

Mayor, Danny Lee
Mayor Pro-Tem, Julius Buckley
City Council
Roscoe Warrick Jr.
Brent McWaters
Desiree David
Rachel Hall



Lee Tipton, City Manager
Juanita Limon, City Secretary
Emilio Levario, Director of
Community Development

907 E. Houston St.
Cleveland, Texas 77327
Phone (281) 592-2667
Fax (281) 592-6624

APPLICATION FOR PRELIMINARY APPROVAL OF SUBDIVISION PLAT OR REPLAT

A. GENERAL INFORMATION (THIS SECTION MUST BE FULLY COMPLETED)

1. Name of Proposed Subdivision _____
2. Name of Owner _____
Contact Person _____ Email: _____
Mailing Address _____
Telephone No. _____ Fax No. _____
3. Name of Registered Professional Land Surveyor _____
Contact Person _____ Email _____
Mailing Address _____
Telephone No. _____ Fax No. _____
4. Name of Licensed Professional Engineer _____
Contact Person _____ Email _____
Mailing Address _____
Telephone No. _____ Fax No. _____

B. SUBDIVISION SPECIFICATIONS

1. General Location: City Limits _____ Planning Area: _____
2. Survey Name _____ Abstract No. _____
3. Total Acreage _____ No. Lots _____ No. Blocks _____
4. Total Acreage in Reserve _____ No. of Reserves _____
5. Type of Subdivision:
Unit Development Residential _____ Single Family Residential _____
Multi-Family Residential _____ Manuf. Home District _____
Central Business District _____
Commercial _____ Industrial _____ Other _____ Explain _____

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C. IMPROVEMENTS (See Land Study Checklist and City Ordinance Chapter 106-3 For Requirements)

1. Streets: Curb and Gutter _____ Asphalt _____ Concrete _____
2. General Drainage: Storm Sewer _____ Open Ditch _____
3. Sanitary Facilities and Water Supply: City of Cleveland System

F. CERTIFICATION

This is to certify that to the best of my knowledge, the information concerning the proposed subdivision is true and correct, that I am the actual owner or authorized agent for the owner of the above-described property, and that I have complied with all of the City of Cleveland requirements for submitting a preliminary plat or re-plat for approval.

Date:

Signature of Owner or Agent

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APPLICATION REQUIRED DOCUMENTATION

- A COMPLETED APPLICATION ON THE FORM PRESCRIBED BY THE CITY;
- PAYMENT OF THE APPLICABLE FILING FEE;
- PAYMENT OF REQUIRED IMPACT FEE(S), AS APPLICABLE;
- SUBMITTAL OF A LIST OF INFRASTRUCTURE FACILITIES THAT WILL NEED TO BE CONSTRUCTED, INCLUDING IMPROVEMENTS OF EXISTING ONES;
- PERMIT FOR FLOODPLAIN DEVELOPMENT IN ACCORDANCE WITH SECTION 58-104, IF REQUIRED;
- GROUNDWATER AVAILABILITY CERTIFICATION, IF REQUIRED;
- A SIGNED ORDER GRANTING ONE OR MORE VARIANCES, IF ANY ARE REQUIRED;
- A SIGNED ORDINANCE GRANTING ONE OR MORE ZONE CHANGES, IF ANY ARE REQUIRED;
- A SIGNED AND APPROVED GENERAL PLAN, IF ONE IS REQUIRED;
- COPY OF ANY FEDERAL OR STATE APPROVALS REQUIRED PRIOR TO COMMENCEMENT OF DEVELOPMENT (EG. ARMY CORPS OF ENGINEERS DREDGE AND FILL PERMIT);
- PERFORMANCE GUARANTEE, IN ACCORDANCE WITH [SECTION 106-9](#), OR CERTIFICATE OF ACCEPTANCE SIGNED BY BUILDING OFFICIAL/DIRECTOR OF PUBLIC WORKS SHOWING ACCEPTED INFRASTRUCTURE;
 - NAMES AND ADDRESSES OF THE SUBDIVIDER, ALL RECORD OWNERS, ENGINEER AND/OR SURVEYOR;
 - PROPOSED NAME OF THE SUBDIVISION, WHICH SHALL NOT HAVE THE SAME SPELLING AS OR BE PRONOUNCED SIMILAR TO THE NAME OF ANY OTHER SUBDIVISION LOCATED WITHIN THE COUNTY;
 - NAMES OF CONTIGUOUS SUBDIVISIONS AND THE OWNERS OF CONTIGUOUS PARCELS OF UNSUBDIVIDED LAND, AND AN INDICATION OF WHETHER OR NOT CONTIGUOUS PROPERTIES ARE PLATTED;
 - DESCRIPTION, BY METES AND BOUNDS, OF THE SUBDIVISION;
 - PRIMARY CONTROL POINTS OR DESCRIPTIONS, AND TIES TO SUCH CONTROL POINTS TO WHICH ALL DIMENSIONS, ANGLES, BEARINGS, BLOCK NUMBERS AND SIMILAR DATA SHALL BE REFERRED.
 - SUBDIVISION BOUNDARY LINES, INDICATED BY HEAVY LINES, AND THE COMPUTED ACREAGE OF THE SUBDIVISION;
 - THE EXACT LOCATION, DIMENSIONS, NAME AND DESCRIPTION OF ALL EXISTING OR RECORDED STREETS, ALLEYS, RESERVATIONS, EASEMENTS OR OTHER PUBLIC RIGHTS-OF-WAY, WITHIN THE SUBDIVISION, INTERSECTING OR CONTIGUOUS WITH ITS BOUNDARIES OR FORMING SUCH BOUNDARIES;

