



# City of McAllen Planning Department

311 NORTH 15<sup>TH</sup> STREET • (956) 681-1250 • (956) 681-1279 (fax)

## SUBDIVISION PLAT REVIEW APPLICATION

<b>Project Information</b>	Subdivision Name _____ Legal Description _____ _____ Location _____ City Address or Block Number _____ Total No. of Lots _____ Total Dwelling Units _____ Gross Acres _____ Net Acres _____ <input type="checkbox"/> Public Subdivision / <input type="checkbox"/> Private and Gated / <input type="checkbox"/> Private but Not Gated within ETJ: <input type="checkbox"/> Yes / <input type="checkbox"/> No <b>For Fee Purposes:</b> <input type="checkbox"/> Commercial ( _____ Acres) / <input type="checkbox"/> Residential ( _____ Lots) Replat: <input type="checkbox"/> Yes / <input type="checkbox"/> No Existing Zoning _____ Proposed Zoning _____ Applied for Rezoning <input type="checkbox"/> No / <input type="checkbox"/> Yes: Date _____ Existing Land Use _____ Proposed Land Use _____ Irrigation District # _____ Water CCN: <input type="checkbox"/> MPU / <input type="checkbox"/> Sharyland Water SC Other _____ Agricultural Exemption: <input type="checkbox"/> Yes / <input type="checkbox"/> No Parcel # _____ Estimated Rollback Tax Due _____ Tax Dept. Review _____
<b>Owner</b>	Name _____ Phone _____ Address _____ E-mail _____ City _____ State _____ Zip _____
<b>Developer</b>	Name _____ Phone _____ Address _____ E-mail _____ City _____ State _____ Zip _____ Contact Person _____
<b>Engineer</b>	Name _____ Phone _____ Address _____ E-mail _____ City _____ State _____ Zip _____ Contact Person _____
<b>Surveyor</b>	Name _____ Phone _____ Address _____ E-mail _____ City _____ State _____ Zip _____

## Proposed Plat Submittal

<b>Minimum Developer's Requirements Submitted with Application</b>	<p style="text-align: center;"><u><b>In Person Submittal Requirements</b></u></p> <ul style="list-style-type: none"> <li>- Application Fee: \$300 + \$25/lot <b>for residential</b> (excluding apartment complexes) or \$400 + \$200 (0-5 acres), \$400 + \$300 (5.01-10 acres), \$400 + \$400 (10 acres or greater) <b>for commercial, industrial, or apartment complexes</b></li> <li>- Title Report</li> <li>- 8 ½" by 11" Original Sealed Survey showing existing structures/easements or 3 blue-line copies 2 Location Maps</li> <li>- 2 8 ½" by 11" copies/legible copies of plat with name &amp; north arrow</li> <li>- 6 Folded blue-line prints of the proposed plat</li> <li>- 2 Warranty Deeds (identifying owner on application)</li> <li>- AutoCAD 2005 DWG file and PDF of plat</li> <li>- Letter of Authorization from the owner (if applicable)</li> <li>- Proof of authority of person signing application on behalf of partnership/corporation (if applicable)</li> </ul>	<p style="text-align: center;"><u><b>Email Submittal Requirements</b></u></p> <ul style="list-style-type: none"> <li>- Application Fee: \$300 + \$25/lot <b>for residential</b> (excluding apartment complexes) or \$400 + \$200 (0-5 acres), \$400 + \$300 (5.01-10 acres), \$400 + \$400 (10 acres or greater) <b>for commercial, industrial, or apartment complexes</b></li> <li>- Title Report</li> <li>- Sealed Survey</li> <li>- Location Map</li> <li>- Plat &amp; Reduced Plat</li> <li>- Warranty Deed</li> <li>- DWG File</li> <li>- Letter of Authorization from the owner (if applicable)</li> <li>- Proof of authority of person signing application on behalf of partnership/corporation, if applicable</li> </ul> <p><small>*Documents must be submitted in separate PDF files. <u>Each file must be less than 20 MB.</u> No scanned documents*</small></p> <p><small>*Submit documents to <a href="mailto:subdivisions@mcallen.net">subdivisions@mcallen.net</a></small></p> <p style="text-align: center;"><b>*ORIGINAL APPLICATION &amp; FEE MUST BE SUBMITTED IN PERSON/VIA MAIL*</b></p>
	<p><b>PLAT TO SHOW:</b></p> <ul style="list-style-type: none"> <li>- Metes and bounds</li> <li>- Lots numbered with dimensions and area of irregular lots noted Surrounding platted lots and/or lot lines for unsubdivided tracts</li> <li>- Name and address of owner, lienholder, developer, engineer and surveyor shown along with signature lines</li> <li>- North arrow, scale and vicinity map</li> <li>- Name &amp; dimension of adjoining street ROWs (total width &amp; width from centerline)</li> </ul> <p><small>Note: Though the original submittal for application to process a subdivision plat does not require the drainage report or utility plans. it is advisable that they be included with the original submittal to expedite the review process. Complying with the minimum requirements for the original plat submittal does not constitute meeting the deadline for drainage and utility review by the appropriate boards. Additional information will be required during the review to properly complete the subdivision process. Any revisions would require resubmission and PDF files can be submitted via email at <a href="mailto:subdivisions@mcallen.net">subdivisions@mcallen.net</a></small></p>	
<b>Owner(s) Signature(s)</b>	<p>I certify that I am the actual owner of the property described above and (include corporate name if applicable); or I am authorized by the actual owner to submit this application and have attached written evidence of such authorization.</p> <p>Signature _____ Date _____</p> <p>Print Name _____</p> <p>Owner <input type="checkbox"/>                      Authorized Agent <input type="checkbox"/></p> <p style="text-align: center;"><small>The Planning Department now accepts DocuSign signatures on application with a Certificate of Completion</small></p>	