



PLANNING DEPARTMENT
APPLICATION FOR SUBDIVISION PLAT APPROVAL
FEE TOTAL: \$700.00 + \$25.00 per acre (round up per acre)
CODE: 11.3602 Fee: \$700
CODE: 11.3649 Fee: \$25 PER ACRE

Date Submitted: _____

Subdivision Name: _____
(Please Type or Print)

Legal Description: _____
(Please Type or Print)

Property ID (CAD #): _____
(Please Type or Print)

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

Plat Classification: Minor Subdivision Plat Major Subdivision Plat

Is subdivision inside city limits? [] YES [] NO

If subdivision is in the ETJ, indicate? [] 3.5 Mile [] 5 Mile

Are you requesting Annexation: [] YES [] NO

Type of Submittal: (Mark Box)

[] General Land Plan [] Revised [] Preliminary [] Revised [] Final [] Re-plat

[] Short Form Final [] Street Dedication [] Vacation of Plat [] Public Hearing

[] Voluntary Annexation [] 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: \$700.00 + Per Acre: \$25.00

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

____ **Zone Change Request: \$400.00** (must also fill out Zone Change Application)

____ **Variance Request: \$400.00** (must also fill out Variance Application)

TOTAL AMOUNT DUE: \$ _____

____ Three (3) 11"x 17" plats and utility layout copies FOLDED to 8 ½ x 11"

____ Three (3) folded 24x36 (pre. & final plans)



_____ Copy of approved drainage report submitted to Hidalgo County Drainage District No. 1

_____ Five (5) sets of Construction plans 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 Subdivision Cost Estimate (to determine 5% inspection fee _____)

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.



Additional Subdivision Fees to Consider:

SUBDIVISION FEE(S)	AMOUNT
Platting Fee Ord. No. 2006-01-01	\$700.00 + \$25.00 per acre
Subdivision Inspection Fee Ord. No. 2023-03	5% of approved construction cost estimate (2% to cover City personnel and 3% to provide laboratory services Any cost exceeding 3% will be responsibility of developer and must be reimbursed to city prior to recordation of plat)
Park Fees Ord. No. 2022-22	\$500 per lot being platted for single-family residential purposes; \$500 per dwelling unit being platted for multi-family residential purposes; and \$500 per acre being platted for commercial purposes; acres shall be rounded up when determining fee and shall be no less than the approved fee amount per acre at time of recording \$150 per home, multifamily dwelling, or commercial business building/moving permit for subdivision recorded prior to 2001 Fee includes properties in city and ETJ
Fire Marshal Subdivision Review Ord. No. 2022-23	\$375
Fire Marshal Subdivision Inspection Ord. No. 2022-23	\$300
Fire Maintenance Subdivision Fee	\$500 per lot + \$500 per hydrant (for any subdivision requiring maintenance from the city)
Final Subdivision Inspection Fee	First inspection is free; \$300 for every inspection requested after that



WATER, SEWER, WASTEWATER AGREEMENT & IMPACT FEE(S)	AMOUNT
Water Service 30 year Agreement Processing Fee Ord. No. 2006-01-01	\$100 Plus collection of access, tapping, metering, excavation fees
Sewer Service 30 year Agreement Processing Fee Ord. No. 2006-01-01	\$100 Plus collection of access, tapping, metering, excavation fees
Water Impact Fee Ord. No. 2021-18	\$400 per lot* *as reassessed on Oct 14, 2021
Sewer Impact Fee Ord. No. 2021-18	\$1000 per lot* *as reassessed on Oct 14, 2021
Sewer Connection	Starts at: \$800 per lot connect for 4" \$25 per lot excavation fee
Water Connection	Starts at: \$900 per lot connection \$300 per lot access fee