City of Donna

The Heart of the Valley

PLANNING DEPARTMENT
APPLICATION FOR SUBDIVISION PLAT APPROVAL

Date Submitted: _____

Subdivision Name: _____ **Development:** _____
(Please Type or Print)

Previous Submittal: _____
(Name Submitted As) (Type of Submittal) (Date approved)

Plat Classification: ☐ Minor Subdivision Plat ☐ Major Subdivision Plat

Type of Submittal: (Mark Box)

☐ General Land Plan ☐ Revised ☐ Preliminary ☐ Revised ☐ Final

☐ Short Form Final ☐ Street Dedication ☐ Vacation of Plat ☐ Re-plat ☐ Public Hearing

☐ Extension of Approval

Variance Request: (Mark Box)

☐None Requested ☐Yes ☐Previously Approved

Reason for Variance:

_____

_____

Zoning Change Request: (Mark Box)

☐None Requested ☐Yes ☐Previously Approved

Reason for Zone Change:

_____

_____

Submittal Checklist:

_____(1) Copy of Completed Application

_____Subdivision Processing Fee:

Amount: $625.00 + Per Acre: $25.00

Cost of Publication and recordation: **to be determined upon application**

Zone Changes: $300.00

_____Eight (8) 22" x 34" plats and utility layout prints FOLDED to 8 ½ x 11"

_____Twelve (12) 11"x 17" plats and utility layout copies FOLDED to 8 ½ x 11"

_____Copy of drainage report submitted to Hidalgo Country Drainage District No. 1

TOTAL AMOUNT DUE: $ _____

_____Five (5) sets of Construction plans ☐ On File ☐ To Follow

_____Title Opinion ☐ On File ☐ To Follow

_____Tax Certificates ☐ On File ☐ To Follow

_____Vicinity Map for Public Hearing _____List of owners to be notified

_____Pre-Application Conference Date: _____

_____General Plan Approval Date: _____

_____Preliminary Approval Date: _____

_____Final Approval Date: _____

_____Recordation Date: _____

Type of Plat: **(Mark Box)**

☐Single-Family Residential ☐Multi-Family Residential ☐Zero Lot Line/Patio Homes

☐Planned Development ☐Commercial/Industrial ☐Business/Office

Plat Location: **(Mark Box)**

☐Extraterritorial Jurisdiction ☐City Zoning District: _____

Survey/Abstract No.: _____

Geographic Location: (List major streets, creeks and/or adjacent subdivisions)

North of: _____ South of: _____
East of: _____ West of: _____

Plat Data:

Total Acreage of Subdivision Plat…_____
Number of Streets in Plat……_____
Number of Lots/Blocks……_____
Typical Lot Size (i.e. 60 x 100)……_____
Number and Types of Reserves……_____
Total Acres in Reserves……_____

Certification: **(Developer, if company or corporation, name of officer and title)**

Developer: _____ Officer: _____

Address: _____ City & State: _____ Zip: _____

Phone: _____ Fax: _____

Applicant: _____ Contact Person: _____

Address: _____ City & State: _____ Zip: _____

This is to certify that the information on this form is COMPLETE, TRUE and CORRECT and the undersigned is authorized to make this application. I have received a copy of the City of Donna platting process and subdivision document checklist.

_____ _____
Signature of Applicant Date:

City of Donna
The Heart of the Valley

Platting Process
Adopted 11/22/05
Appendix 3A

The following steps are to be followed by the Planning Staff when processing a subdivision plat:

a. The Applicant and Project Engineer are required to meet with the Planning Staff and the City Engineer to review the City's subdivision process and document checklist.

b. The Applicant and Project Engineer are required to sign a transmittal letter accepting a copy of the City's platting process and subdivision document checklist.

c. The Applicant must submit a pre-application plat for review. Planning Staff will review the subdivision plat for compliance with the city subdivision regulations and the State of Texas Model Subdivision Rules.

d. The Planning Staff shall forward a copy of the pre-application plat to the applicant along with a checklist of items needed to be corrected and submitted prior to a preliminary plat being accepted by the City.

e. The Applicant must submit an application and a processing fee as part of the preliminary application process. The preliminary plat will be reviewed for compliance with the City's Subdivision regulations and for compliance with the State of Texas Model Subdivision Rules. The applicant must also submit tax certificates, drainage report, water service agreement, sewer service agreement, engineering report, construction cost estimates and drainage statement.

f. Staff will review the preliminary plat and forward a copy of the plat to other City Departments, County Agencies and City Engineer for their review.

g. Upon receiving comments from the other agencies, staff will return a copy of the subdivision checklist along with a letter outlining all the deficiencies needing correction prior to the plat being considered for preliminary approval by the City Planning & Zoning Commission.

h. Once the preliminary plat is received with corrections, staff will review the plat to verify all deficiencies have been corrected. The plat will then be placed on the Planning and Zoning Commission for consideration. The Planning & Zoning Commission shall be provided evidence that the plat complies with all of the City of Donna Subdivision regulations as well as the State of Texas Model Subdivision Rules.

