



# City of Dickinson Community Development

## Plat Application

### Property Information

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

County Appraisal District No.: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Total Acres: \_\_\_\_\_ Floodplain: \_\_\_\_\_

### Property Owner Information

Owner: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

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

### Applicant / Agent Information

Applicant: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

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

**\*\*If applicant is different than property owner, a *Notarized Agent Authorization* is required. \*\***

### Details of Request

Type of Plat: \_\_\_\_\_  
 Type of Plat Options: Amending, Administrative, Preliminary, or Final.

Proposed Subdivision Name: \_\_\_\_\_

Number of Residential Lots: \_\_\_\_\_ Number of Nonresidential Reserve Acres: \_\_\_\_\_

Current Zoning: \_\_\_\_\_

## Disclaimer and Signature

*I certify that my answers are true and complete to the best of my knowledge. By my signature, I hereby affirm that I am the **property owner** of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the preceding information is **complete and accurate**, and it is understood that I agree to the application being requested for this property. Additionally, my signature below indicates my awareness of the fee required at the time of the application submittal and any additional fees as noted in the City's Fee Schedule. This (FEE) is **non-refundable** even in the event of application withdrawal. I have the power to authorize and hereby grant permission for **City of Dickinson Officials** to enter the property on official business as part of the application process*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

## Plat Requirement Checklist

The following list of submittal requirements shall be used by the applicant as a checklist in preparing a complete application. Applications that do not have these items will be rejected and returned to the applicant. Additional information regarding subdividing property is found in Appendix A – Subdivisions of the Dickinson Code of Ordinances.

- Application – complete with signature.
- Plat Copies – 24 x 36 inch scaled copy; final plats must contain the certification of the registered, professional land surveyor that is responsible for the plat.
- Digitals – USB drive with digitals or email to [permits@dickinsontexas.gov](mailto:permits@dickinsontexas.gov) by 12 P.M. on day of submittal.
  - PDF – 24” x 36” scaled copy of plat.
  - Shapefile – the digital file must contain a geo-referenced ArcGIS Shapefile of a boundary polygon for each separate lot, reserve, right-of-way and easement showing X, Y and Z coordinates of at least three outside corners of the subject property. This data will be submitted using NAD 1983 State Plane Texas South Central FIPS 4204 Feet coordinate system. Shapefiles with the following are required: .dbf, .sbx, and .shp. If the following are available, please submit them as well: .prj, .sbn, .xml, .shx.
- Fee – The following fees have been adopted by City Council and are periodically changed. All fees are non-refundable. Before submitting payment, please contact Community Development to confirm appropriate payment amount.
  - \$1500.00 = SUBDIVISION, or
  - \$100 = APPLICATION FEE, PLUS
  - \$250.00 = RESIDENTIAL: 0-4 lots, or
  - \$500.00 = RESIDENTIAL: 5 + lots, or
  - \$75.00 = COMMERCIAL: per/Acre
- Authorization:
  - Proof of Ownership – submit county appraisal information verifying ownership. If county appraisal information is not correct, submit deed.
  - Agent Authorization – if you are an agent and not the property owner, submit a notarized statement from the owner naming you as agent for this application (Template available upon request).
  - Signatory Authorization – if the property is owned by any entity or corporation and not an individual, submit Articles of Incorporation or other official documentation verifying signatory authorization.

### Replats Only:

- Previous Plat – if the property has previously been subdivided, submit a copy of the previously recorded plat.
- Residential Replat Statement – if the property has previously been subdivided, submit a statement that indicates whether:
  - 1) any of the area to be replatted has been limited by an interim or permanent zoning classification to residential use for not more than two residential units per lot during the preceding five (5) years; or
  - 2) any lot in the preceding plat was limited by deed restrictions to residential use for not more than two residential units per lot. (Template available upon request).