



CITY OF FULSHEAR

PO Box 279 / 30603 FM 1093

Fulshear, Texas 77441

Phone: 281-346-1796 ~ Fax: 281-346-2556

www.fulsheartexas.gov

Subdivision/Development Platting Application

Date: _____

Date Received by the City of Fulshear: _____

Subdivision: _____ Development: _____

SUBMITTAL OF PLAT: (Check Appropriate Selection)

Preliminary

Final

Short Form Final

Replat

Vacation Plat

Admin. (Minor) Plat

Amending Plat

TYPE OF PLAT: (Check Appropriate Selection)

Single-Family Residential

Zero Lot Line/ Patio Home

Multi-Family Residential

Planned Development

Commercial

Industrial

Plat Location: City ETJ (Extraterritorial Jurisdiction)

Legal Description: _____

Variance: Yes (Attach a Copy of Approval Letter) No

Total Acreage: _____

Number of Streets: _____

Number of Lots: _____

Number and Types of Reserves: _____

Total Acres in Reserve: _____

Owner: _____

Address: _____

City/State: _____

Telephone: _____

Email Address: _____

Engineer/Planner: _____

Contact Person: _____

Telephone: _____

Fax Number: _____

Email Address: _____

Platting Fees

Preliminary Plat - \$500.00 plus 3.50 per lot, plus \$12.50 per acre

Final Plat - \$500.00 plus \$5.00 per lot plus \$25.00 per acre

Replat - \$500.00 plus 5.00 per lot plus \$25.00 per acre

Amending or Minor Plat - \$200.00

Plat Vacation - \$500.00

2nd Review of plats - \$100.00 (each additional review)

TOTAL PLATTING FEE _____

Park Fees (due at Final Plat Application) _____

This is to certify that the information on this form is complete, true and correct and the undersigned is authorized to make this application. I understand that if all necessary information, required documents, and plat fees are required at time of submittal or the City of Fulshear will not complete the review needed in order to submit to the P&Z board.

SIGNATURE

TYPED OR PRINTED NAME/TITLE

DATE



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FINAL PLAT APPLICATION CHECKLIST

(Final Plat Applications must include the following list)

For Mylar Submission see Fort Bend County Filing Checklist

- Filing Fee
- 8 copies 24x36 paper prints folded to eight and one-half inches by fourteen inches
- 1 electronic format of the original plat drawing in either pdf or cad format
- Title Report
- Environmental Assessment
- Drainage District
- Traffic Study, any required Special Studies
- Letters from Utilities
- Drainage District Review Form
- Water & Sewer Certificate
- Texas Department of Transportation letter of No Objection or a Permit
- Approval from other Jurisdictions ie: applicable governmental entity, district, or entity with jurisdiction in the subdivision, although not required to have County approval
- Form and Content shall contain the following:
 - Proposed Name
 - Legal Description
 - Total acreage and total number of lots blocks and reserves
 - Name of the owners of the property
 - Name and seal of the person or firm who prepared the plat
 - Date the plat was drawn
 - Plat shall have all engineering and surveying data as required in the City Subdivision Ordinance

Final Plat Applications should be submitted no later than 5:00pm on the third Monday before the commissions next regularly scheduled meeting.

Plats

To comply with the state statutes and/or ensure archival quality plat records, the following items are required to file a plat::

- Plat size is 24" x 36"
- All drawings, printing and signatures must be in permanent black ink camera positive
- Ink must be on mylar with image on top
- 3 mil or greater matte finish mylar material
- An engineering or surveying firm must prepare the plat. Will not accept architectural plans
- The engineering or surveying firms' name and address and the engineer's or surveyor's signature and seal
- Owner's printed name and notarized signature
- Key Map reference
- Provide one (1) or more originals of each plat page. The clerk will retain one (1) original and return it to the filer within five business days after recording and scanning
- Provide adequate space for the Clerk's certificate information including: "Filed in Slide No. _____ of the Plat Records of Fort Bend County, Texas" (volume and page is no longer used as the clerk's file reference number)
- Provide adequate space for the Clerk's recording labels
- Municipal approved plats must include the following or similar wording: "All of the property subdivided in the foregoing plat is within the incorporated boundaries of the City of _____, Texas".
- Current original tax certificates from all the property's taxing entities. A letter on letterhead from the person or company filing that lists all taxing entities and states it is a complete list. The signer must print their name and title under their signature.
- Per Property Code 12.002(e) plats filed after September 1 of a year must be submitted with a current year tax receipt issued by each taxing unit with jurisdiction, or a statement indicating taxes have not been calculated. If tax certificate does not cover the preceding year, a tax receipt indicating the previous year's tax has been paid must be attached
- Filing fee is \$150 per plat page

Note: A plat will be rejected if any of the above requirements are not met.