



SUBDIVISION DEVELOPMENT PLATTING APPLICATION INFORMATION & PROCEDURES

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(Provide pages 4-10 to the surveyor/engineer that is preparing your plat.)



GENERAL PLATTING INFORMATION

A plat is intended to serve as the official recorded map of the property to be developed showing thereon the boundaries, lots, public streets and easements and other significant public facilities and features which are necessary to serve the development, as required by the Jacksboro Subdivision Code. A plat of the property to be subdivided or developed is required of all development to which the City of Jacksboro Subdivision Code applies.

Owner signature: the plat application is required to be signed by the current property owner. If the property owner is not available to sign the application, then a letter of authorization from the property owner is required to be submitted which empowers a designee to sign for the property owner.

PLAT REVIEW PROCESS

PROCESS

An application is submitted to the Building Official and reviewed for completeness. The date the Building Official reviews the application and it is determined to be complete is the Official Filing Date, this step will be completed within 10 business days.

If the application is incomplete the Building Official will respond in writing to the Applicant, providing details of what information is needed for completion.

If the application is complete it will then be distributed for technical and content review. Minor plats may not require subsequent Planning and Zoning Commission and City Council approval. The application will then be reviewed by the City Manager for consideration of approval. If the plat does not meet regulations for City Manager approval a written response will be provided and the Applicant will be advised of any additional information required to be processed through the Planning and Zoning Commission and City Council approval process. Comments generated during the review are forwarded to the Applicant within 10 calendar days of the Official Filing Date.

The Applicant typically has 5 business days to respond to comments. The application may be denied for incompleteness if Applicant response is not within 5 business days to the review comments. After the applicant has completed the requested modifications or otherwise addressed review comments, an updated plat, specified number of paper copies, and supporting materials shall be submitted to the Building Official for distribution and review. If all review comments have been satisfied, staff shall recommend that the City Manager approve the application.

After approval by the City Manager, the Building Official will notify the Applicant of the decision. If an application was conditionally approved, the Applicant shall either correct the original plat submitted with the response to comments, or shall submit a reproducible corrected plat and a specified number of paper copies to the Building Official.

Any conditions of application approval and/or corrections to the Plat must be satisfied prior to recordation, or within 45 days of approval by the City Council, whichever occurs first.

An approved Plat shall expire two years from the Planning and Zoning Commission approval date if it has not been recorded.

Acceptance of plat application: All plat applications will be reviewed for completeness in accordance with this checklist. The Building Official will certify that all of the above information is on the plat submitted.

Failure of applicant to provide required information or obtain waiver from Building Official or City Manager constitutes grounds for refusal of plat acceptance for processing; or staff recommendation of denial when application is scheduled for consideration.

PLAT APPLICATION REQUIRED DOCUMENT CHECKLIST

Please note a complete application and all supporting documentation must be received before a "filing date" has been determined by the Building Official. Failure of the applicant to provide required information or obtain a waiver from the Building Official or City Manager will result in application not being processed. Under special circumstances, additional items may be required through the Development Review Committee process prior to acceptance of the application and the official "filing date" determined.

- ☐ **Application and Checklist.** Application and Checklist must be complete and all supporting documentation must be received before the Building Official will determine the official filing date. Application information required: the applicant, owner and contact information must be provided in entirety in the application. If multiple design professionals are involved in the preparation of the plat documents, list the principal design professional.
- ☐ **Certificate of Ownership.**
- ☐ **Certified Tax Receipts.** Acquired and provided by the Requesor, Tax Certificates from each taxing entity required with the filing of each plat. Must be dated within 30 days of application date.
- ☐ **Project Narrative:** Written proposal for the project, complete with dedication to the public of all streets, easements, alleys, parks, playgrounds, or other dedicated public uses, signed and acknowledged before a notary public by the Owners and any holders of liens against the land; Indication of the proposed phase to be final platted
- ☐ **All amending plats shall be prepared by a Registered Professional Land Surveyor or Engineer.** All documents shall bear appropriate seals, stamps or other validations/certifications of work as applicable in accordance with State law and local requirements.
- ☐ **Plat Content must meet requirements specified in the City of Jacksboro Subdivision Ordinance.**
- ☐ **Engineering Plans.** (If applicable)
- ☐ **Associated Fee(s):** as listed on the Fee Schedule, payable to City of Jacksboro; plus cost of filing in Jack County Official Records, payable to County of Jack.



