

<b>REPLAT</b> APPLICATION & CHECKLIST
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**INSTRUCTIONS**

Provide this completed form and required items to the City Hall (254-657-2460) at 102 W. Travis St. Holland, TX 76534. Please submit the information electronically to [pbyrd@cityofholland.org](mailto:pbyrd@cityofholland.org) or provide one hard copy of all materials.

Drawings shall be provided on a 18"x24" sheets at a scale of one inch (1") equals one hundred feet (1" = 100') with all the dimensions labeled accurately to the nearest one tenth (1/10) of a foot. When more than one sheet (1) is necessary to accommodate the entire area, an index sheet showing the entire subdivision at a scale of one (1) inch equals four hundred feet (1" = 400') shall be attached to the plat.

Place a check mark on each line if you have complied with that item. Indicate with N/A if the item does not apply to your project.

This application/checklist is only a guide. All state and local ordinances and code requirements are not reflected on this application/ checklist.

**REQUIRED ITEMS FOR SUBMITTAL**

- 1. Approved construction plans are required prior to submitting the final plat.
- 2. Confirmation that a predevelopment meeting was conducted.
- 3. Completed application.
- 4. Where new streets are being created and named, the applicant must have documentation from Bell County addressing and demonstrating that the street names proposed on the Final Plat are not duplicated within the County.
- 5. A copy of the approved application for flood plain map amendment or revision as required by the Federal Emergency Management Agency (FEMA), if applicable.
- 6. If a subdivision is located in an area served by any utility other than the City, the developer shall furnish a letter from such utility certifying their approval of the location of the utility easements shown on the plat and indicating the utility's intent to serve the property, except that said letters are not required if the easements conform to those approved on the Preliminary Plat.
- 7. Any materials or documents required by the Commission and/or Council was a condition Preliminary Plat approval.
- 8. A letter requesting any variances from the provisions of this Ordinances, if not previously approved as part of the Preliminary Plat, and posted pursuant to the requirements the Subdivision Ordinance.
- 9. Certification from all applicable taxing authorities that all taxes on the property have been paid. (Current Tax Certificate)
- 10. Copy of the deed restrictions or covenants, if such documents are to be used. These shall be filed for record in conjunction with the filing of the Final Plat.

\_\_\_ 11. Disk or USB with all submittal documents.

\_\_\_ 12. Filing Fees

**FILING FEE: NEED TO INPUT INFORMATION HERE**

**OWNER INFORMATION**

Owner's Name (Company or Individual): \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

OWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

The signature of the owner authorizes the City of Holland to visit and inspect the property for which this application is being submitted and that all required documents are provided.

- I will represent my application before the Planning and Zoning Commission.
- I hereby authorize the person named below to act as my agent/applicant in processing this application before the planning and zoning Commission.

**AGENT INFORMATION**

If an agent is representing the owner of the property, please complete the following information:

Project Agent: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**REPLAT**

Each section heading represents a plan sheet associated with the submittal. The following sheets shall be included in the following order:

- Cover Sheet
- Replat Plan

**COVER SHEET SHOULD INCLUDE THE FOLLOWING:**

\_\_\_ 1. Title block including the following in the top center of the page.  
Subdivision Name  
"Replat"

\_\_\_ 2. Cover Sheet must contain the following:

Owner \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Acreage: \_\_\_\_\_  
Survey: \_\_\_\_\_  
Number of lots and proposed use (if more than one use is planned for the lots, provide land use summary showing # of lots are planned for each use): \_\_\_\_\_  
Date: \_\_\_\_\_  
Surveyor: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_  
Engineer: \_\_\_\_\_  
Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

**PRELIMINARY PLAN**

- \_\_\_ 1. All sheets shall be numbered in numeric order, these numbers shall be provided in the bottom right corner of every sheet and include the total number of sheets.
- \_\_\_ 2. All property lines shall be identified with a solid, heavy, and black line.
- \_\_\_ 3. All offsite easements are required to be recorded prior to the approval of the final plat. Examples of offsite easements may include water, wastewater, or drainage easements.
- \_\_\_ 4. Location sketch below the title block. This sketch shall show relation of the subdivision to streets and other prominent features in all directions for a radius.

