



Plat / Replat Application

Code of Ordinances Appendix B, Sections 801-899

Step 1: Pre-Application meeting with City Staff

Meeting Date: \_\_\_\_\_

Office Use Only
Staff Initials \_\_\_\_\_

Step 2: Complete the application below

Application Date: \_\_\_\_\_

Please print the following information:

Applicant's Name: \_\_\_\_\_ Telephone: \_\_\_\_\_
Mailing Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Owner's Name\*: \_\_\_\_\_ Telephone: \_\_\_\_\_
Mailing Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Surveyor/Engineer Name: \_\_\_\_\_ Telephone: \_\_\_\_\_
Mailing Address: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ E-mail: \_\_\_\_\_

Legal Description of Property:
Lots: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_
Zoning on property: \_\_\_\_\_
Purpose of Plat: \_\_\_\_\_

Office Use Only
[ ]
[ ]

The applicant will submit the following information with this application:

- A. All required documents on the reverse side of this application
B. Application Fee

Number of Lots \_\_\_\_\_ X \$45.00 each

Fee: \$250.00
Lots: \_\_\_\_\_
GIS: \$15.00

(All checks payable to City of Marble Falls)

Total: \_\_\_\_\_

All information on the checklist of this application must be supplied in full at the time of submittal. If information is not submitted in full, the application will cease and all information will be given back to the applicant.

Owner Statement\* (if applicant is not owner):

I HEREBY CERTIFY THAT THE APPLICANT LISTED ABOVE IS AN AUTHORIZED AGENT FOR ME IN MATTERS PERTAINING TO FILING OF THIS APPLICATION. I WAIVE THE STATUTORY TIME LIMITS IN ACCORDANCE WITH SECTION 212.009 OF THE TEXAS LOCAL GOVERNMENT CODE.

Applicant's Signature

Owner's Signature (notarized)

Date

STATE OF TEXAS:
COUNTY OF BURNET:

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared \_\_\_\_\_, Owner, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public in and for the State of Texas

My Commission Expires On

\*If there are multiple property owners participating in the application, please use the "Multiple Owners" supplemental sheet and attach all owner information and signatures.

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## Plat / Replat Application Checklist

A complete list of all required documents and certificates can be found in the City of Marble Falls Code of Ordinances, Appendix B Land use Regulations, Sections 801-899 Subdivision Regulations. A copy of the regulations is available online at [www.marblefallstx.gov](http://www.marblefallstx.gov) or by request from the Development Services Department. Additional information other than what is listed here may be required for evaluation of the plat request.

- Tax Certificate** or deed showing Legal Owner
- Plat or Survey**, sealed by a licensed surveyor (survey required if the property is unplatted):
  - Four (4) copies of the subject area at 18" x 24"
  - One (1) copy at 11" x 17"
  - One (1) copy at 8.5" x 11
  - One (1) digital copy in CAD format (NAD 1983, State Plane 4203)
- Applicant attendance** at Planning and Zoning Commission and City Council meetings
- Letters from applicable local utility companies** stating that each utility company has reviewed the plat/replat and stating any requirements, including easements, that they have for the plat
- Title and Label:** the plat shall be entitled and clearly state that it is a plat or replat. The title block will also include ownership information, scale, north arrow, date the plat was prepared, name of plat preparer, proposed subdivision name, and other pertinent information as dictated in the plat/replat regulations.
- A vicinity or location map that shows the proposed development location within the city and proximity to existing roads
- All required certificates and language as dictated by the City of Marble Falls Land Use Regulations

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**Staff's Signature**

**Date**