PLATTING APPLICATION

Please note that this checklist is intended to assist developers and design professionals in the preparation of submittals for review and are generally what is needed to facilitate the review of the proposed Plat. A complete application and all supporting documentation must be received before a "filing date" has been determined by the Building Official. Failure of the applicant to provide required information or obtain a waiver from the Building Official or City Manager will result in application being declined. Under special circumstances, additional items may be required through the Development Review Committee process prior to acceptance of the application and the official "filing date" determined.

APPLICATION TYPE:

- | | | |
|-------------------------------------------|-------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> MINOR PLAT | <input type="checkbox"/> MAJOR SUBDIVISION PLAT | <input type="checkbox"/> AMENDED PLAT |
| <input type="checkbox"/> PRELIMINARY PLAT | <input type="checkbox"/> REPLAT | <input type="checkbox"/> OTHER |

☐ Predevelopment Conference is requested

Property Information

Project Name: _____ Parcel(s) Tax ID #: _____
Project Address (Location): _____ Total Acres: _____
Previous Project Number (If Applicable): _____
Current Zoning: _____ # of Existing Lots: _____ # Existing Units: _____
Proposed Zoning: _____ # of Proposed Lots: _____ # Proposed Units: _____

Owner Information and Authorization

Name: _____
Company Name: _____
Address: _____
Telephone: _____ Email: _____

Lienholder Information and Authorization

Lienholder: YES NO

(All lienholders must sign the plat prior to City consideration.)

Name: _____
Company Name: _____
Address: _____
Telephone: _____ Email: _____

CHECK ONE OF THE FOLLOWING:

- ☐ I will represent the application myself; or
- ☐ I hereby designate _____ (name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this development application. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this application.
- ☐ I have reviewed the checklist and all submittals for completeness and accuracy.

By signing below, I agree that the City of Jacksboro (the "City") is authorized and permitted to provide information contained within this application to the public. The City is also authorized and permitted to reproduce any copyrighted information submitted in connection with the application, if such reproduction is associated with the application in response to a Public Information Request.

Owner's Signature: _____ Date: _____

STATE OF TEXAS, COUNTY OF: _____ BEFORE ME, a Notary Public, on this _____ day personally appeared _____ (printed owner's name) the above signed, who, under oath, stated the following: "I hereby certify that I am the owner, for the purposes of this application, that all information submitted herein is true and correct."

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, 20____.

Notary Signature

(seal)



Minor Subdivision Final Plat Certification Criteria
(provide pages 4-10 to your surveyor/engineer that is drawing up your plat)

