



**RICHMOND**

EST. **TEXAS** 1837

# **2019 PLAT APPLICATION SUBMITTAL PACKET**

**PLANNING DEPARTMENT**

600 Morton Street, City Hall Annex

Richmond, Texas 77469

Office: 281-342-0559 | Fax: 281.238.1215



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**GENERAL INFORMATION**

**UNIFIED DEVELOPMENT CODE**

In 2015, the City of Richmond adopted the Unified Development Code (UDC) as part of the implementation of policy and strategic directions set out in the City's Comprehensive Master Plan. All proposed plats must comply with the provisions and requirements of the UDC, which can be accessed online at: [www.richmondtx.gov/departments/planning-and-zoning/development-codes-and-plans](http://www.richmondtx.gov/departments/planning-and-zoning/development-codes-and-plans)

**PLAT APPLICATION TYPES**

The City of Richmond accepts the following plat submittal types as defined in Division 7.1.300 of the UDC:

✓ Land Plan/ Concept Plan	✓ Preliminary Plat	✓ Final Plat
✓ Amending Plat	✓ Short Form Final Plat	✓ Administrative (Minor) Plat
✓ Re-Plat	✓ Vacating Plat	✓ Plat Variances

**ADMINISTRATIVE PLATTING MANUAL**

All proposed plats shall be submitted in accordance with the City of Richmond Administrative Platting Manual. The manual provides form and content related requirements for various types of plats.

**PRE-APPLICATION CONFERENCE**

Applicants can schedule a pre-application conference prior to submitting a plat application. Pre-application conferences are an opportunity for applicants to discuss their project with various department representatives at the City of Richmond. A pre-application conference can be scheduled by submitting a request form available online at:

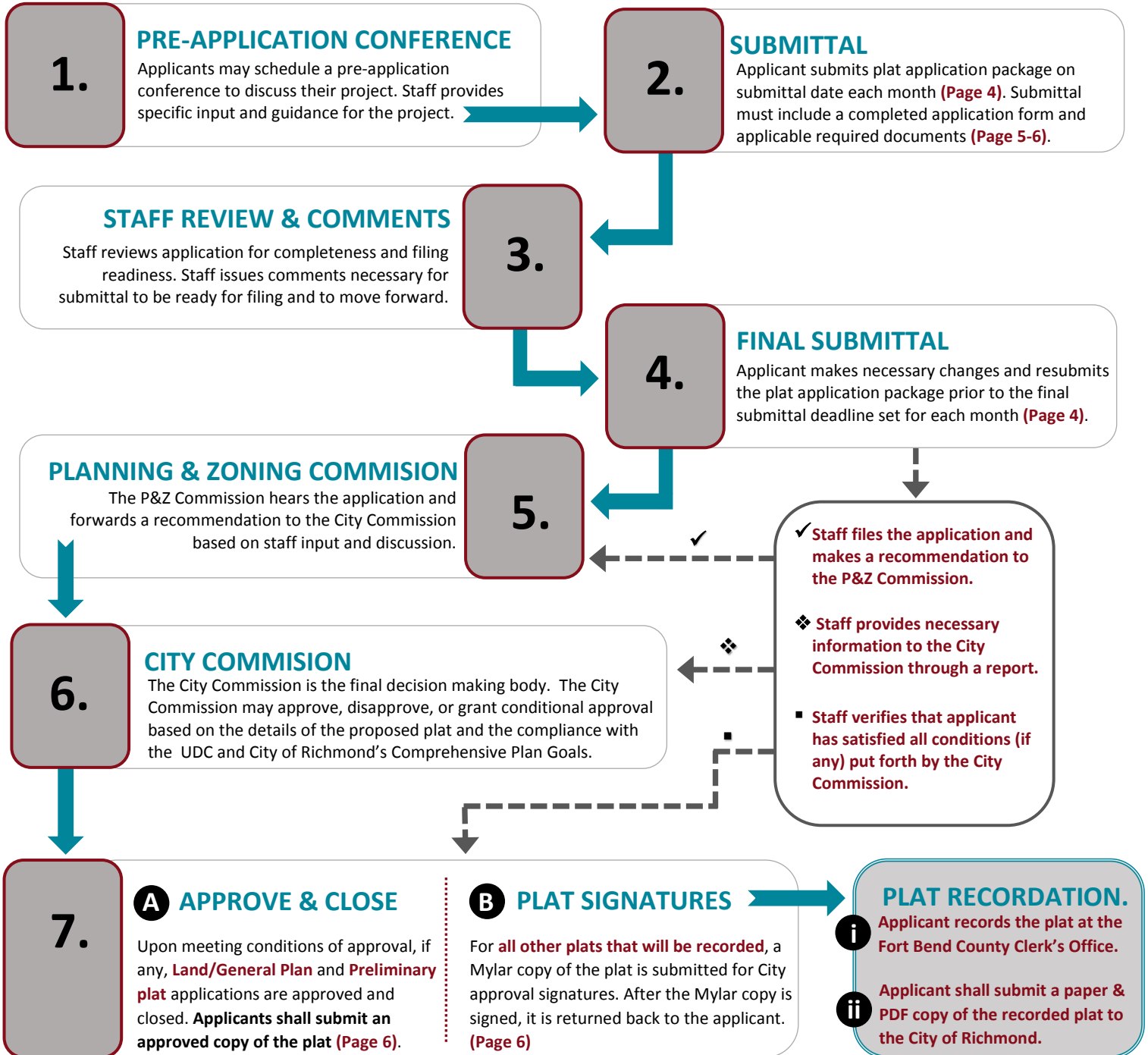
[www.richmondtx.gov/departments/planning-and-zoning/pre-application-meeting](http://www.richmondtx.gov/departments/planning-and-zoning/pre-application-meeting)

