



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 Re-plat

Short Form Final Street Dedication Vacation of 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:

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



**FOR OFFICE USE ONLY**

**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 Change Request: \$300.00**

**TOTAL AMOUNT DUE: \$ \_\_\_\_\_**

\_\_\_\_ Five (5) 22" x 34" plats and utility layout prints FOLDED to 8 ½ x 11"

\_\_\_\_ Ten (10) 11"x 17" plats and utility layout copies FOLDED to 8 ½ x 11"

\_\_\_\_ Copy of drainage report submitted to Hidalgo County Drainage District No. 1

\_\_\_\_ 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                                      \_\_\_\_\_

\_\_\_\_ Pre-Application Conference Date: \_\_\_\_\_

\_\_\_\_ General Plan Approval Date: \_\_\_\_\_

\_\_\_\_ Preliminary Approval Date: \_\_\_\_\_

\_\_\_\_ Final Approval Date: \_\_\_\_\_

\_\_\_\_ Recordation Date: \_\_\_\_\_

\_\_\_\_ List of owners to be notified                                      \_\_\_\_\_

\_\_\_\_ Copy of Cost Estimate                                      \_\_\_\_\_



Subdivision Technical Review with City Engineer will be held every 1st Thursday of the month @ 4 pm. Deadline to submit application/plans etc. must be submitted at least a week prior to technical review meeting.

Planning & Zoning Committee meets every 1st Monday of each month at 5:30 pm. The City Commission meets every 1st Tuesday of each month at 5:30 pm.