- ☐ **City Manager Approval Authority of Minor Plats**
 - ☐ The minor subdivision plat must be approved and signed by the City Manager and attested by the City Secretary prior to filing at the County Courthouse.
 - ☐ In the absence of the City Manager the minor subdivision plat must be approved and signed by the Planning and Zoning Commission Chairman and the Mayor.
 - ☐ In accordance with Texas Local Government Code Section 212.0065 and 212.016 the Jacksboro City Council delegates authority to the City Manager the ability to approve:
 - ☐ An amending plat, which may be recorded and is controlling over the preceding plat without vacation of that plat, if the amending plat is signed by the applicants only and is solely for one or more of the following purposes:
 - ☐ to correct an error in a course or distance shown on the preceding plat;
 - ☐ to add a course or distance that was omitted on the preceding plat;
 - ☐ to correct an error in a real property description shown on the preceding plat;
 - ☐ to indicate monuments set after the death, disability, or retirement from practice of the engineer or surveyor responsible for setting monuments;
 - ☐ to show the location or character of a monument that has been changed in location or character or that is shown incorrectly as to location or character on the preceding plat;
 - ☐ to correct any other type of scrivener or clerical error or omission previously approved by the municipal authority responsible for approving plats, including lot numbers, acreage, street names, and identification of adjacent recorded plats;
 - ☐ to correct an error in courses and distances of lot lines between two adjacent lots if:
 - ☐ Both lot owners join in the application for amending the plat;
 - ☐ Neither lot is abolished;
 - ☐ The amendment does not attempt to remove recorded covenants or restrictions; and
 - ☐ The amendment does not have a material adverse effect on the property rights of the other owners in the plat;
 - ☐ to relocate a lot line to eliminate an inadvertent encroachment of a building or other improvement on a lot line or easement;
 - ☐ to relocate one or more lot lines between one or more adjacent lots if:
 - ☐ the owners of all those lots join in the application for amending the plat;
 - ☐ the amendment does not attempt to remove recorded covenants or restrictions; and
 - ☐ the amendment does not increase the number of lots;
 - ☐ to make necessary changes to the preceding plat to create six or fewer lots in the subdivision or a part of the subdivision covered by the preceding plat if:
 - ☐ The changes do not affect applicable zoning and other regulations of the municipality;
 - ☐ The changes do not attempt to amend or remove any covenants or restrictions; and
 - ☐ The area covered by the changes is located in an area that the municipal Planning and Zoning Commission or other appropriate governing body of the municipality has approved, after a public hearing, as a residential improvement area; or
 - ☐ to replat one or more lots fronting on an existing street if:
 - ☐ The owners of all those lots join in the application for amending the plat;
 - ☐ The amendment does not attempt to remove recorded covenants or restrictions;
 - ☐ The amendment does not increase the number of lots; and
 - ☐ The amendment does not create or require the creation of a new street or make necessary the extension of municipal facilities.
 - ☐ Notice, a hearing, and the approval of other lot owners are not required for the approval and issuance of an amending plat.
 - ☐ Minor plats or replats involving four or fewer lots fronting on an existing street and not requiring the creation of any new street or the extension of municipal facilities; or
 - ☐ A replat under LG Section 212.0145 that does not require the creation of any new street or the extension of municipal facilities, described as follows:
 - ☐ a replat of a part of a subdivision may be recorded and is controlling over the preceding plat without vacation of that plat if the replat:
 - ☐ is signed and acknowledged by only the owners of the property being replatted; and
 - ☐ involves only property:
 - ☐ of less than one acre that fronts an existing street; and
 - ☐ that is owned and used by a nonprofit corporation established to assist children in at-risk situations through volunteer and individualized attention.
 - ☐ An existing covenant or restriction for property that is replatted under this section does not have to be amended or removed if:
 - ☐ the covenant or restriction was recorded more than 50 years before the date of the replat; and
 - ☐ the replatted property has been continuously used by the nonprofit corporation for at least 10 years before the date of the replat.
 - ☐ The City Manager may, for any reason, elect to present the plat for approval to the municipal authority responsible for approving plats.
 - ☐ At the discretion and judgment of the Planning and Zoning Commission, minor subdivision plats need not be subject to the full review process as a regular (major) subdivision plat; however, it must be approved and signed by the Planning and Zoning Commission Chairman and the Mayor.

Acceptance of plat application: All plat applications will be reviewed for completeness in accordance with this checklist before they are accepted by City Staff. Failure of applicant to provide required information or obtain a waiver from the Building Official or City Manager constitutes grounds for refusal of plat application acceptance for processing; or staff recommendation of denial when application is scheduled for consideration.



PLATTING CHECKLIST FOR SURVEYOR AND CITY STAFF

(This checklist to be used by engineer/surveyor in determining the completeness of the plat and again by City Staff in determining completeness of the plat.)

