) Amount \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_
- Pending Invoices: \_\_\_\_\_

## **SUBMITTALS AFTER PLAT IS FILED:**

- 1) Two (2) digital copies of the scanned recorded Mylar, in the following file formats:
  - ☛ .pdf file name extension (Acrobat), and
  - ☛ .dwg file name extension (AutoCAD)
- 2) Submit twenty three (23) folded paper copies of the filed plat
- 3) One (1) copy of all documents filed with Mylar such as County Clerk's Receipt of Recording