

# CITY OF BIG SPRING

Department of Public Works

## FINAL PLAT APPLICATION

### I. APPLICATION

Application is hereby made to the Big Spring Planning and Zoning Commission for approval of the following final plat:

1. Proposed Title of Final Plat: \_\_\_\_\_
2. Legal Description of Plat (or see attached metes and bounds *on the accompanying CD*)  
\_\_\_\_\_  
\_\_\_\_\_

#### 3. Owner Information:

\_\_\_\_\_  
(Name) (Phone)

\_\_\_\_\_  
(Address) (City, State, Zip)

#### 4. Developer Information (if different from 3 above)

\_\_\_\_\_  
(Name) (Phone)

\_\_\_\_\_  
(Address) (City, State, Zip)

#### 5. Representative Information:

\_\_\_\_\_  
(Name) (Phone)

\_\_\_\_\_  
(Address) (City, State, Zip)

### II. SHORT FORM REQUEST

This is \_\_\_ is not \_\_\_ a request for the short form procedure. Submission of final plat for short form procedure shall occur at least fourteen (18) days prior to the scheduled Planning and Zoning Commission meeting.

### III. FEES

Application Fee: One hundred fifty dollars (\$200.00) [plats with four (4) or less lots one hundred and fifty dollars (\$150.00)] for all subdivisions of fifty acres or less and one dollar (\$1.00) for each acre or portion thereof, up to a maximum fee of two hundred fifty dollars (\$300.00) for all subdivisions larger than fifty acres. Two hundred dollars (\$250.00) for a residential replat.

\$ \_\_\_\_\_

Recording Fee: Thirty dollars (\$30.00) for plats which do not exceed 18" in the lesser dimension or 24" in the greater dimension or

\$ \_\_\_\_\_

Thirty-five dollars (\$35.00) for plats which exceed either dimension specified above.

\$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

**IV. SUBMISSION INFORMATION**

Submittal Deadline: Minimum 10 days (18 days for short form procedure, 18 days for plats requiring a public hearing) prior to the Planning Commission meeting at which action is desired. The Planning Commission generally meets on the first Tuesday of each month.

**(Check items if submitted with this application form.)**

- 1. Number of Copies: 18 prints and 1 original \_\_\_\_\_
- 2. Performance Bond/Letter of Credit \_\_\_\_\_
- 3. Tax Certificate \_\_\_\_\_
- 4. Title Opinion \_\_\_\_\_
- 5. Drainage plan submitted to Public Works Dept. \_\_\_\_\_
- 6. Digital file or Conversion Fee (\$50.00) \_\_\_\_\_

Rec'd By/Date For Office Use Only	_____ / _____
	_____ / _____
	_____ / _____
	_____ / _____
	_____ / _____
	_____ / _____

This application authorizes the City Secretary to file the plat with the County Clerk for recording following approval. This application shall also authorize the filing of the associated documents which are approved by the Planning and Zoning Commission or City Council and shall authorize the City of Big Spring to reproduce from the plat, at the expense of the applicant, three film positives, sixteen direct prints for the City of Big Spring record files, and one direct print for each utility company franchised to provide service within the City of Big Spring. One additional film positive may be requested by the engineering firm at its expense.

**ENGINEER: PLEASE INDICATE WHETHER YOU DESIRE A FILM POSITIVE YES NO  
OR SEPIA YES NO**

The Final Plat shall be considered officially filed only when it has been received in the Public Works Office in **full compliance** with the provisions of the Subdivisions Regulations of the City of Big Spring.

NOTE: If property owner is to be represented by an authorized agent and said agent files and executes the application on behalf of the property owner, the agent should print the property owner's name and his own on the lines provided on page 1 and complete the affidavit below. *All materials, including exhibits, submitted in support of an application, or displayed during a public hearing, shall remain the property of the City of Big Spring.*

\_\_\_\_\_  
(PROPERTY OWNER) (DATE) By: \_\_\_\_\_  
(If applicable - see note)

STATE of TEXAS  
COUNTY OF HOWARD

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_ who, being by me duly sworn, upon oath says: That he is authorized by \_\_\_\_\_, the owner of the above described property, to fully represent him in this application and that he has the legal right, power and authority to sign said owner's name hereto as his attorney in fact.

\_\_\_\_\_  
(Signature of Affiant)

Subscribed and sworn to before me, by the said \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

FOR OFFICE USE ONLY  
 Rec'd BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 RES REPLAT: YES \_\_\_\_\_ NO \_\_\_\_\_  
 ASSIGNED: \_\_\_\_\_  
 FOR: \_\_\_\_\_ ON: \_\_\_\_\_

which witness my hand and seal of office

\_\_\_\_\_  
Notary Public, Midland County, Texas

**\*\*Application will not be considered for scheduling until reviewed by the Director of Public Works.\*\***