



PLAT APPLICATION

107 S. Main St.
Aubrey, Texas 76227
940-440-9343

In order to ensure a thorough and expedited review of a plat and/or plan, all development requests require that a pre-application discussion or a pre-submittal meeting occur prior to making an application to the City. Contact Aubrey permitting staff for more information.

DESCRIPTION OF PROPERTY:

Subdivision Name: _____
Total Number of Lots: _____ Total Acreage: _____
Property Location: _____

CONTACT INFORMATION:

Owner: _____ Phone #: _____
Address: _____
Email address: _____
Applicant contact info: _____
Engineer/Surveyor: _____ Phone #: _____
Email address: _____

FEES

Preliminary Plat – Residential	\$500.00	Plus \$20.00 per lot
Preliminary Plat – Commercial	\$500.00	Plus \$25.00 per acre
Final Plat – Residential	\$500.00	Plus \$20.00 per lot
Final Plat – Commercial	\$500.00	Plus \$25.00 per acre
Minor Plat	\$500.00	
Replat - Residential	\$250.00	Plus \$20.00 per lot
Replat - Commercial	\$600.00	Plus \$25.00 per acre
Amended Plat	\$250.00	
Plat Vacation	\$250.00	Plus \$20.00 per lot
Plat filing (County recording)	\$200.00	
Legal notices (published)	\$100.00	Plus actual expenses
Professional fees for review of land use related permits as prepared by City’s consultants (ex: Engineer, Planner, Attorney)	*see Special Fees section of ordinance	*Requires deposit, and fee assessed to cover reasonable and necessary expenses in review of development related permits

The Texas Local Government Code generally requires that the municipal authority responsible for approving plats is to take action on a plat within 30 days of proper filing. Because thorough plat review, and resubmittal of corrections, generally requires in excess of 30 days, an opportunity to allow for additional review time is available to an owner/applicant. You may contact city staff for information on requesting a time extension and for scheduling your plat. In cases where city staff does not have adequate time for review and corrections to be made, there is a high likelihood that the plat will be forwarded to PZ and CC with a recommendation of denial.

Owner’s signature required to authorize plat application submittal: _____

Fees paid: _____

- Cash**
- Check #** _____

Receipt #: _____

Date: _____

CITY OF AUBREY PLAT CHECKLIST

In order to ensure a thorough and expedited review of a plat and/or plan, all development requests require that a pre-application discussion or a pre-submittal meeting occur prior to making an application to the City. A complete application, fee, and supplementary materials, in accordance with the City's Subdivision Ordinance, must accompany a plat submittal.

Contact Aubrey permitting staff for more information.

REQUIRED FOR ALL PLATS:

- | | |
|---|---|
| <input type="checkbox"/> Project name in lower right corner | <input type="checkbox"/> 4 Copies of Plat (folded) for initial review by staff |
| <input type="checkbox"/> Application form, fees, electronic copy/pdf | <input type="checkbox"/> Engineer's summary report (Art. 2, Section 1.05 of Subdivision Ord. (how does property drain, grading) |
| <input type="checkbox"/> Utility company letters | <input type="checkbox"/> Proof of ownership per Art. 2, Sect. 1.05 Sub. Ord. |
| <input type="checkbox"/> ETJ affidavit or approval by city | <input type="checkbox"/> North arrow |
| <input type="checkbox"/> Vicinity map | <input type="checkbox"/> Scale 1" = 200 figure & scale bar |
| <input type="checkbox"/> Owner's name, address & phone | <input type="checkbox"/> Size 24" x 36" |
| <input type="checkbox"/> Surveyor/Engineer's name, address & phone | <input type="checkbox"/> Boundary lines identified |
| <input type="checkbox"/> Adjacent properties identified | <input type="checkbox"/> Lots & blocks, acreage identified |
| <input type="checkbox"/> Front building lines | <input type="checkbox"/> Required signatures |
| <input type="checkbox"/> Flood plain statement/boundary | <input type="checkbox"/> Street dimensions |
| <input type="checkbox"/> Lot/Alley dimensions | <input type="checkbox"/> RPLS certificate |
| <input type="checkbox"/> Metes & bounds | <input type="checkbox"/> Match lines |
| <input type="checkbox"/> Easements (drainage, utility, landscape, etc.) | <input type="checkbox"/> Street names |
| <input type="checkbox"/> Monuments, pins & B.M.'s set | <input type="checkbox"/> Certified Tax certificate at time of recording |

ADDITIONAL REQUIREMENTS FOR PRELIMINARY PLAT:

- | | |
|---|---|
| <input type="checkbox"/> Preliminary Drainage/Utility plans | <input type="checkbox"/> Physical features |
| <input type="checkbox"/> Street & road interconnect | <input type="checkbox"/> Scale 1"= 200', 1"=100' |
| <input type="checkbox"/> Contour lines | <input type="checkbox"/> Match lines |
| <input type="checkbox"/> Proposed street names | <input type="checkbox"/> Proposed parks, trails, open space |

ADDITIONAL REQUIREMENTS FOR RE-PLAT, MINOR & FINAL PLAT (see Subdivision Ordinance for complete list of plat documents required):

- Filing documents and recording fees
- 2 x 3 recording block
- Co. judge signature block (if in ETJ)
- Street & road interconnect
- Owners certificate
- Deed restrictions

*Any required documentation that is missing from the application packet may constitute the application to be rejected and/or determined to be incomplete.