



## **SCHEDULE FOR PROPOSED SUBDIVISION PLAT APPROVAL**

### **REQUIREMENTS/MEETING**

1. A completed subdivision application and payment of fees must be returned to the Community Planning & Development Department for review. The subdivision plat process requirements shall serve as a guide for the development of the final plat. Any additional information pertaining to ordinances may be obtained for a fee of .15 cents per page.
2. The Technical Review Committee meets on the 1<sup>st</sup> Tuesday of every month at 9:00 a.m. All subdivision plat information for review must be presented at least one week before this meeting. A minimum of five (5) plats and utility layout plans of each proposed subdivision must be submitted. The engineer or official agent of the developer must be present at this meeting.
3. All corrected subdivision plats along with any pertinent information must be submitted for final review at least (10) working days before the Planning & Zoning Commission Meeting.
4. The Regular Planning & Zoning Commission Meeting is on the 3<sup>rd</sup> Wednesday of every month and convenes at 6:00 p.m.
5. Urban Subdivisions shall meet the requirements of subdivision plats as provided under the Code of Ordinances of the City of Alamo.
6. Rural Subdivisions shall meet the minimum requirements of subdivision plats as provided under the Code of Ordinances of the City of Alamo and are reviewed and approved for recommendation by the P & Z Commission. In addition, rural subdivisions shall meet the requirements as promulgated by the Commissioner's Court of Hidalgo County.
7. The Board of Commissioners of the City of Alamo on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of every month and convenes at 7:00 p.m.

Note: Building permits will be issued by the City Inspector only after the subdivision plat is recorded.



**CITY OF ALAMO**

**DEPARTMENT OF COMMUNITY PLANNING & DEVELOPMENT**

**APPLICATION FOR SUBDIVISION PLAT APPROVAL**

1. DATE: \_\_\_\_\_
2. SUBDIVISION NAME: \_\_\_\_\_
3. SUBDIVISION LOCATION: \_\_\_\_\_
4. ACREAGE: \_\_\_\_\_ NUMBER OF LOTS: \_\_\_\_\_
5. LEGAL DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_
6. TYPE OF PLAT:  
\_\_\_\_\_ SINGLE-FAMILY \_\_\_\_\_ COMMERCIAL  
\_\_\_\_\_ MULTI-FAMILY \_\_\_\_\_ INDUSTRIAL
7. VARIANCE REQUEST:  
\_\_\_\_\_ NO \_\_\_\_\_ YES
8. ZONING CHANGE REQUEST:  
\_\_\_\_\_ NO \_\_\_\_\_ YES
9. DEVELOPER: \_\_\_\_\_

10. PHONE: \_\_\_\_\_ OTHER: \_\_\_\_\_
11. MAILING ADDRESS: \_\_\_\_\_
12. OWNER IF OTHER THAN DEVELOPER: \_\_\_\_\_
13. PHONE: \_\_\_\_\_ OTHER: \_\_\_\_\_
14. MAILING ADDRESS: \_\_\_\_\_
15. ENGINEER: \_\_\_\_\_
16. CONTACT PERSON: \_\_\_\_\_
17. PHONE: \_\_\_\_\_ OTHER: \_\_\_\_\_
18. MAILING ADDRESS: \_\_\_\_\_
19. NUMBER OF PLATS SUBMITTED: \_\_\_\_\_
20. DOCUMENTS SUBMITTED: \_\_\_\_\_

21. SUBDIVISION PROCESSING FEE: (\$150.00 PLUS \$10.00 PER ACRE OR A FRACTION THEREOF FOR THE FIRST TEN ACRES AND \$5.00 THEREAFTER FOR EACH ACRE OR A FRACTION THEREOF)

CASH \_\_\_\_\_ CHECK NO. \_\_\_\_\_ MONEY ORDER NO. \_\_\_\_\_

22. PARK FEE: (\$50.00 PER PROPOSED LOT)

CASH \_\_\_\_\_ CHECK NO. \_\_\_\_\_ MONEY ORDER NO. \_\_\_\_\_

23. COPY OF SUBDIVISION PLAT REQUIREMENTS PROVIDED TO:

\_\_\_\_\_  
 APPLICANT SIGNATURE

\_\_\_\_\_  
 AUTHORIZED CP&D  
 SIGNATURE OR CITY MANGER