



City of Cresson  
 P.O. Box 619  
 Cresson, TX 76035  
 817-396-4729

- COMPLETE APPLICATION CHECKLIST:**
- Completed Application
  - Fee
  - Replat checklist
  - Legal Description
  - Current Blue Tax Certificate
  - 5 sets-18'x24' plats (min. scale of 1"=100')
  - One set of 8-1/2"x11 reproducible copies  
OR One digital copy in PDF format

**APPLICATION for REPLAT:**

Name of Applicant/Owner: (circle one)	Date:
Name of Applicant(s)' Agent/Owner(s)' Agent: (circle one)	Fee: <u>see development fees</u>

**PROPERTY INFORMATION:**

<b>Name of Subdivision:</b>						
<b>Attach the written <u>legal description</u> and submit with this application form</b> (metes & bounds written on an 8-1/2 x 11 sheet).						
<b>Property Owner(s):</b> (signature required; attach extra sheets as necessary according to the number of involved property owners)						
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">(Signature)</td> <td style="width: 50%; border-bottom: 1px solid black;">(Street Address)</td> </tr> <tr> <td style="border-bottom: 1px solid black;">(Printed Name)</td> <td style="border-bottom: 1px solid black;">(City, State &amp; Zip Code)</td> </tr> <tr> <td style="border-bottom: 1px solid black;">(Telephone No.)</td> <td style="border-bottom: 1px solid black;">(Email Address)</td> </tr> </table>	(Signature)	(Street Address)	(Printed Name)	(City, State & Zip Code)	(Telephone No.)	(Email Address)
(Signature)	(Street Address)					
(Printed Name)	(City, State & Zip Code)					
(Telephone No.)	(Email Address)					

**NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:**

That I, \_\_\_\_\_, as owner or duly authorized officer of the property hereinafter referenced do hereby execute this document and waive any statutory time limits as set forth in Section 212 of the Texas Local Government Code.

\_\_\_\_\_  
(Signature)

Before me, the undersigned authority, a Notary Public in and for the State of \_\_\_\_\_, on this day personally appeared \_\_\_\_\_, 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\_\_.

[SEAL]
Notary Public My Commission Expires On: _____

I, \_\_\_\_\_, as owner or duly authorized officer of the property hereinafter referenced do hereby execute this document (above) and certify that all taxes owed on the subject parcel(s) have been paid to the current year. Please attach blue tax certificate.

**PROPERTY INFORMATION:** (continued)

<b>Name of Subdivision:</b>	<b>Existing Zoning:</b>
<b>Select the appropriate box below and provide the information: (select all that apply)</b>	
<input type="checkbox"/>	<b>An existing lot of record:</b> A _____ acre tract of the _____ Addition to the City of Cresson, Texas. (Circle one) Tract(s)/Lot(s) _____ Block(s) _____
<input type="checkbox"/>	<b>Property within the bounds of an existing survey/unplatted:</b> An _____ acre tract of the _____ Survey, Abstract No. _____ to the City of Cresson, Texas.
<input type="checkbox"/>	<b>Restrictive Covenants/Easements:</b> Volume _____ Page _____ Date _____
<b>Being Replatted as:</b> Lot(s) _____ Block(s) _____ of the _____ Addition to the City of Cresson.	

**ADDITIONAL INFORMATION:** (Copy and attach additional sheets, as necessary.)

<b>Applicant/Owner(s)' Agent:</b> (signature required - attach additional pages if needed)	
_____ (Signature)	_____ (Street Address)
_____ (Printed Name)	_____ (City, State & Zip Code)
_____ (Telephone No.)	_____ (Email Address)

<b>Developer/Land Planner:</b> (circle one)	
_____ (Signature)	_____ (Street Address)
_____ (Printed Name)	_____ (City, State & Zip Code)
_____ (Telephone No.)	_____ (Email Address)

<b>Surveyor/Engineer:</b> (circle one)	
_____ (Signature)	_____ (Street Address)
_____ (Printed Name)	_____ (City, State & Zip Code)
_____ (Telephone No.)	_____ (Email Address)



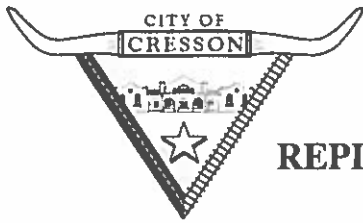
## REPLAT CHECKLIST:

Items listed in this checklist must be provided by the applicant, signed, and returned to the City Secretary along with **5 sets** of the completed replat for consideration by the City Council. Once the DRC review is complete, the applicant shall submit 5 Mylars and 4 paper copies with the appropriate signatures prior to the City Council hearing. This is a summary of the information that must be provided. For a complete listing of required elements for a replat, refer to Sections 2-12, 2-13 and 2-14 (11) of the City of Cresson Subdivision Regulations.