**PLAT SUBMITTAL**

- All submittals must be delivered to the Planning Department at *600 Morton Street, City Hall Annex, Richmond, Texas 77469*.
- To avoid any delay, applicants must submit completed application form and all applicable supporting documents indicated on *Page 5- 6; Plat Submittal Requirements*.
- Plat submittal should be delivered no later than 10:00 a.m. on the submittal and re-submittal date indicated on Page 3. *(in person deliveries are preferred to avoid delays)*
- Late or partial submittals may not be accepted or filed.

**Information included in this *Plat Application Packet* is intended only for general guidance to the City of Richmond's plat submittal process as specified and detailed in the UDC. This packet or information included in it is NOT intended to replace, substitute, or modify any provision or regulation of the UDC. Please consult City Staff with any questions you may have.**

**CITY OF RICHMOND PLATTING PROCESS**



\* Development permits cannot be issued prior to completion of the platting process which includes submitting a copy of the recorded plat.

\* This flowchart is intended to provide only an overview of the platting process; for details please contact the City of Richmond Planning Department.



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**PLAT SUBMITTAL DEADLINES AND MEETING DATES**

<b>Submittal Deadline</b>	<b>Review completed by:</b>	<b>Final Submittal Deadline</b>	<b>Planning &amp; Zoning Commission Meeting at 5:00 pm</b>	<b>City Commission Meeting at 4:30 pm</b>
Monday, <b>December 10, 2018</b>	Thursday, December 20, 2018	Friday, December 28, 2018	Monday, January 07, 2019	Tuesday, January 22, 2019
Monday, <b>January 7, 2019</b>	Thursday, January 17, 2019	Friday, January 25, 2019	Monday, February 04, 2019	Monday, February 18, 2019
Monday, <b>February 04, 2019</b>	Thursday, February 14, 2019	Friday, February 22, 2019	Monday, March 04, 2019	Monday, March 25, 2019
Monday, <b>March 04, 2019</b>	Thursday, March 14, 2019	Friday, March 22, 2019	Monday, April 01, 2019	Monday, April 15, 2019
Monday, <b>April 08, 2019</b>	Thursday, April 18, 2019	Friday, April 26, 2019	Monday, May 06, 2019	Monday, May 20, 2019
Monday, <b>May 06, 2019</b>	Thursday, May 16, 2019	Friday, May 24, 2019	Monday, June 03, 2019	Monday, June 17, 2019
Monday, <b>June 03, 2019</b>	Thursday, June 13, 2019	Friday, June 21, 2019	Monday, July 01, 2019	Monday, July 15, 2019
Monday, <b>July 08, 2019</b>	Thursday, July 18, 2019	Friday, July 26, 2019	Monday, August 05, 2019	Monday, August 19, 2019
Monday, <b>August 05, 2019</b>	Thursday, August 15, 2019	Friday, August 23, 2019	Tuesday, September 03, 2019	Monday, September 16, 2019
Monday, <b>September 09, 2019</b>	Thursday, September 19, 2019	Friday, September 27, 2019	Monday, October 07, 2019	Monday, October 21, 2019
Monday, <b>October 07, 2019</b>	Thursday, October 17, 2019	Friday, October 25, 2019	Monday, November 04, 2019	Monday, November 18, 2019
