

**Preface**

No building permit or certificate of occupancy shall be issued for any parcel or plat of land which was created by subdivision after the effective date of, and not in conformity with, the provisions of this chapter; and no excavation of land or construction of any public or private improvements shall take place or be commenced except in conformity with this section.

Neither the City of El Campo nor any public utility operating within the city limits or ETJ shall serve or connect any land with water, sewerage, or other service unless and until both the city and such utility, as applicable, has been presented with proof that such land has an approved and duly recorded subdivision plat consistent with the requirements of this chapter or otherwise holds a certificate that a subdivision plat is not required to receive such utility service.

The city shall file the plat; however, the plat will not be filed without payment of the recording fee.

No land shall be subdivided within the corporate limits or the extraterritorial jurisdiction of the municipality until approvals of the preliminary plat and final plat have been obtained from the planning and zoning commission and the approved final plat has been filed with the county clerk.

In addition to the filing fee for the application for subdivision approval, the applicant shall pay to the city the amount of the recording fee for such subdivision plat as is then being charged by the county clerk for the recording prior to filing of the final plat of a subdivision by the city

Subdivider shall place applicable acknowledgements and certifications on the plat in accordance with the city's planning standards provided by the planning and development director.

**Pre-application Conference**

Advise & assist prior to creation and submittal of preliminary plat & application

Provide documentation, checklists, etc to assist in clarifying regulations, fees and procedures

All city staff considered "subject matter experts" in attendance to provide insight and details

The following is acceptable in sketch format

1. Location information identifying the site in relation to its surroundings; property legal description; and adjoining ownerships and uses.
2. Generalized land use(s) and generalized land features (drainage area boundaries, other significant or sensitive environmental features).
3. Existing and proposed utilities, streets, drainage improvements, and zoning (if applicable).
4. Existing buildings and other structures.
5. Brief description of the proposed development and, if applicable, phasing of construction.
6. The location of existing major collectors and roads on the thoroughfare plan in relation to the proposed subdivision.

Publication at least 15 days in advance of hearing being published in an official paper or a paper of general circulation in Wharton County

Written notice of such public hearing forwarded by the director to owners (as the ownerships appear on the last approved ad valorem tax roll of such governing body) of all lots in the immediate preceding subdivision plat not less than 15 days prior to the date of such hearing.

The time required to review and process the preliminary plat shall be a maximum of 30 days following receipt of the complete application, preliminary plat, conceptual plan (as appropriate), and required support documents. Plat submittals which are incomplete shall be administratively denied.

The director shall provide to the applicant written notification of the administrative denial of any incomplete plat submittal within ten working days of the filing of the plat.

Written notice of administrative denial shall identify the required elements of the submittal which are incomplete or lacking.

The commission shall render a decision on the preliminary plat at the meeting at which it is to be considered unless a postponement is agreed upon by the developer and the city planning and zoning commission.

In accordance with state law, a subdivision plat is deemed approved if the city does not disapprove the plat within 30 days of the submittal of a complete application. Conditional approval shall be deemed to be a disapproval of such plat until the director determines that such conditions have been met, at which time the director may approve the plat without sending it back to the commission.

Within ten working days after his or her receipt of written affirmation from the developer that the conditions have been met, the director shall either determine whether the conditions have been met or send the plat back to the commission to make such determination.

Approval of the preliminary plat shall lapse unless a final plat is submitted within one year from the date of initial approval; provided that, upon (1) receiving a written request from the developer submitted prior to the lapse of preliminary plat approval and (2) finding that the developer is actively pursuing approval of construction plans and/or a final plat, the director may extend the city's approval of the preliminary plat one time for not more than one year provided that he finds that no material change has occurred in the preliminary plat.

A preliminary plat whose approval has lapsed and has not been changed since its approval may be reinstated by the director as an approved preliminary plat upon the payment of all fees for a preliminary plat application in accordance with the fee schedule at the time of reinstatement and upon the director's finding that the reinstated preliminary plat is in conformance with the objectives of this section and the comprehensive plan. Subsequent units of subdivision shall be reviewed as to their conformance to the preliminary plat

Approval of the preliminary plat by the city planning and zoning commission shall not constitute acceptance of the final plat, but will be deemed only concurrence with the arrangement of land uses and public facilities, the provision of public utility services or acceptable alternatives, the phasing of development, if applicable, and the approximate size of streets, lots, and blocks.

