



# CITY OF FULSHEAR

PO Box 279 /6611 W. Cross Creek Bend Ln  
Fulshear, Texas 77441  
Phone: 281-346-8860 ~ Fax: 281-346-2556  
[www.fulsheartexas.gov](http://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

2<sup>nd</sup> 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 state statutes and/or ensure archival quality plat records the following items are required to file a plat:

1. Plat size is 24" x 36".
2. All drawings, printing and signatures must be in permanent black ink.
3. Ink must be on mylar with image on top.
4. 3 mil or greater matte finish mylar material.
5. An engineering or surveying firm must prepare the plat. Architectural plans are not acceptable.
6. The engineering or surveying firms' name and address and the engineer's or surveyor's signature and seal.
7. Owner's printed name and notarized signature.
8. Key Map reference number(s).
9. Provide one (1) or more original 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.
10. Provide adequate space for the clerk's certificate information including: "Filed in Plat No. \_\_\_\_\_ of the Plat Records of Fort Bend County, Texas" (volume and page are not used as the clerk's file reference number).
11. 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".
12. Current original tax certificates from all the property's taxing entities.
13. 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. Refer to *(Appendix S)* for the sample letter.
14. Filing fee is \$150 per plat page.

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