- The name of the subdivision, zoning of the property.
- The scale, north arrow, and date of preparation.
- The property owner's name, address, and telephone number. Include the owner's certificate or deed of dedication.
- If applicable, provide the developer's name, address, and telephone number.
- The name of the individual who prepared the replat; include the surveyor's certificate & seal (refer to Section 2-12).
- Label sites and uses proposed to be reserved or dedicated for parks, schools, playgrounds, or other public uses.
- A vicinity map, showing the location of the tract by reference to existing streets or highways.
- Each lot or block should be identified by number or letter.
- An accurate boundary survey, including a written mete and bounds description on the face of the replat. Label the property lines with bearings & distances referenced to survey lines and established subdivisions, at a scale of 1"=100'. Label the original survey title and abstract number.
- The name and location of a portion of adjoining subdivisions shown in dotted lines in sufficient detail to show existing streets, alleys, and other features that may influence the layout and development of the subdivision. Where adjacent land is not subdivided, the owner's name of the adjacent tract shall be shown.
- All existing and proposed streets, alleys, easements, blocks, lots, building lines, parks, etc., with principal dimensions. Label the angle of the centerlines of all intersecting streets which are intended to be less than 90°.
- Contours at one-foot intervals. On terrain with less than a 5% grade, contours at two-foot intervals are required.
- 100-yr flood plain and the finished floor elevation of each building pad and/or lot. Where building sites are located in the flood plain, the minimum finished floor elevation shall be 2 feet above the 100-yr flood plain elevation. Refer to Section 2-12 of the Subdivision Regulations for required note to be placed on the rear plat.
- The City limits line, ETJ boundary, and/or zoning district boundary if they traverse the subdivision, form part of the boundary of the subdivision or are contiguous to such boundary.
- Tax certificates indicating that all taxes on the land being subdivided have been paid to the current year.
- Certificate of approval to be signed by the City Council (sample in Section 2-12).
- Certification of recordation by County Clerk (sample in Section 2-12).
- List of names and addresses of all properties that are either on the immediately preceding plat or within 200 feet of any any property line of the proposed replat (refer to Section 2-13).
- 1 copy of the previous plat for the entire subdivision (refer to Section 2-13).

For Office Use Only

Application received by:	Date:
Checked for completeness by:	Date:
Application Fee paid: \$	Date:
DRC:	Date:
City Council Agenda Item	Date of Meeting:
Staff Comments:	



## REPLAT REVIEW PROCESS:

City of Cresson  
P.O. Box 619  
Cresson, TX 76035  
817-396-4729

Submit material to the City of Cresson offices located at 8901 Hwy. 377, Cresson, TX 76035.

A complete application is required for acceptance of the application. The following lists the minimum items for a complete application:

1. A completed application form.
2. Application fee (see development fees)
3. Checklist for a Replat.
4. List of adjacent property owners as per Section 2-13.
5. Copy of previous plat for entire subdivision and copy of deed restrictions, if applicable.
6. Legal description of subject property.
7. Current blue tax certificate verifying that taxes are current on the subject property.
8. 5 sets - 18" x 24" copies of the Replat.
9. 1 set - 8-1/2" x 11" reproducible copy of replat (each page, as applicable)  
OR 1 digital copy in PDF format.

Failure to pay the required fee or provide the information itemized above will result in an application submittal that is deemed incomplete. Incomplete applications will not be accepted for review or placement on the City Council agenda.

The request will be placed on an agenda to go before the City Council once the complete application has been reviewed by the Development Review Committee (DRC) and the requested revised information has been provided to the City by the applicant. Revisions required because of the DRC review will be compiled into a single letter and faxed or mailed to the applicant. Failure to provide any necessary revised information with regards to this request by the deadline as indicated by staff will delay the consideration of the application for Replat. Once the requested revised information is reviewed by the City and deemed complete, the request shall be placed on an agenda for a regularly scheduled meeting of the City Council within 30 days. At such time, the applicant shall submit 5 Mylars and 4 paper copies with the appropriate signatures prior to the City Council hearing.

The applicant is responsible to pay all applicable review fees associated with the request prior to the public hearing. Planning and engineering reviews are performed by contracted professionals. Fees will be calculated and sent to the applicant prior to the public hearing.

City Council meets the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of every month. The owner or the owner(s)' agent must attend the public hearing in order to represent the case to the City Council, as necessary. Failure to attend the regularly scheduled meeting may result in the request being either tabled or denied.

Approval of the Replat by the City Council does not constitute official acceptance of any public improvements. Public infrastructure improvements must be prepared and submitted to the City for review and inspections.

Please refer to the City of Cresson Subdivision Regulations, Article II, Section 2-1 for the Sequence of Events pertaining to general Platting Procedures and Section 2-12 and 2-13 for regulations pertaining to replats. Please note that the data requirements for a Replat are the same as the requirements for a Final Plat.

**FOR ANY QUESTIONS OR ADDITIONAL INFORMATION, PLEASE CALL 817.396.4729**