The developer may proceed with the preparation of construction plans and the final plat in accordance with the approved preliminary plat and the regulations in effect on the date of preliminary plat approval or reinstatement, whichever is later.

Specific Information to be included: The proposed subdivision name and location, the name and address of the owner or owners, and the name of the designer of the plat.

Submit to the director three copies of the preliminary plat drawn on 22-inch by 34-inch paper at a scale of one inch to 100 feet or larger if necessary .

- 1) Date, approximate north arrow, and graphic scale (one inch to 100 feet or larger).
- 2) Location sketch map drawn at a scale of one inch to 1,000 feet.
- 3) The location of existing and platted property lines and the location and size of existing:
  - i) Streets;
  - ii) Buildings;
  - iii) Watercourses;
  - iv) Railroads;
  - v) Sewers;
  - vi) Bridges;
  - vii) Culverts;
  - viii) Drain pipes;
  - ix) Water mains;
  - x) Electricity transmission lines and appurtenances;
  - xi) Petroleum or gas pipelines and appurtenances;
  - xii) Wells;
  - xiii) Private easements;
  - xiv) Public utilities easements and facilities;
- 4) The present and/or proposed zoning classifications; and For each adjoining unplatted parcel, the deed reference and name of the owner of record or, for each adjoining platted lot, the subdivision name and lot and block reference.
- 5) Proposed utility layouts (sanitary sewers, water, and surface water drainage) showing proposed connections to the existing systems.
- 6) The locations and dimensions of existing and proposed rights-of-way, easements, parks and other open spaces, reservations, lot lines, building setback lines, boundary lines and utilities. Appropriately sized rights-of-way for roads shown on the thoroughfare plan that traverse the subject property or run adjacent to the subject property shall be shown.
- 7) The total acreage to be subdivided. Projects developed in phases should indicate each phase on the plat.
- 8) Lot sizes in acres or square feet for those lots smaller than one acre.
- 9) The legal description of the lot, tract, or parcel of land to be subdivided.
- 10) The boundary of any 100-year floodplain lying within the subdivision.
- 11) Designation of any lot proposed for multifamily, industrial or commercial use. If any portion of the land within a preliminary plat is proposed to be served by a water or wastewater utility other than the City of El Campo, that utility's written commitment to serve the subdivision must be submitted with the preliminary plat.
- 12) Title affidavit in the form prescribed by the director or a title report.
- 13) The signature and seal of the subdivider's engineer.

Written notice of such public hearing forwarded by the director to owners (as the ownerships appear on the last approved ad valorem tax roll of such governing body) of all lots in the immediate preceding subdivision plat not less than 15 days prior to the date of such hearing. The time required to review and process the preliminary plat shall be a maximum of 30 days following receipt of the complete application, preliminary plat, conceptual plan (as appropriate), and required support documents. Plat submittals which are incomplete shall be administratively disapproved.

The director shall provide to the applicant written notification of the administrative disapproval of any incomplete plat submittal within ten working days of the filing of the plat with the city clerk.

Written notice of administrative disapproval shall identify the required elements of the submittal which are incomplete or lacking.

The commission shall render a decision on the final plat at the meeting for which it is to be considered unless a postponement is agreed upon by the developer and the commission.

The status of final plat approval shall be identified on the plat submittal, identifying whether plat approval is for construction or recording.

The commission shall take action on all complete plat

submittals within 30 days of the filing deadline.

Such action may consist of approval, conditional approval, or disapproval.

In accordance with state law, a subdivision plat is deemed approved if the city does not disapprove the plat within 30 days of the submittal of a complete application. Conditional approval shall be deemed to be a disapproval of such plat until the director determines that such conditions have been met, at which time the director may approve the plat without sending it back to the commission.

Within ten working days after his or her receipt of written affirmation from the developer that the conditions have been met, the director shall either determine whether the conditions have been met or send the plat back to the commission to make such determination.

