



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. A minimum of four (5) full size complete set of plats (folded) and utility layout plans of each proposed subdivision must be submitted.
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 3rd 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 1st and 3rd 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: _____
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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. DEVELOPERS EMAIL: _____
13. PHONE: _____ OTHER: _____
14. MAILING ADDRESS: _____
15. ENGINEER: _____
16. CONTACT PERSON: _____
17. PHONE: _____ OTHER: _____
18. MAILING ADDRESS: _____
19. ENGINEERS EMAIL: _____
20. NUMBER OF PLATS SUBMITTED: _____
21. DOCUMENTS SUBMITTED: _____

SUBDIVISION PROCESSING FEE: a processing fee of \$400 up to 5 acres; \$400 + \$25 per acre thereafter shall be paid.

22. CASH _____ CHECK NO. _____ MONEY ORDER NO. _____

23. PARK FEE: (\$500.00 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