- ☐ Plats will be drawn on a sheet size not less than 11"X17", must be of legible size.
 - ☐ 3"X3" clear box in the bottom left hand corner for the County records filing seal.
 - ☐ Appropriate City Signature block must be in the bottom left hand corner and include enough space to allow for 2 inch seal without covering signature or information (as stated in the City of Jacksboro Subdivision Ordinance and provided below).
 - ☐ Plat Scale: Plats will be drawn to a scale no smaller than 1" = 100'. Deviance may be accepted only with prior approval by the Building Official or City Manager.
- ☐ All platting and development regulations as defined in the City of Jacksboro Subdivision Ordinance must be met.
- ☐ The following note shall appear on the face of the plat: "Selling a portion of any lot within this addition by metes and bounds is a violation of state law and city ordinance and is subject to fines and withholding of utilities and building permits."
- ☐ Signatures: names typed below signature; must be an original signature, no copies; must be acknowledged in the form required for the acknowledgement of deeds (i.e. signed in front of and acknowledged by a notary public, etc):
 - ☐ Owner(s) of the land;
 - ☐ Lienholder(s) (All lienholders must sign the plat prior to City consideration.);
 - ☐ Developer;
 - ☐ Engineer and/or Surveyor signature and certification statement (all plats shall be prepared by a registered professional land surveyor or engineer).



Signature Blocks

☐ REQUIRED SIGNATURE BLOCKS FOR CORPORATE ENTITIES IF THERE ARE NO LIENHOLDERS:

STATE OF _____ §
COUNTY OF _____ §

That [Name of corporate entity], a [State of formation] [type of corporate entity], as the owner of that certain _____ acre tract of land recorded in Volume ____, Page ____ [or Document Number], of the Official Records of Jack County, Texas do hereby certify that there are no lien holders and dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as _____ subdivision.

[NAME OF CORPORATE ENTITY]

By: _____

[Name of authorized officer]

[Title of officer]

STATE OF _____ §
COUNTY OF _____ §

This instrument was acknowledged before me on the ____ day of _____, 20____, by, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a [State of formation] [type of corporate entity], on behalf of said [Name of corporate entity].

Notary Public, State of _____

Printed Name: _____

My Commission Expires: _____

***** OR *****



City of Jacksboro
112 W Belknap Street
Jacksboro, TX 76458

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☐ **REQUIRED SIGNATURE BLOCKS FOR CORPORATE ENTITIES IF THERE ARE LIENHOLDERS:**

STATE OF _____ §
COUNTY OF _____ §

That [Name of corporate entity], a [State of formation] [type of corporate entity], as the owner of that certain _____ acre tract of land recorded in Volume ____, Page ____ [or Document Number], of the Official Records of Jack County, Texas do hereby dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as _____ subdivision.

[NAME OF CORPORATE ENTITY]

By: _____
[Name of authorized officer]

[Title of officer]

STATE OF _____ §
COUNTY OF _____ §

This instrument was acknowledged before me on the ____ day of _____, 20____, by, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a [State of formation] [type of corporate entity], on behalf of said [Name of corporate entity].

Notary Public, State of _____
Printed Name: _____
My Commission Expires: _____

AND

STATE OF _____ §
COUNTY OF _____ §

That _____, the Lien Holder of that certain _____ acre tract of land recorded in Volume ____, Page ____ [or Document Number], of the Official Records of Jack County, Texas do hereby consent to the subdivision of that certain _____ acre tract of land situated in the City of Jacksboro, Jack County, Texas, and do further hereby join, approve, and consent to the dedication to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon.

(Name of Lien holder)

By: _____, its _____
(Typed Name)

STATE OF _____ §
COUNTY OF _____ §

This instrument was acknowledged before me on the ____ day of _____, 20____, by, [Name of authorized officer], as [Title of officer] of [Name of corporate entity], a [State of formation] [type of corporate entity], on behalf of said [Name of corporate entity].

Notary Public, State of _____
Printed Name: _____
My Commission Expires: _____



City of Jacksboro
112 W Belknap Street
Jacksboro, TX 76458

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☐ **REQUIRED SIGNATURE BLOCKS FOR NATURAL PERSONS IF THERE ARE NO LIENHOLDERS:**

STATE OF _____ §
COUNTY OF _____ §

That I, _____, as the owner of that certain _____ acre tract of land recorded in Volume _____, Page _____ [or Document Number _____], of the Official Records of Jack County, Texas do hereby certify that there are no lien holders and dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon to be known as _____ subdivision.

