

PreSubmission Proposal 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		
APPLICATION FEE: \$307 + \$1 PER LOT	CASE NO:	PERMIT NO:

ALL OF THE FOLLOWING INFORMATION IS REQUIRED, BY ORDINANCE, TO BE CONTAINED ON THE PRE-SUBMISSION PROPOSAL. PLACE A CHECK MARK NEXT TO EACH ITEM TO VERIFY THAT IT IS CONTAINED ON THE PRESUBMISSION PROPOSAL.

DESCRIPTION	✓
Five (5) paper copies, one (1) dwg, and one (1) pdf on CD are provided.	
Title block, including subdivision name, block(s), lot(s), acreage, name of city, county and state, and the location and description of the property referenced to the original legal description. The subdivision name shall not duplicate any existing subdivision name. If the property is part of an existing subdivision, the existing subdivision name shall be used. If no subdivision name has been chosen, the name of the property as it is commonly or locally known shall be indicated.	
Name, address and signature of the legal owner(s) of the property included in the proposed subdivision. If the applicant is not the legal owner, a statement of the agent's authority and interest shall be submitted with the application.	
The pre-submission proposal shall be accompanied by a statement signed by the professional engineer or professional surveyor preparing the pre-submission proposal that he/she has, to the best of his/her ability, designed the subdivision in accordance with the general requirements of the City of Longview, with which he/she is completely familiar, and in accordance with the ordinances and regulations governing the subdivision of land, except where a variance is requested in writing and the reasons for which are clearly stated	
A location map at a scale of not more than eight hundred (800) feet to the inch, showing existing streets, subdivisions, and general land uses in the area surrounding the site.	
The scale, north arrow, and date.	
The outline of the tract to be subdivided, with principal dimensions.	
The proposed plan of subdivision, showing streets, blocks, lots, alleys, easements, building lines, parks, etc., with principal dimensions. The pre-submission proposal shall cover all of the tract intended to be developed, at any time, even though it is intended by the subdividers or subdivider to file plats and install improvements for parts of said tract by phases, sections or units. If it is the intent to develop the area by phases, sections or units, the first unit to be developed shall be definitely identified. The approval of each phase, section or unit shown within the application shall not be construed as an approval for the remainder of the future phases, sections or units (or future development) depicted. Additionally, the inclusion in the pre-submission proposal of information about future phases, sections or units (other than the one intended for immediate development) is intended solely for the purpose of aiding City staff and the Commission in making rational decisions about the phase, section or unit intended for immediate development and about the correct, reasonable application of the City's subdivision regulations to said phase, section or unit.	
The location and dimensions of any existing structures, fences, paved areas, cemeteries or burial grounds, and other existing features within the proposed subdivision.	
Typical cross-section of proposed street improvements.	
The location of any watercourses, water bodies, flood hazard areas, significant tree masses, slopes, or other natural features within the area to be subdivided.	
Topographic information, using a contour interval of at least two (2) feet, in the area to be subdivided unless, in the opinion of the City Engineer, a greater contour interval adequately describes the area to be subdivided.	

The outline of the tract to be subdivided, with principle dimensions; and the existing and proposed blocks, lots, setback lines, and easements, including the square footage of the lots.	
The location, sizes and other appropriate descriptions of the existing and proposed water mains, wells, elevated storage tanks, pump stations, sanitary sewer mains, service connections, lift stations, septic systems, lagoons, oxidation ponds, package plants, storm water drainage mains, channels, retention or detention ponds, other major drainage facilities and street lights.	
For land lying within the corporate limits of the City, all zoning districts and proposed changes in zoning contemplated at the time of filing the pre-submission proposal.	
The location of all existing or abandoned oil or gas wells, oil or gas pipelines and other appurtenances associated with the extraction, production and distribution of petroleum products, and all related easements on the site or on immediately adjacent property.	
The names of the proposed streets shall conform to the names of the existing streets and shall not duplicate or conflict with the designated name of any other street within the area subject to these regulations. The GIS Department will provide final approval for the street names.	
Any proposed supplemental transportation systems, showing the layout and dimensions of walkways, sidewalks, bike trails, horse trails, and other related improvements.	
The names of the owners of all parcels abutting the subject property, with deed references. If property abutting the subject property is in a platted subdivision, it may be referenced by the plat reference rather than individual deed references.	

I, _____, do hereby certify that this application and submittal is complete and all items have been included on the presubmission proposal 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.