If denied, the applicant must be sent a letter outlining the reasons for denial and the corrective action necessary prior to the subdivision being placed on the Planning & Zoning Commission agenda for re-considerations.

i. If approved, the preliminary plat will then be forwarded to the City Commission for preliminary approval and construction. The City Commission must be provided evidence the plat complies with all the requirements of the City Subdivision Regulations and the State of Texas Model Subdivision Rules.

j. If a developer requests for the City Commission to consider granting final plat approval, the applicant will be required to provide a letter of credit and meet all of the City of Donna Subdivision Regulations and State of Texas Model Subdivision Rules. If the applicant doesn't fully comply with the City's Subdivision Regulations and the State of Texas Model Subdivision Rules the City Commission will have no option but to deny the applicant's request for final plat approval. No conditional final plat approvals are allowed.

k. Once the City Commission has provided a preliminary plat approval, the applicant will be notified of the City Commission's decision and the need to have a pre-construction meeting. The letter will also provide a detailed list of all the agreements and fees, which will need to be submitted or paid prior to a final inspection by the City Staff and City Engineer.

l. If the City Commission grants a preliminary plat approval and final Inspection Certificate is issued, the plat will then be routed to the various County Agencies by the City Staff for approval.

m. Once the Contractor is issued a final Inspection Certificate, all fees are paid, water and sewer agreements are executed, as-built drawings are submitted and county agencies have approved the plat, the plat will then be presented to the City Commission for final plat approval.

n. Once final approval is given by the City Commission, the Planning City Staff will take the plat to the County Clerk's Office for recording.

o. After the plat is recorded in the County records a copy of the plat will be sent to the other agencies along with a copy of the as-builts. The original plat will then be returned to the Project Engineer.

City of Donna

The Heart of the Valley

SUBDIVISION PLAT CHECKLIST

Adopted 11/22/05

DATE:_____

FILE #_____

1. SUBDIVISION NAME_____
2. LEGAL DESCRIPTION_____

_____

_____

_____

_____

_____

_____

3. PLAT SIZE (18" x 24" W/ 1 ½ 2" LEFT MARGIN AND ¾" ON OTHER 3 SIDES)

_____

4. CHECKED FOR DUPLICATION: SUBDIVISION STREETS

_____

5. DATE_____
6. SCALE_____
7. NORTH ARROW_____
8. BENCHMARK_____
9. TOPOGRAPHY MAP_____CONTOURS ON PLAT_____
10. DRAINAGE LAYOUT_____
11. 100 YEAR FLOOD PLAIN STATEMENT_____
12. MINIMUM PERMISSIBLE ELEVATION FOR EACH LOT_____
13. LOCATION MAP_____
14. ENGINEER'S SIGNATURE, SEAL AND DATE_____
15. SURVEYOR'S SIGNATURE, SEAL AND DATE_____
16. OWNERS ACKNOWLEDGMENT & CERTIFICATE OF DEDICATION AND DATE

_____

17. OWNER'S PRINTED NAME_____SIGNATURE AND DATE_____

18. NOTARIZED_____

19. PLACE FOR MAYOR'S SIGNATURE AND DATE_____

20. PLACE FOR CITY CLERK'S SIGNATURE AND DATE_____

21. PLACE FOR P&Z CHAIRMAN'S SIGNATURE AND DATE_____

22. PLACE FOR HIDALGO COUNTY IRRIGATION DIST. #2's SIGNATURE AND DATE
_____

23. PLACE FOR HIDALGO COUNTY DRAINAGE DIST. #1's SIGNATURE AND DATE
_____

24. METES AND BOUNDS DESCRIPTION_____

25. LOCATION AND DESCRIPTION OF MONUMENTS_____

26. CHARACTERISTICS OF THE SURROUNDING PROPERTIES_____

_____

(NAMES OF CONTIGUOUS SUBDIVISION AND THE OWNERS OF CONTIGUOUS PARCELS OF SUBDIVIDED LAND, CONTIGUOUS LOTS, BLOCKS, STREETS, EASEMETNS, R.O.W.'s PARKS AND PUBLIC FACILITIES)

