



Minor Plat / Minor Replat Application
Code of Ordinances Appendix B, Sections 801-899

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 Minor Plat:

Office Use Only
checkboxes

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: \$200.00
Lots:
GIS: \$15.00

Total:

(All checks payable to City of Marble Falls)

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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## Minor Plat / Minor 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)
- Letters from applicable local utility companies** stating that each utility company has reviewed the minor plat 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 minor plat. 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 minor plat 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

The City Planner may approve a minor plat, or may, for any reason, elect to present the minor plat to the Planning and Zoning Commission and City Council for consideration and approval. Any decision made on the minor plat by the City Planner shall be approval of the plat. Should the City Manager (or designee) refuse to approve the minor plat, then the plat shall be referred to the Planning and Zoning Commission for review and City Council for approval, within the time period required by State law. (Section 2.11.b.)

The minor plat shall be filed at the County in the same manner as prescribed for a final plat, and approval of a minor plat shall expire if all filing materials are not submitted to the City and if the plat is not filed with the County within the time periods specified for a final plat. (Section 2.11e.)

Notice, a public hearing, and the approval of other lot owners are not required for the approval a minor plat. (Section 2.11.c.)

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**Staff's Signature**

**Date**