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- THE EXACT LOCATION, DIMENSIONS, DESCRIPTION, AND NAME OF ALL EXISTING OR RECORDED RESIDENTIAL LOTS, PARKS, PUBLIC AREAS, PERMANENT STRUCTURES, AND OTHER SITES WITHIN OR CONTIGUOUS WITH THE SUBDIVISION;
- THE EXACT LOCATION, DIMENSIONS, DESCRIPTION, AND NAME OF ALL PROPOSED STREETS, ALLEYS, DRAINAGE STRUCTURES, PARKS, OTHER PUBLIC AREAS, RESERVATIONS, EASEMENTS OR OTHER RIGHTS-OF-WAY, BLOCKS, LOTS, AND OTHER SITES WITHIN THE SUBDIVISION;
- DATE OF PREPARATION, SCALE OF PLAT, AND NORTH ARROW;
- TOPOGRAPHICAL INFORMATION WHICH SHALL INCLUDE CONTOUR LINES ON A BASIS OF FIVE VERTICAL FEET IN TERRAIN WITH A SLOPE OF TWO PERCENT OR MORE, AND ON A BASIS OF TWO VERTICAL FEET IN TERRAIN WITH A SLOPE OF LESS THAN TWO PERCENT;
- A NUMBER OR LETTER TO IDENTIFY EACH LOT OR SITE AND EACH BLOCK;
- LOCATION OF CITY LIMITS LINE, THE OUTER BORDER OF THE CITY'S EXTRATERRITORIAL JURISDICTION, AND ZONING DISTRICT BOUNDARIES, IF THEY TRAVERSE THE SUBDIVISION, FORM PART OF THE BOUNDARY OF THE SUBDIVISION, OR ARE CONTIGUOUS TO SUCH BOUNDARY;
- VICINITY SKETCH OR MAP AT A SCALE OF NOT MORE THAN 600 FEET TO AN INCH, WHICH SHALL SHOW EXISTING SUBDIVISIONS, STREETS, EASEMENTS, RIGHTS-OF-WAY, PARKS AND PUBLIC FACILITIES IN THE VICINITY, THE GENERAL DRAINAGE AND ULTIMATE DESTINATION OF WATER, AND POSSIBLE STORM SEWER, WATER, GAS, ELECTRIC AND SANITARY SEWER CONNECTIONS BY ARROWS;
- A DULY EXECUTED ACKNOWLEDGMENT ON THE FACE OF THE PLAT OF THE OWNERS OF THE LAND OR SOME DULY AUTHORIZED AGENT OF SAID OWNERS IN THE MANNER REQUIRED FOR THE ACKNOWLEDGMENT OF DEEDS;
- THE LOCATION AND DIMENSIONS OF ALL OFF-SITE INFRASTRUCTURE EXISTING OR PROPOSED TO SERVE THE SUBDIVISION INCLUDING PROOF OF AUTHORITY TO CONSTRUCT, USE, AND/OR MAINTAIN SAME AS NEEDED; AND
- A PLACE FOR APPROVAL OF THE CITY WHICH SHALL BE SUBSTANTIALLY THE FOLLOWING FORM:

"This is to certify that the above and foregoing map and plat of PLAT/SUBDIVISION NAME AND TYPE HERE is in conformance with the laws of the State of Texas and the ordinances of the City of Cleveland as shown hereon and authorized by the City Council of the City of Cleveland, Texas, on the ____ day of _____, 20 ____.

By: _____
Emilio Levario, AICP, PCED
Director of Community Development

By: _____
Danny Lee
Mayor