27. IS THE PROPERTY IN THE CITY LIMITS (OR ETJ)_____

28. WHAT IS THE PROPERTY ZONED_____

29. WILL DEVELOPER NEED TO APPLY FOR CHANGE OF ZONE_____
_____

30. ALL LOTS SHOWN AND NUMBERED_____

31. DO ALL LOTS HAVE ACCESS TO A PAVED PUBLIC STREET_____

32. DO ALL LOTS MEET THE MINIMUMSIZE REQUIREMENTS_____

33. DOES DEVELOPER SHOW THE SQUARE FOOTAGE OF ALL LOTS OTHER THAN RECTANGULAR LOTS_____

34. ARE ALL NECESSARY MEASUREMENTS AND CURVATURE READINGS ON THE PLAT_____

35. IF THE DEVELOPER IS PROPOSING SETBACKS, DO THEY COMPLY WITH ORDINANCE SETBACK REQUIREMENTS_____

36. MINIMUM SETBACK REQUIRED BY CITY ORDINANCE:_____
    ZONING DISTRICT_____
    FRONT_____
    SIDE_____

REAR_____
CORNER_____
CUL-DE-SAC_____

37. DOES THE DEVELOPER PROPOSE ANY COMMON AREAS_____
IF SO, WHO WILL BE RESPONSIBLE FOR MAINTENANCE_____

38. COMMON AREAS DESIGNATED AS SUCH_____

39. ARE ALL NEW STREETS SHOWN AND NAMED_____

40. WILL PROPOSED STREETS BE PUBLIC OR PRIVATE_____

41. DO PROPOSED STREETS LINE UP WITH EXISTING STREETS_____

42. HAS THE DEVELOPER CONTINUED THE NAMES OF EXISTING STREETS
_____

43. IS DEVELOPER PROPOSING RESIDENTIAL STREETS OR COMMERCIAL STREETS
_____

44. DOES THE DEVELOP NEED TO PROVIDE ADDITIONAL R.O.W. OR PAVING TO IMPROVE AN EXISTING STREET IN OR ABUTTING THIS SUBDIVISION
_____

45. DOES THE DEVELOPER PROPOSE ANY CUL-DE-SACS OVER 600' LONG
_____

46. DO CUL-DE-SACS HAVE A 50' RADIUS FOR RESIDENTIAL OR 100' RADIUS FOR COMMERCIAL/ INDUSTRIAL STREET_____

47. PAVING LAYOUT SHOWS INTERIOR STREETS WITH MINIMUM 32' PAVEMENT AND 50' RIGHT-OF-WAY_____ OR 40' OF PAVEMENT AND 60' OF RIGHT-OF-WAY FOR COMMERCIAL STREETS
_____

48. LOCATION OF A.D.A. RAMPS_____

49. DOES THE DEVELOPER PROPOSE ANY ALLEYS_____

50. ARE THERE ANY DEAD-END STREETS OR ALLEYS_____

51. ARE ALL EXISTING EASEMENTS SHOWN ON PLAT_____

52. ARE ALL NECESSARY EASEMETNS, TO FACILITATE THE CITY'S FUTURE UTILITY EXTENSIONS, ON PLAT_____

53. DOES THE DEVELOPER NEED TO PROVIDE ANY EASEMETNS FOR UTILITIES BEYOND THE PROPOSED SUBDIVISION_____

54. DOES THE DEVELOPER HAVE TO OVERSIZE ANY OF THE WATER LINES
_____

55. LOCATION OF VALVES AND HYDRANTS_____

56. DOES DEVELOPER SHOW ALL EXISTING AND PROPOSED WATER LINES IN THE SUBDIVISION AND SURROUNDING AREA_____

57. ENGINEERING REPORT WITH COST ESTIMATES, CONSTRUCTION DATES, SIGNATURE, SEAL AND DATE

_____

58. SPANISH VERSION_____

COMMENTS:

1. PRIOR TO COMMENCING CONSTRUCTION, CONSTRUCTION DRAWINGS MUST BE SUBMITTED AND APPROVED BY THE CITY ENGINEER. STAFF WILL THEN SCHEDULE A MEETING ONCE THE CONSTRUCTION DRAWINGS ARE 100% COMPLETE.

