



RICHMOND

EST. **TEXAS** 1837

2020 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

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

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:

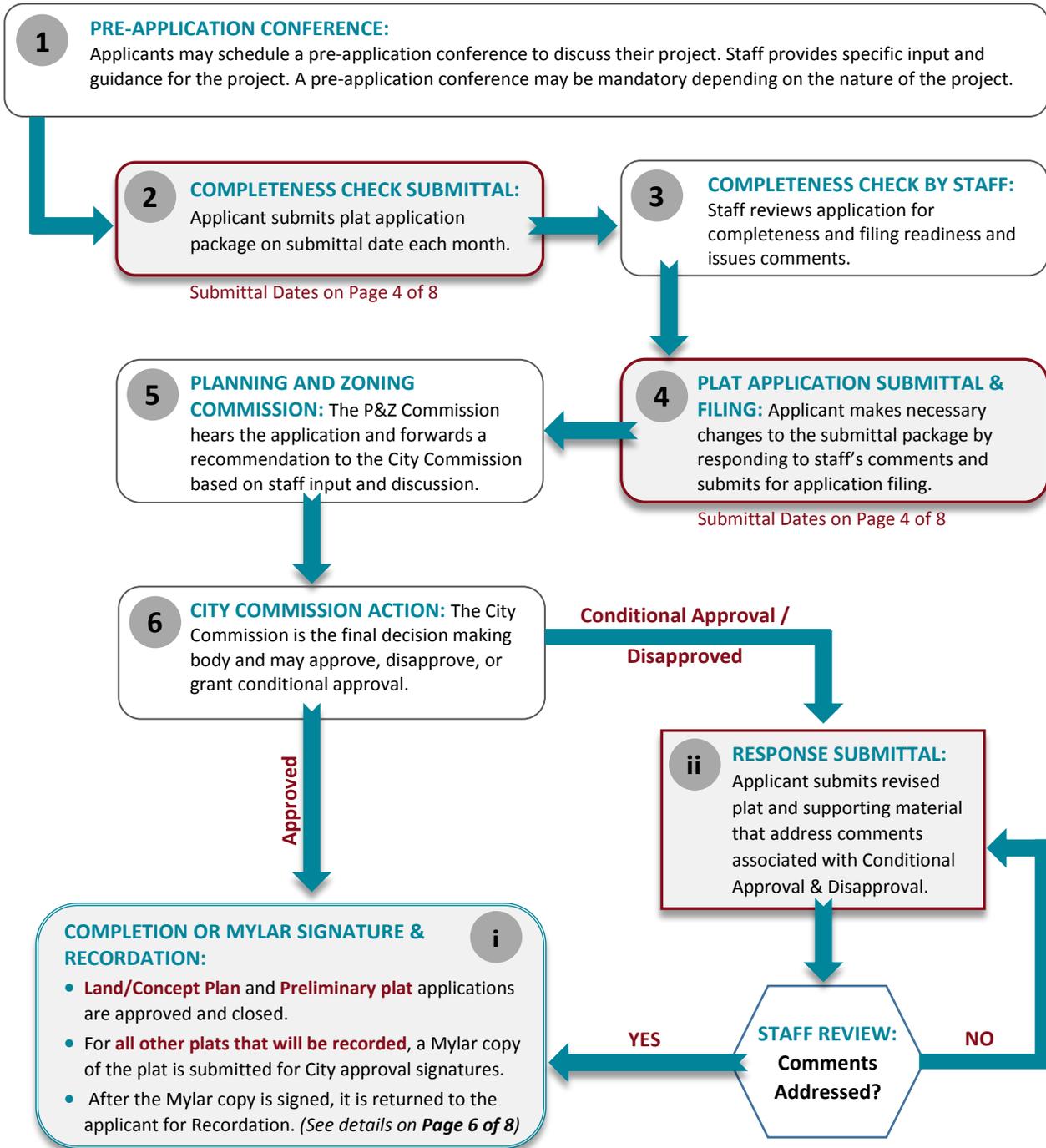
www.richmondtx.gov/departments/planning-and-zoning/pre-application-meeting

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 11:00 a.m. on the 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 in the UDC and applicable state statutes. 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 DATES AND MEETING DATES

