



City of Pine Island
36722 Brumlow Road
Pine Island, TX. 77445
(346) 657-5955
pine.island.tx@gmail.com

Plat Application

Date of Pre-Application Conference : _____

___ Amended/Minor Plat: (\$____) ___ Development Plat (\$____) ___ Conveyance Plat (\$____)

___ Preliminary Plat: (\$____) ___ Final Plat (\$____) ___ Replat (\$____)

Name of Subdivision or Project: _____

Physical Location of Property: (Address and general location - approximate distance to nearest existing street corner) _____

Brief Legal Description of Property: (must also attach accurate metes and bounds description. Please include survey/abstract no. and tracts, or platted subdivision name with lots/block)

Acreage: _____ Zoning: _____ Requested Zoning: _____

Owner's Name: _____ Phone Number: _____

Applicant/Contact Person: _____ Title: _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Engineer/Representative's Name: _____

Phone Number: _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email: _____

ALL APPLICATIONS MUST BE COMPLETE AND REVIEWED BY THE DEVELOPMENT REVIEW COMMITTEE (DRC) BEFORE THEY WILL BE SCHEDULED FOR P&Z AGENDA. It is the applicant's responsibility to be familiar with and to comply with all City submittal requirements (in the Zoning & Subdivision Ordinances and any separate submittal policies, requirements, and/or checklists that may be obtained from City staff), including the number of plans to be submitted, application fees, etc. Please contact City staff in advance for submittal requirements. Incomplete submittals will not be accepted.

NOTICE OF PUBLIC RECORDS. The submission of plans/drawings with this application makes such items public record, and the applicant understands that the general public may view these items. Unless the applicant expressly states otherwise in writing, submission of this application (with associated plans/drawings) will be considered consent by the applicant that the general public may view and/or reproduce (i.e., copy) such documents.

****PLEASE READ BEFORE SIGNING BELOW:**

By signing this application, you hereby agree, understand, and acknowledge that City staff is granted access to your property to perform work related to your case.

SIGNATURE: _____

(A letter of authorization is required if the signature is from someone other than the property owner.)

Print or Type Name: _____

Known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that they executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal of office on this _____ day of _____, 20____.

[Notary seal] **SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, 20____.**
Notary Public in and for the State of Texas: _____

PLEASE READ: If there should be more than one property owner, complete a separate sheet with the same wording as below. The City requires all Original Signatures. If the applicant is other than the property owner, a "Power of Attorney" with original, notarized signatures is required. (Notaries are available upon submittal)

BEFORE ME, a Notary Public, on this day personally appeared _____ the undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, (proof attached) for this application; that all information submitted herein is true and correct. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial.

[Notary seal] **SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, 20____.**
SIGNATURE: _____
****Owner/Agent (Circle one)**
Notary Public in and for the State of Texas: _____

Submittal Checklist

Applicant Initials	Required Items	City Representative Initials
	Application: Signed & Notarized Application with Original Signatures of all property owners and applicant	
	Written Verification, such as a notarized statement or "Power of Attorney" from a real property owner authorizing an agent to act on his/her behalf.	
	Proof of Ownership (e.g., general warranty deed, special warranty deed, title policy, or document approved by the City Planner)	
	HOA Documents per Sec. 35, Article IX	
	Required Exhibits	
	Metes and Bounds Description	
	Boundary/Property Survey	
	Provide Verification of Satisfactory Completion of Public Improvements	

Plat Applications should be submitted to: pine.island.tx@gmail.com