2. A PERFORMANCE BOND WILL BE REQUIRED FROM THE CONSTRUCTION BEFORE THE PRE-CONSTRUCTION MEETING, IN THE AMOUNT OF THE ACTUAL CONSTRUCTION COST FOR THE SUBDIVISION IMPROVEMENTS.

3. PRIOR TO COMMENCING CONSTRUCTION, THE DEVELOPER WILL NEED TO COMPLETE STEPS I-V OF THE ATTACHED SUBDIVISION DOCUMENT CHECKLIST.

_____
_____
_____
_____
_____
_____
_____
_____
_____

MODEL SUBDIVISION RULES CHECKLIST FOR FINAL PLAT

The following is a suggested format to follow to help with MSR compliance. It is not intended to be all-inclusive as each subdivision is different. Users must verify with the Model Subdivision Rules to insure compliance

1. ENGINEERS DETAILED DESCRIPTION OF WASTEWATER UTILITIES

30-YEAR WASTEWATER PROVIDER AGREEMENT	YES / NO	(CIRCLE ONE)
DESCRIPTION OF WASTEWATER SYSTEM TO EACH LOT	YES / NO	(CIRCLE ONE)
PER LOT COST OF WASTEWATER UTILITIES	YES / NO	(CIRCLE ONE)
STATEMENT TO THE EFFECT THAT THE COST OF WASTE WATER SYSTEM HAS BEEN PAID FOR, THAT THE SYSTEM IS IN PLACE, AND READY FOR THE LOT PURCHASER TO CONNECT TO.	YES / NO	(CIRCLE ONE)

2. ENGINEERS DETAILED DESCRIPTION OF WATER UTILITIES

30-YEAR WATER PROVIDER AGREEMENT	YES / NO	(CIRCLE ONE)
DESCRIPTION OF WATER UTILITY SYSTEM TO EACH LOT	YES / NO	(CIRCLE ONE)
PER LOT COST OF WATER UTILITIES	YES / NO	(CIRCLE ONE)
STATEMENT TO THE EFFECT THAT THE COST OF WATER METERS AND OTHER CONNECTION EQUIPMENT, MEMBERSHIP FEES, WATER RIGHTS ACQUISITION COSTS AND OTHER FEES HAVE BEEN PAID SO THAT WATER IS AVAILABLE TO EACH LOT.	YES / NO	(CIRCLE ONE)

3. ENGINEERS SIGNATURE AND SEAL YES / NO (CIRCLE ONE)

4. DATE SIGNED_____

5. DATE RECORDED_____

NOTE: IF EITHER WATER OR WASTEWATER UTILITIES ARE NOT CONSTRUCTED, THE FOLLOWING MUST BE DETAILED IN THE ENGINEERING DESCRIPTION.

1. THE ESTIMATED COMPLETION DATE (NOT MORE THAN 3 YEARS OUT)

2. THE FINANCIAL AGREEMENT (SEE MSR FOR EXAMPLE). THE EXPIRATION DATE OF THE FINANCIAL AGREEMENT MUST COINCIDE WITH THE ESTIMATED COMPLETION DATE STATED ON THE ENGINEERING REPORT AND ON THE CONSTRUCTION AGREEMENT.

3. CONSTRUCTION AGREEMENT (SEE MSR FOR EXAMPLE).

City of Donna

The Heart of the Valley

Subdivision Document Checklist

Appendix 3A

Adopted 11/22/05

The following documentation should be submitted and made part of the file for each step prior to initiating the next step:

	DATE RECEIVED

Step I: Initial Meeting

1. Copy of letter where Applicant & Engineer received City's Platting Process and Subdivision Document Checklist	

Step II: Pre-Application

2. Pre-Application Plat (2 Copies)	
3. Pre-Application Subdivision Plat Checklist	
4. Pre-Application Subdivision Plat Checklist Transmittal Letter to Applicant	

Step III: Preliminary Plat Review

5. Proof of Ownership (Warranty Deed)	
6. Preliminary Plat Application	
7. Platting Fees (Copy of Check $625 plus $25 per acre)	
8. Preliminary Plat (10 Copies)	
9. Tax Certificates (City, County, School, Irrigation District)	
10. Drainage Report (2)	
11. Engineering Report*	
12. Water Service Agreement (30 yrs)*	
13. Sewer Service Agreement (30 yrs)*	
14. Construction Cost Estimates (2)	
15. Drainage Statement (2)	
16. Transmittal Letters to Other Agencies	
17. Construction Plans (10 Sets)	
18. Preliminary Subdivision Plat Checklist	
19. Preliminary Plat Transmittal Letter to Applicant	