\_\_\_ 5. Index on the right side of the sheet name and number.

\_\_\_ 6. Table including the total number of lots, acreage, breakdown of lots by proposed uses and reservations for all lots in the subdivision.

\_\_\_ 7. Property lines of adjacent properties, and, where applicable, the names and lot lines of adjacent approved preliminary plans and final plats with record references of final plats.

\_\_\_ 8. Existing and adjoining easements, including type/kind, dimensions, and any recordation information.

\_\_\_ 9. Name and right-of-way width of adjacent streets.

\_\_\_ 10. Block letters (Blocks are bounded by streets)

\_\_\_ 11. Locations of all permanent monuments and control points to which all dimensions, bearings, and similar data shall be referred.

\_\_\_ 12. Building lines adjacent to street ROW and a note is provided on the first sheet as follows if inside the City limits.

\_\_\_ 13. A certificate signed and sealed by the surveyor indicating that the plat complies with City of Holland Sub-Division Ordinance and that all easements of record as found on the title policy or discovered with a title search prepared in conjunction with the most recent purchase of property.

\_\_\_ 14. The 100-year floodplain, floodway, velocity zones, reference marks, elevation data and other information which can be transferred from the Flood Hazard Boundary Map (FHBM) or the Flood Insurance Rate Map (FIRM) to the plan map. A note identifying the data source and source date is included on the plan. OR -- a note on the plan identifies that there are no identified flood hazard areas in the planned area and the appropriate FEMA map has been cited as the reference.

\_\_\_ 15. Drainage and/or floodplain easements provided in accordance with the Sub-division Ordinances.

\_\_\_ 16. If the subdivision is within the city limits and is within 500 feet of a roadway specified as a Major Corridor, show and identify on the plan a 25' foot landscape and pedestrian access easement adjacent to any of the roadways identified as a Major Corridor.

\_\_\_ 17. Show school district boundary if located on or adjacent to the proposed subdivision.

\_\_\_ 18. Note for recording plat in Bell County at the bottom, right corner of the last sheet.

\_\_\_ 19. The following is provided: Owner's dedication statement signed and acknowledged by owners and any person holding a lien on the property dedicating all additional ROW, streets, alleys, easements, parks and other open spaces to public use, or, when the subdivider has made a provision for perpetual maintenance thereof, to all inhabitants of the subdivision. If there is no lien holder, a letter from the owner stating such is enclosed.

\_\_\_ 20. Proposed water and wastewater utilities:

\_\_\_ City of Holland

\_\_\_ Private wells

\_\_\_ Septic tanks or other individual sewage treatment system

\_\_\_ Other \_\_\_\_\_

\_\_\_ 21. Note prohibiting obstructions in drainage easements is provided.

\_\_\_ 22. A minimum of two survey ties across all boundary streets indicating existing ROW width/location (and, if necessary for purposes of determining intersection/driveway spacing, to the centerline of adjacent intersecting streets/driveways)

\_\_\_ 23. If any signage or landscaping is proposed within street ROW, a license agreement is provided for approval by the City Council.

\_\_\_ 24. The full street ROW width is platted and dedicated adjacent to the full length and/or width of all lots.

\_\_\_ 24. Names and signature lines for the Chairman and Secretary of the Planning and Zoning Commission attesting approval of the plat.

Signature block for Engineer

For Development Plats: the dimensions of each street, sidewalk, alley, square, park, or other part of the property intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the street, sidewalk, alley, square, park or other part.

For Development Plats: All information necessary to demonstrate compliance with driveway and/or street intersection spacing rules as stated in the City of Holland Sub-division Ordinance.

A public hearing is required for approval. The Planning & Zoning Commission is a recommending body and will make a recommendation to the City Council. The City Council will take final action on the approval of the concept plan. The following documents are required to be submitted to schedule the plan for review by the Commission and Council.