Completeness Check Submittal Date:	Completeness Comment Issuance Date:	Plat Submittal and Filing Date:	P&Z Commission Meeting at 5:00 pm	City Commission Meeting at 4:30 pm	* Response Submittal Date (Response to Disapproval and Conditional Approval)
Monday, Dec 9, 2019	Monday, Dec 16, 2019	Friday, Dec 27, 2019	Monday, Jan 6, 2020	Tuesday, Jan 21, 2020	Friday, Feb 7, 2020
Monday, Jan 6, 2020	Monday, Jan 13, 2020	Wednesday, Jan 22, 2020	Monday, Feb 3, 2020	Monday, Feb 17, 2020	Friday, Mar 6, 2020
Monday, Feb 3, 2020	Monday, Feb 10, 2020	Wednesday, Feb 19, 2020	Monday, Mar 2, 2020	Monday, Mar 16, 2020	Monday, Apr 13, 2020
Monday, Mar 9, 2020	Monday, Mar 16, 2020	Wednesday, Mar 25, 2020	Monday, Apr 6, 2020	Monday, Apr 20, 2020	Friday, May 8, 2020
Monday, Apr 6, 2020	Monday, Apr 13, 2020	Wednesday, Apr 22, 2020	Monday, May 4, 2020	Monday, May 18, 2020	Friday, Jun 5, 2020
Monday, May 4, 2020	Monday, May 11, 2020	Wednesday, May 20, 2020	Monday, Jun 1, 2020	Monday, Jun 15, 2020	Friday, Jul 10, 2020
Monday, Jun 8, 2020	Monday, Jun 15, 2020	Wednesday, Jun 24, 2020	Monday, Jul 6, 2020	Monday, Jul 20, 2020	Friday, Aug 7, 2020
Monday, Jul 6, 2020	Monday, Jul 13, 2020	Wednesday, Jul 22, 2020	Monday, Aug 3, 2020	Monday, Aug 17, 2020	Friday, Sept 11, 2020
Monday, Aug 10, 2020	Monday, Aug 17, 2020	Wednesday, Aug 26, 2020	Tuesday, Sept 8, 2020	Monday, Sept 21, 2020	Friday, Oct 9, 2020
Tuesday, Sept 8, 2020	Monday, Sept 14, 2020	Wednesday, Sept 23, 2020	Monday, Oct 5, 2020	Monday, Oct 19, 2020	Friday, Nov 6, 2020
Monday, Oct 5, 2020	Monday, Oct 12, 2020	Wednesday, Oct 21, 2020	Monday, Nov 2, 2020	Monday, Nov 16, 2020	Friday, Dec 11, 2020
Monday, Nov 9, 2020	Monday, Nov 16, 2020	Wednesday, Nov 25, 2020	Monday, Dec 7, 2020	Monday, Dec 21, 2020	Friday, Jan 8, 2021

* **Response submittals are accepted once every month.** Response to Disapproval and Conditional Approval may be submitted on any response submittal date after the City Commission grants conditional approval or denies the plat application.

**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 date, and no later than 11:00 a.m.** on the submittal date.*



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PLAT SUBMITTAL REQUIREMENTS

REQUIRED DOCUMENTS	Concept 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
24"X36" Plat Copies – Folded with title block visible. (Unfolded plats will not be accepted)	03 copies of the plat at the time of completeness check submittal for all plats; 16 copies of the plat upon Plat submittal and filing for all plats.			
Completed Application Form or Response Letter for plat submittal & filing / response submittal.	3	3	3	3
MUD annexation letter (if applicable)	3	3	3	-
Preliminary Drainage and utility layout	-	3	-	-
Utility one-line drawings with pipe sizes shown.	-	3	-	-
Restrictive covenants/ HOA creation (if applicable)	-	-	3	-
Proof of notice to utility companies and other applicable entities	3	3	-	-
No objection letters from utility companies and other applicable entities	-	-	3	3
Copy of Current Title Report/ City Planning Letter (Replats and Amending Plats will not be accepted without a copy of the Title Report)	-	-	3	3
Copy of Current Paid Tax Certificates	-	-	3	3
Traffic Impact Analysis (if applicable)	3	3	3	-
Copy of Easements filed by separate instruments (if applicable)	3	3	3	3
Previously recorded / approved plat (if applicable)	3	3	16	16
Electronic Copy of submittal package including *.dwg (AutoCAD) file of the proposed plat.	1 CD or Flash Drive			

