

# City of Lindsay

608 Ash St/P.O. Box 153  
Lindsay, TX 76250  
940-665-4455  
cityoflindsay@ntin.net

## Plat Application

Preliminary Plat     Final Plat     Replat     Simple     Preliminary/Final

### Applicant Information

|   |                                     |
|---|-------------------------------------|
| Property Owner: _____   | Contact: _____                      |
| Owner Address: _____  | City: _____ State: _____ Zip: _____ |
| Email: _____  | Phone: _____ Cell: _____            |
| Applicant/Agent: _____  | Contact: _____                      |
| <input type="checkbox"/> Engineer <input type="checkbox"/> Architect <input type="checkbox"/> Surveyor <input type="checkbox"/> Owner |                                     |
| Applicant/Agent Address: _____  | City: _____ State: _____ Zip: _____ |
| Email: _____  | Phone: _____ Cell: _____            |

### Property Information

|   |  |
|---|--|
| Development Name _____  | Address: _____                         |
| Survey Name: _____  | Abstract Number: _____                 |
| Existing Zoning: _____  | Total Acreage: _____ Total Lots: _____ |
| Purpose for Platting: _____   |  |
| Is this an existing subdivision or part of a subdivision being replatted? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide the following: |  |
| Subdivision Name: _____   | Date Filed _____                       |
| Number of lots within original Subdivision: _____   | Volume: _____ Page: _____              |

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

This application is not considered accepted by the City until the City Engineer and City Secretary has signed below. City Secretary will not sign until all fees have been received.

\_\_\_\_\_  
City Engineer

\_\_\_\_\_  
City Secretary

A plat application is deemed complete when the City and the City Engineer has reviewed the Plat and all requirements, including all applicable fees, are fulfilled. Owner will represent themselves or authorize \_\_\_\_\_ (name of applicant, if not owner) to represent this application on owner's behalf. The named applicant shall be principal person for responding to all requests and attending all meetings.

**Check One:**

I hereby request that this subdivision be placed on the Agenda for action at the next available Planning and Zoning Commission meeting. I acknowledge that: 1) comments may have not been addressed, and 2) the plat may not be in compliance with City codes. I understand this may result in a disapproval of my application. If the application is disapproved, I will be required to submit a new application and pay new filing fees. If this option is chosen, a correct original (signed and sealed, as appropriate) mylar and paper copies as required are provided with this updated response.

I hereby request and agree to waive the deadlines provided in Section 3.2(C) of the City of Lindsay Subdivision Ordinance and Section 212.009 of the Texas Local Government Code for taking action on this application. I understand that this application will be considered by the Planning and Zoning Commission and the City Council once it has been determined that this application is in compliance with the ordinances of the City of Lindsay.

STATE OF TEXAS

COUNTY OF: \_\_\_\_\_

BEFORE ME, a Notary Public, on this day, personally appeared \_\_\_\_\_, The above signed, who under oath, stated the following: " I hereby certify that I am the owner or authorized corporate representative for the purpose of this application; that all information submitted is true and accurate."

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ .

My Commission Expires: \_\_\_\_\_

Notary Public in and for the State of Texas

\_\_\_\_\_

| City Staff Signature | Required Item   | Date Received |
|----------------------|---|---------------|
|                      | Completed Application                                 |               |
|                      | Required Documents according to Subdivision Ordinance |               |
|                      | All required fees PAID                                |               |
|                      | Letter of approval from City Engineer                 |               |

# Plat Approval Procedure

City Council Meeting- 1<sup>st</sup> Tuesday of the month

P&Z Meeting- 3<sup>rd</sup> Thursday of the month

KSA Engineers

8875 Synergy Drive

McKinney, Texas 75070

972-542-2995

Abiel Carrillo ([acarrillo@ksaeng.com](mailto:acarrillo@ksaeng.com)) or JoAnna Anzalone ([janzalone@ksaeng.com](mailto:janzalone@ksaeng.com))

**Procedure for Review and Approval of Plat by the City of Lindsay upon receipt of a written application from the owner/developer of a tract of land and payment of all applicable fees.**

1. Sign and submit to City Hall a Plat Application. (attached) Application must be signed by the property owner/developer or agent, all fees paid, and signed/approved by the City Secretary before submittal of any documents to the City Engineer.
2. Submit plans to City Engineer for approval. If the property is on a TxDot Highway, consult with TxDot for approval for access to the highway.
3. After approval by the City Engineer- request action by the Planning & Zoning Commission/City Council and submit the following:
  - a. 15 copies of the plat and 1 electronic copy.
  - b. TxDot approval of access (if applicable).
  - c. For LP request; letter from Atmos stating their service is unavailable within 200' of property.
4. A Notice of Public Hearing before the Planning & Zoning Commission published in the local newspaper at least fifteen (15) days prior to the meeting may be required under special circumstances.
5. Planning & Zoning Commission Public Hearing and action.
6. If the Planning & Zoning Commission recommends the plat to the City Council, under special circumstances, a notice of Public Hearing before the City Council is published in the local newspaper at least fifteen (15) days prior to the meeting may be required. Payment for all fees incurred during the engineer's review above those already paid.
7. City Council Public Hearing and action.
8. Any fees owed from owner/developer will be required prior to filing final plat. If the City Council approves the plat, the City will file the plat (final only) with the County Clerk within five (5) business days of completion and approval of all infrastructure.
9. City can request an additional fifteen (15) days for review of the plat.