[Name of Owner]

STATE OF _____ §
COUNTY OF _____ §

This instrument was acknowledged before me on the ____ day of _____, 20 ____, by _____.

Notary Public, State of _____
Printed Name: _____
My Commission Expires: _____

☐ **REQUIRED SIGNATURE BLOCKS FOR NATURAL PERSONS IF THERE ARE LIENHOLDERS:**

STATE OF _____ §
COUNTY OF _____ §

That I, _____, as the owner of that certain _____ acre tract of land recorded in Volume _____, Page _____ [or Document Number _____], of the Official Records of Jack County, Texas do hereby dedicate to the public forever use of the streets, alleys, easements and all other lands intended for public be known as _____ subdivision.

[Name of Owner]

STATE OF _____ §
COUNTY OF _____ §

This instrument was acknowledged before me on the ____ day of _____, 20 ____, By _____.

Notary Public, State of _____
Printed Name: _____
My Commission Expires: _____

AND

STATE OF _____ §
COUNTY OF _____ §

That _____, the Lien Holder of that certain _____ acre tract of land recorded in Volume _____, Page _____ [or Document Number _____], of the Official Records of Jack County, Texas do hereby consent to the subdivision of that certain _____ acre tract of land situated in the City of Jacksboro, Jack County, Texas, and do further hereby join, approve, and consent to the dedication to the public forever use of the streets, alleys, easements and all other lands intended for public dedication as shown hereon.

[Name of Lien holder]

By: _____, its _____
[Typed Name]

STATE OF _____ §
COUNTY OF _____ §

This instrument was acknowledged before me on the ____ day of _____, 20 ____, by _____.

Notary Public, State of _____
Printed Name: _____
My Commission Expires: _____



City of Jacksboro
112 W Belknap Street
Jacksboro, TX 76458

☐ **MINOR PLAT CITY MANAGER APPROVAL SIGNATURE BLOCK**

I hereby certify that the above and foregoing Minor Subdivision Plat; or Plat Amendment; or Replat of

was approved this _____ day of _____, _____ by the City Manager of the City of Jacksboro, Texas.

City Manager

Date

ATTEST

City Secretary

Date

OR

☐ **MINOR PLAT APPROVAL SIGNATURE BLOCK IF CITY MANAGER REFERS TO PLANNING AND ZONING COMMISSION AND CITY COUNCIL FOR CONSIDERATION**

Accepted:

Date: _____

Mayor, City of Jacksboro, Texas

The undersigned, the city secretary of the City of Jacksboro, Texas, hereby certifies that the foregoing final plat of the _____ subdivision or addition to the City of Jacksboro was submitted to the city council on the _____ day of _____, 19____ and the council, by formal action, then and there accepted the dedication of streets, alleys, parks, easements, public places and water and sewer lines as shown and set forth in and upon said plat and said council further authorized the mayor to note the acceptance thereof by signing his or her name as hereinabove subscribed.

Witness my hand this _____ day of _____, AD, 19____.

(SEAL)

ATTEST: _____
CITY SECRETARY



City of Jacksboro
112 W Belknap Street
Jacksboro, TX 76458

☐ **PRELIMINARY PLAT APPROVAL SIGNATURE BLOCK:**

Recommended for Approval:

Date: _____
Chairman, Planning and Zoning Commission

Approved for preparation of Final Plat:

Date: _____
Mayor, City of Jacksboro, Texas

☐ **FINAL PLAT APPROVAL SIGNATURE BLOCK**

Accepted:

Date: _____
Mayor, City of Jacksboro, Texas

The undersigned, the city secretary of the City of Jacksboro, Texas, hereby certifies that the foregoing final plat of the _____ subdivision or addition to the City of Jacksboro was submitted to the city council on the _____ day of _____, 19____ and the council, by formal action, then and there accepted the dedication of streets, alleys, parks, easements, public places and water and sewer lines as shown and set forth in and upon said plat and said council further authorized the mayor to note the acceptance thereof by signing his or her name as hereinabove subscribed.
Witness my hand this _____ day of _____, AD, 19____.

(SEAL)

ATTEST: _____
CITY SECRETARY