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

- Response submittals **must be emailed to the project planner** and must include revisions to the plat and all materials required as a condition of approval or to address reasons for disapproval. Please note the following:
 - ✓ *If all conditions are not met or reasons for disapproval are not addressed, staff will notify the applicant accordingly and another response submittal will be required.*
 - ✓ *Certain response submittals may require City commission action, and will be presented to the City Commission within 15 days.*
 - ✓ *For plats that **do not require recordation**, Staff will review, approve, and close the application, if all conditions are met or reasons for disapproval are addressed, and notify the applicant accordingly.*
 - ✓ *For plats that **require recordation**, Staff will review, approve, and provide instructions for recordation (see below).*

- PLAT RECORDATION INFORMATION: 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.*
 - ✓ *The applicant is responsible for recording the plat at Fort Bend County Clerk's Office.*

- 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



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PLAT CONTENT CHECKLIST

PLAT TYPES	Concept / Land Plan	Preliminary Plat	Final Plat / Replat	Amending / Minor
➤ Tentative proposal layout of streets and land use	■			
➤ Title Block showing following information: <ul style="list-style-type: none"> • Name and type of plat, • Name and address of property owner & agent, • Date of preparation and subsequent revisions, • Legal description with Survey name and Abstract Number, • Number of proposed lots, blocks, and reserves 	■	■	■	■
➤ North Arrow and Vicinity Map highlighting the proposed subdivision	■	■	■	■
➤ Graphical and Written Scale (100 feet to the inch or larger)	■	■	■	■
➤ Plat boundary in solid bold line (with dimensions to hundredth decimal point)	■	■	■	■
➤ Contours or spot elevations (contours at one-foot intervals; spot elevations shall be no farther apart than 500 feet)	■	■	■	■
➤ Following must be shown or labelled within the proposed plat boundary and within 200 feet from plat boundary : <ul style="list-style-type: none"> • Richmond City Limits • ETJ Limits (Richmond and others) • Survey and Abstract lines • Existing easements (in italics with recordation information) • Public access easements • Existing or proposed highways and streets, including proposed street names • 100- year floodplain according to FEMA • Watercourses/ditches/streams • Railroad ROWs 	■	■	■	■
➤ The location of all adjacent streets and alleys, with their names, and the names of adjoining subdivisions with recordation details or legal description and ownership information for unplatted properties.	■	■	■	■
➤ The length and bearing of all straight lines, radii, arc lengths, tangent length, and central angles of all curves shall be indicated along the boundary line of the subdivision and each block.		■	■	■



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PLAT TYPES	General / Land Plan	Preliminary Plat	Final Plat / Replat	Amending / Minor
➤ All dimensions along the lines of each lot shall be shown. The curve and line data pertaining to block or lot boundary may be placed in a table.		■	■	■
➤ Single-family residential and/or non-residential layout with details showing: <ul style="list-style-type: none"> • Lot and block numbers and dimensions (to hundredth decimal point) • Reserves (identified using alphabets) • Lot depth, lot width, and lot area • Front building lines and street side building lines. 		■	■	■
➤ All streets and other ROW dedications in compliance with: <ul style="list-style-type: none"> • Minimum street centerline radius • Maximum cul-de-sac length • Intersections at 90° angles • Minimum right-of-way widths • Minimum Intersection spacing 		■	■	■
➤ General Notes pertaining to the proposed subdivision reflecting: <ul style="list-style-type: none"> • All applicable jurisdictions • Pipeline easements • Minimum slab elevation and Benchmark description • Flood Insurance Rate Map designation • Notes required by other jurisdictions (if applicable) • Sidewalk requirements of the UDC • One-foot Reserve (if applicable) • References to any terms, conditions, restrictions, and easements recorded or proposed to be recorded separately. 		■	■	■
➤ All certifications, dedications, and signature blocks as required by the UDC. (Fort Bend County Approval Signature blocks must be included on plats within Richmond ETJ).			■	■
➤ Owner’s dedicatory statements.			■	■
➤ Lienholder’s acknowledgement (if applicable)			■	■
➤ Legend and Abbreviation Table (if applicable)	■	■	■	■
➤ Reserve Table (Name, proposed use, and Ownership/ Maintenance responsibility)	■	■	■	■



PLANNING DEPARTMENT

600 MORTON STREET
RICHMOND, TX 77469
P: 281-342-0559
FAX: 281-232-1215

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: _____

Associated plat (Preliminary plat/ General Plan): _____

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	= _____
Grand Total:				\$ _____	

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.