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:_____

☐ Engineer ☐ Architect ☐ Surveyor ☐ 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? ☐ Yes ☐ 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 themself 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- 1st Tuesday of the month
P&Z Meeting- 3rd Thursday of the month

KSA Engineers
8875 Synergy Drive
McKinney, Texas 75070
972-542-2995
Abiel Carrillo (acarrillo@ksaeng.com) or JoAnna Anzalone (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.