



APPLICATION FOR

SUBDIVISION PLAT

Incomplete applications will not be accepted.
 Indicate "NA" when an item does not pertain to your application.

*Department of
 Community Development*

A subdivision plat must be filed with the City of Willis for approval whenever a parcel or tract of land within the corporate city limits of Willis is being split or subdivided into two or more pieces.

No building permit shall be issued on any land forming any part of a subdivision unless the applicable provisions of the [City's subdivision ordinance](#) have been complied with as well as all other applicable ordinances of the city referring to building permits and the plat has been filed and recorded with the Montgomery County Appraisal District.

Submittal Process – Processes may vary depending on the type of plat submitted. The initial submittal shall contain a completed Plat Application, a single digital copy of the proposed subdivision plat, copies of all supporting documents, a Plat and Development Plan Checklist completed (attached) and the plat submittal fees. Please allow 10 working days for an Administrative Completeness Review, applicant will receive comments on any additional items or corrections to be addressed. Once all items have been addressed and the submittal is deemed Administratively Complete, the submittal will be presented to the Planning and Zoning Commission for their review (30 days), When Approved by P&Z the Applicant will be notified to send two signed Mylar copies and one Digital .PDF copy with all required documentation to City Hall to be presented to City Council for approval (30 days). Once approved the plat will be filed with the County tax office within 15 days. **All submittals must be received no later than 30 days prior to a regular scheduled Planning and Zoning Commission meeting.**

Submittal Fees: All applications to the city shall be accompanied by a filing fee of \$500; \$7 per designated lot; and \$15 per acre or any fraction thereof for tracts, blocks, or areas not divided into lots.

PROJECT LOCATION						
City Limits		Extra Territorial Jurisdiction		Abstract Number:		
Survey Name:						
TYPE OF PLAT/GENERAL INFORMATION						
Name of Proposed Subdivision:						
Preliminary	Final	Short Form	Re-plat	Amended Plat	Other:	
Total Acreage:		No. of Lots:		No. of Blocks:		
No. of Reserves:		Total Acreage of Reserves:				
Nature of Proposed Plat/Land Use:		Single Family Residential		Mixed Use Planned Development		
Commercial	Industrial	Manufactured Home		Other:		
OWNER INFORMATION						
Name:				Phone:		
Address:						
Email:						



PLAT AND DEVELOPMENT PLAN CHECKLIST

Administratively complete

- Items to be included in application submittal
 - Plat or plan
 - Application
 - Filing fee
 - Executed escrow agreement and payment (if required)
 - Current (within 30 days of application) title report or city planning letter with ownership information, legal description, current lienholders, existing easements, and any other encumbrances to ensure all are properly identified on the plat
 - Signed tax certificates showing taxes have been paid to the current year
 - Exhibit depicting all existing structures and whether structures are proposed to be removed or remain
 - Montgomery County 9-1-1 address assignments and approval stamp (final plat)
 - Deed restrictions (if applicable)
 - Variance requests (if applicable)
 - For any plat containing 30 parcels or more, including existing, approval from the fire marshal's office must be submitted.
- Vicinity map/key map/MCAD
- Legal description of land being subdivided
- Proposed use
 - Must be in conformance with current city zoning
- Boundary
 - Should match metes and bounds description from deed
 - Use existing corner pins wherever possible, if no corner pins found, provide adequate evidence that boundary has been properly located
- Setbacks (may be in schedule format to enhance clarity)
 - Street setbacks (Section 154.35)
 - Zoning building lines (Section 155)
- All existing and proposed easements and rights of way are shown
 - Public easements must be provided for all proposed public utilities and water meters
 - Public right of way width...
 - Detention easement or reserve
 - Drainage easements for drainage that does not flow directly to public right-of-way
- Name and address of record owner(s), sub-divider(s), developer(s)
- All current lienholders are included in signature page
- Appropriate dedication language included
- Provide ownership and recording information of all properties that are contiguous to the plat boundary.

- Provide note stating that “Any detention facilities and related drainage improvements shall be owned and maintained by the property owner and/or user. The City of Willis will not own or maintain any drainage or detention pond improvements.”
- Provide a reference FIRM panel number and effective date, and verify the flood zones occurring within the property boundary.
- Provide signature blocks for City Mayor and City Secretary.
- Building minimum dimensions and shape requirements (Section 154)
 - Lots backing up to a major thoroughfare must be 10’ deeper than the average interior lot depth. (Section 154)
 - Compensating open space as required (Section 154)
- Provide coordinate system information
- North arrow
- Graphic scale
- Survey/abstract name and number
- Names of owners, mailing addresses, legal descriptions, and recording information for contiguous parcels within 200 feet with parcel linework **(required for notifications)**
- Name, address, and profession of the person who prepared the plat
- All final plats must be signed, sealed, and dated by a State of Texas Registered Professional Land Surveyor
- City limits or ETJ lines if they traverse or form a part of the boundary, or are contiguous to the boundary
- Subdivision acreage
- Public or private right-of-way lines with existing traveled roadway widths noted
- Proposed block, tract, and lot designations – lettered (blocks/large tracts/reserves) / numbered (lots) in consecutive clockwise order
- Land use table
- Block lengths are in conformance with Section 154.30
- One-foot reserves provided in accordance with Sections 154.31, 154.36(B)

A copy of this checklist indicating all requested documentation must be attached with each submittal.

By signing this document preparer is certifying that all documentation checked is complete and accurate to the best of their knowledge.

Signature;

Preparer of documents: _____ Date: _____

Company Name: _____