Monday, <b>November 04, 2019</b>	Thursday, November 14, 2019	Friday, November 22, 2019	Monday, December 02, 2019	Monday, December 16, 2019

**Planning & Zoning Commission and City Commission meetings are held at  
600 Morton Street (City Hall Annex), Richmond, TX 77469**

*Plat submittal package will be accepted **no sooner than the week before the submittal deadline dates, and no later than 10:00 a.m. on submittal deadline dates.***



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**PLAT SUBMITTAL REQUIREMENTS**

REQUIRED DOCUMENTS	General Plan/ Land Plan	Preliminary Plat	Final Plat/ Short Form Final/ Replat	Amending Plat/ Administrative (Minor) Plat
	No. of Copies	No. of Copies	No. of Copies	No. of Copies
<b>24"X36" Plat Copies – Folded with title block visible</b>	<b>03</b> copies of the plat at the time of submittal for all plats; <b>16</b> copies of the plat upon resubmittal for all plats.			
<b>Completed Application Form and Response Letter (If applicable)</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>MUD annexation letter (if applicable)</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>-</b>
<b>Preliminary Drainage and utility layout</b>	<b>-</b>	<b>3</b>	<b>-</b>	<b>-</b>
<b>Utility one-line drawings with pipe sizes shown.</b>	<b>-</b>	<b>3</b>	<b>-</b>	<b>-</b>
<b>Approved General Plan (if applicable)</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>-</b>
<b>Proof of notice to utility companies and other applicable entities</b>	<b>3</b>	<b>3</b>	<b>-</b>	<b>-</b>
<b>No objection letters from utility companies and all applicable entities</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>3</b>
<b>Copy of Current Title Report/ City Planning Letter (Replats and Amending Plats will not be accepted without a copy of the Title Report)</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>3</b>
<b>Copy of Current Tax Certificates</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>3</b>
<b>Traffic Impact Analysis (if applicable)</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>-</b>
<b>Copy of Easements filed by separate instruments (if applicable)</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Copy of previously recorded plat (if applicable)</b>	<b>3</b>	<b>3</b>	<b>16</b>	<b>16</b>
<b>Electronic Copy of submittal package including *.dwg (AutoCAD) file of the proposed plat.</b>	<b>1 CD or Flash Drive</b>			

*Please note that the aforementioned is a general list, and required documents may vary from the above list for certain plat applications.*



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### PLAT APPROVAL AND RECORDATION

- For plats that **do not require recordation**, applicant **shall electronically submit** revisions with all materials requested as a condition of approval to the project planner.
  - ✓ *Staff will review, approve, and close the application if all conditions are met and notify the applicant accordingly.*

