

Plat Application

(Circle One)	TRACK:	1	2	3
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1. Name of Subdivision: _____

2. Owner of Record: _____ Phone: _____

E-mail Address: _____

Address: _____
(Street) (City, State, Zip)

3. Engineer: _____ Phone: _____

E-mail Address: _____

Address: _____
(Street) (City, State, Zip)

4. Land Surveyor: _____ Phone: _____

E-mail Address: _____

Address: _____
(Street) (City, State, Zip)

5. Subdivision Location: _____

Legal Description: _____

6. Total Acreage: _____ Number of Lots: _____

Zoning District(s): _____ School District: _____

7. Is the property located in the (check one) City Limits ETJ

8. Have all owners in the request signed the submittal? Yes No

9. Are there deed restrictions that would prevent this property being used in the manner herein proposed?
 Yes No A copy of the deed restrictions must be attached to this application.

FOR OFFICE USE ONLY

CASE NO:	PERMIT NO:
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ALL OF THE FOLLOWING INFORMATION IS REQUIRED, BY ORDINANCE, TO BE CONTAINED ON THE FINAL PLAT. PLACE A CHECK MARK NEXT TO EACH ITEM TO VERIFY THAT IT IS CONTAINED ON THE PLAT.

DESCRIPTION	✓
Five (5) paper copies, one (1) dwg, and one (1) pdf on CD are provided.	
The title or name by which the subdivision is to be identified, north point, the scale of the map and the name of the professional land surveyor responsible.	
A definite legal description and identification of the tract being subdivided. This description shall be sufficient for the requirements of title examination. The plat shall be a descriptive diagram shown to scale.	
The boundaries of the subdivided property, the location or designation of all streets, alleys, parks, easements and other areas intended to be dedicated or deeded to the public use, with proper dimensions. The boundaries of the subdivision shall be indicated by a heavy line and shall be tied by dimension to the established centerline of any existing boundary streets.	
The location of all adjacent streets and alleys, with their names, and the names of adjoining subdivisions with exact location and designated by number of lots and blocks. If adjoining property is undeveloped, the name of the owner of record shall be designated.	
All headright survey boundary lines, city limit boundary lines, county boundary lines, school district boundary lines, and boundary lines of other developed subdivisions, including but not limited to water districts and any other public entities, adjacent to or within the subdivision.	
All lot, block, square footage or acreage, and street boundary lines, with block numbers as designated by the City Planner and lots numbered consecutively. Building lines and easements shall be shown and shall be defined by dimension. The actual width of the right-of-way of proposed streets shall be shown, measured at right angles or radially, where curved. All principal lines shall have the bearing given and any deviations from the norm shall be indicated. There shall be sufficient annotation shown on the plat that every street, lot, easement, boundary line or any other matter of a surveying nature shown thereon is capable of being laid out on the ground, based solely upon the data shown on the plat.	
Accurate dimensions, both linear and angular, of all items on the plat; the boundary survey of the site must conform to the current procedures and practices established by the Texas Board of Professional Land Surveying, as authorized by the Professional Land Surveying Practices Act, as amended. Linear dimensions may be expressed in feet and decimals of a foot; angular dimensions may be shown by bearings. Curved boundaries shall be fully described and all essential information given; circular curves shall be defined by actual length of radius and not by degree of curvature. Complete reference monuments with a descriptive legend are required.	
The location of all lot and block corners and permanent survey reference monuments with a descriptive legend.	
A certificate that the plat is true and correct and in accordance with the determination of surveys actually made on the ground, placed on the face of the plat. The certificate shall also state that the plat was made in accordance with the current procedures and practices established by the Texas Board of Professional Land Surveying, as authorized by the Professional Land Surveying Practices Act. The certificate shall be sworn before a notary public by the professional land surveyor who surveyed, mapped, and monumented the land to be subdivided. The certificate shall show whether or not the tract is within three	

and one-half (3-1/2) miles of the City, measured in a straight line from the nearest points of the City limits, unless the information is shown in a suitable manner elsewhere on the face of the plat.	
A certificate (in the form shown below) of ownership and dedication of all streets, alleys, easements, and public areas, to the public use forever, signed and acknowledged before a Notary Public by the owner of the land and placed on the face of the plat	
Where a floodplain easement is required by or provided in accordance with Sec. 92-103, a statement on the face of the plat, as shown below, acknowledging the existence of floodplains on the property, and dedicating the required floodplain easement	
A notice in the following form placed on the face of the plat: "Notice: Subdividing or selling a portion of any lot displayed on this document without a plat approved by the City of Longview, Texas, is a violation of city ordinance and state law and is subject to fines and withholding of utilities and building permits."	
For subdivisions with private streets and drainage systems, a note shall be placed on the face of the plat stating that the streets and drainage systems will not be maintained by the City of Longview.	
With a plat, the subdivider must submit appropriate documentation of any off-site easement or other improvement intended for the benefit of the subdivision but not shown on the plat. Said documentation shall be in a form acceptable to the City Attorney.	
At least two reference points shall be tied to the City of Longview, Texas, 2002 Mapping and Monumentation Project Horizontal and Vertical Control Network. There shall be at least as many reference points as there are blocks in the subdivision but not less than two (2), and the distance between the successive monuments along any street or reference line shall not be greater than one thousand (1,000) feet. Reference points shall be other than and in addition to markers for block or lot corners.	

I, _____, do hereby certify that this application and submittal is complete and all items have been included on the final plat and verified and checked on this application.

PRINT NAME

SIGNATURE

DATE

FAILURE TO SUPPLY ALL OF THIS INFORMATION TO THE PLANNING DEPARTMENT WILL RESULT IN DELAY IN PROCESSING THE PLAT UNTIL THE PROPER INFORMATION IS FURNISHED.