Step IV: Preliminary Plat Approval – P&Z Commission

20. Letter of Credit (if applicable)	
21. Original Plat (Signed by Owner & Project Engineer)*	
22. Planning & Zoning Commission Meeting Agenda	
23. Planning & Zoning Commission Meeting Packet	
24. Planning & Zoning Commission Meeting Minutes	
25. Transmittal Letter Notifying the Applicant of the Planning & Zoning Commission's Decision	

Step V: Preliminary Plat Approval – City Commission

26. City Commission Meeting Agenda	
27. City Commission Meeting Packet	
28. City Commission Meeting Minutes	
29. Transmittal Letter Notifying the Applicant of the City Commission's Decision	

DATE RECEIVED

Step VI: Construction

30. 2% Inspection Fee
31. Pre-Construction Meeting Sign-In Sheet
32. Construction Schedule
33. Contractor's Bond
34. Contact Information & Emergency Phone Numbers
35. Water Bacterial Test Approval
36. Final Inspection Clearance – City Engineer*
37. Final Inspection Clearance – Project Engineer*
38. Fire Hydrant Inspection Approval
39. Contractor's Warranty Letter
40. Contractor's Affidavit & Final Release*
41. Street Lights Fee
42. Street Signs Fees
43. Meter & Tapping Fees ($500/Lot)*
44. Sewer Tapping Fees ($300/Lot)*
45. Park Fees ($50/Lot)
46. Utility Deposit Fees ($75/Lot)*
47. Deed Restrictions & Covenants (if applicable)
48. HCID Processing Fee - $500
49. HCID Buyout or Exclusion Fees - $250
50. Homeowner's Association Documents (if applicable)
51. HCDD Review Fee - $250
52. Hidalgo County Clerk's Office Plat Recording Fees - $53.50 Small Single Sheet / $96 Large Plat First Sheet / $75 Large Plat Additional Sheet
53. Construction As-Builts (10 Sets)*
54. Transmittal Letter Notifying the Applicant of the City Inspection Approval or Denial*
55. Hidalgo County Irrigation District Approval
56. Hidalgo County Drainage District Approval

Step VII: City Commission Final Plat Approval

57. City Commission Meeting Agenda's Packet
58. Mayor's Signature and Date of Approval on Plat*
59. Transmittal Letter to the Applicant of the City Commission's Decision*

Step VIII: Recordation

60. Hidalgo County Clerk's Recording of Plat

Step IX: Filing

61. Copy of As-Builts and Recorded Plat Transmittal Letter in Other Departments and Agencies
62. Copy of Recorded Plat for File
63. Transmittal Letter to the Applicant Advising Subdivision Plat is Recorded

***MSR Compliance Item**

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PER LOT COST OF WASTEWATER UTILITIES	YES / NO	(CIRCLE ONE)
STATEMENT TO THE EFFECT THAT THE COST OF WASTE WATER SYSTEM HAS BEEN PAID FOR, THAT THE SYSTEM IS IN PLACE, AND READY FOR THE LOT PURCHASER TO CONNECT TO.	YES / NO	(CIRCLE ONE)

2. ENGINEERS DETAILED DESCRIPTION OF WATER UTILITIES

30-YEAR WATER PROVIDER AGREEMENT	YES / NO	(CIRCLE ONE)
DESCRIPTION OF WATER UTILITY SYSTEM TO EACH LOT	YES / NO	(CIRCLE ONE)
PER LOT COST OF WATER UTILITIES	YES / NO	(CIRCLE ONE)
STATEMENT TO THE EFFECT THAT THE COST OF WATER METERS AND OTHER CONNECTION EQUIPMENT, MEMBERSHIP FEES, WATER RIGHTS ACQUISITION COSTS AND OTHER FEES HAVE BEEN PAID SO THAT WATER IS AVAILABLE TO EACH LOT.	YES / NO	(CIRCLE ONE)

3. ENGINEERS SIGNATURE AND SEAL YES / NO (CIRCLE ONE)

4. DATE SIGNED_____

5. DATE RECORDED_____

NOTE: IF EITHER WATER OR WASTEWATER UTILITIES ARE NOT CONSTRUCTED, THE FOLLOWING MUST BE DETAILED IN THE ENGINEERING DESCRIPTION.

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3. CONSTRUCTION AGREEMENT (SEE MSR FOR EXAMPLE).