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- For plats that **require recordation**, applicant **shall electronically submit** revisions with all materials requested as a condition of approval to the project planner.
- Upon confirmation of approval from staff, a Mylar copy of the plat along with the approval letter **shall be submitted** to the Building Department located at *600 Morton St, Richmond, TX* for signatures.
  - ✓ *Staff will notify the applicant when the Mylar copy of the plat is ready for pick-up and recordation.*

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- Upon recordation, **applicant shall submit** One (1) paper copy and electronic copy (pdf via email or disc) of the final recorded plat to the project planner.

For more information or questions, please contact:

**Jose Abraham, Planning Director**  
City of Richmond, City Hall Annex  
600 Morton Street  
Richmond, TX 77469.

Phone: (832) 759-5094

E-mail: [jabraham@richmondtx.gov](mailto:jabraham@richmondtx.gov)



**PLAT APPLICATION**

**PROJECT INFORMATION**

- Please Check:     Land Plan/ Concept Plan     Preliminary Plat     Final Plat  
                           Amending Plat     Short Form Final Plat     Administrative (Minor) Plat  
                           Re-Plat     Vacating Plat     Plat Variances

Plat Name: \_\_\_\_\_

Plat Location/Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

City Limits (Zoning: \_\_\_\_\_)     ETJ (MUD/LID: \_\_\_\_\_)

Parcel/Tax ID# (s): \_\_\_\_\_ Total Acreage: \_\_\_\_\_

No. of Sections \_\_\_\_\_ No. of Lots \_\_\_\_\_ No. of Reserves \_\_\_\_\_ Reserve Acreage \_\_\_\_\_

Proposed Land Use: \_\_\_\_\_

Name of associated plat: \_\_\_\_\_

Date Filed: \_\_\_\_\_ Slide No. \_\_\_\_\_ Number of Lots/Reserves: \_\_\_\_\_

**APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

*This is to certify that the information on this form is COMPLETE, TRUE, and CORRECT, and I, the undersigned, am authorized to make this application on behalf of the owner(s). I understand that this application will expire one year from the date of submittal.*

\_\_\_\_\_  
Project Representative's Signature (**Required**) Date

**PROPERTY OWNER INFORMATION**

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**PROPERTY OWNER'S AUTHORIZATION (Required - If owner is also the applicant, must sign as both):**  
*I am the owner of the property for which this application is being made. I authorize the above person (Project Representative) to submit this application and to correspond with the City of Richmond regarding this application on my behalf.*

\_\_\_\_\_  
Property Owner's Signature (**Required**) Date





**FEE CALCULATION WORKSHEET**

Plat Types	Fee Item	Item Unit	Item Quantity	Unit Fee	Totals
Preliminary & Final Plats	Base Fee	1	1	X \$750.00	= \$750.00
	Residential Single-Family, per lot	Lots >	_____	X \$5.00	= _____
	Commercial & Reserve Acreage, per acre fee	Acres >	_____	X \$15.00	= _____
Administrative/Minor Plat	Per Submittal	--	_____	X \$750.00	= _____
Amending Plat					
Land Plan/Concept Plan (Minor Amendment)					
Re-Plat					
Short Form Final Plat					
Vacating Plat					
Land Plan/Concept Plan	Per Submittal	--	X \$2,000.00 + \$10.00 per acre (max. \$3,500.00)	= _____	
Land Plan/Concept Plan (Major Amendment)	Per Submittal	--	X \$1,500.00 + \$10.00 per acre (max. \$3,500.00)	= _____	
Plat Variance	Variance Review, Per Item	Items >	_____	X \$450.00	= _____
<b>Grand Total:</b>				<b>\$ _____</b>	

**NOTE:** All acreage should be rounded to the nearest one hundredth decimal place (two decimal places). For example, 11.7472 acres should be rounded to 11.75 acres.