The final plat represents the commission's final opportunity to ensure that the development conforms to the requirements of this chapter, it is consistent with all the conditions identified in the preliminary plat and that there is compliance with all provisions of this chapter.

Plats shall be filed with the city clerk before the deadline established by the director. The developer shall submit to the director three copies of the final plat drawn at the same scale and same sheet size as the preliminary plat.

The final plat may be on several sheets accompanied by an index sheet showing the entire subdivision. The final plat shall show or be accompanied by the following information:

- 1) Name and location of subdivision, date, graphic scale and true north arrow.
- 2) An accurate boundary survey of the property, with bearings and distances, referenced to survey lines and established subdivisions, and showing pertinent data concerning property immediately adjacent in broken lines.
- 3) The right-of-way lines of all streets and alleys, property lines of lots, reservations, easements, and any areas to be dedicated to public use, and sites for other than residential use with notes stating their purpose and limitations.
- 4) Sufficient data to determine readily and reproduce on the ground the location, bearing and length of every street line, lot line, boundary line, block line and building line whether curved or straight. This shall include accurate dimensions, bearing or deflecting angles and radii, area, and central angle, degree of curvature, tangent distance and length of all curves where appropriate.
- 5) Name and right-of-way width of each street or other rights-of-way.
- 6) Location map at a scale of one inch to 1,000 feet.
- 7) Number of all lots and blocks.
- 8) The location of minimum building setback lines from all streets, in accordance with the zoning, or within the ETJ, the land use designation from the future land use map in the comprehensive plan, and the proposed zoning of each lot for tracts being annexed (see section 38-17).
- 9) A certificate of dedication of all streets, alleys, parks, easements, and other open spaces to public use, signed and acknowledged, by the owner or owners of the property and all lienholders (see section 38-24).
- 10) Certification by a registered public surveyor or registered professional engineer, registered in the State of Texas, to the effect that such plat represents a complete and accurate survey (see section 38-24).
- 11) Other needed certificates and plat notes identified under section 38-24.
- 12) Construction plans and construction guarantees as specified in section 38-22 shall accompany the final plat.
- 13) The minimum finished floor elevation for any future structure on any lot lying wholly or partly within the 100-year floodplain.
- 14) Certification that the ownership has not changed since submittal of the preliminary plat.

Upon approval of the final plat for recording and certification the subdivider shall submit three translucent film (Mylar) originals.

A digital file shall also be submitted if available. Approval of the final plat by the commission shall constitute the acceptance by the public of the dedication of any streets or other public way or ground subject to the construction and maintenance guarantees of the developer.

Phase	Requirements of Staff	Requirements of Applicant
<b>Construction Plan</b>	<p>The time required to review and process the construction plans shall be a maximum of 30 days</p> <p>All construction plans shall be subject to approval by the city manager, which shall be in writing</p> <p>The public works director is hereby authorized and directed to prepare rules, regulations, standards and specifications for the construction, installation, design, location and arrangement of all improvements</p>	<p>Construction plans and specifications shall be submitted for every subdivision in which new streets, alleys, water mains, sewer mains, or major drainage structures, are required.</p> <p>These construction plans shall accompany the final plat and shall clearly and concisely describe the manner in which the improvements are to be constructed.</p> <p>Construction plans shall be prepared and submitted to the planning and development director for review. The developer or his or her engineer shall submit three sets of the proposed construction plans which shall be drawn at scale. Specific information to be included on the proposed construction plans shall be in accordance with the city's design standards.</p>
<b>Construction Inspection Acceptance</b>	<p>All plans and actual construction of required improvements shall be inspected by the public works director. No plans or completed construction will be considered for approval or acceptance by the city manager until such plans and calculations and such construction are complete and that they are in accordance with specifications and standards contained or referenced herein, and/or with plans previously approved for the subject subdivision.</p> <p>The public works director shall make frequent field inspections during the construction period and arrange for testing in accordance with accepted civil engineering practice. The final responsibility for the adequacy and acceptability of all construction shall rest with the subdivider.</p> <p>The public works director shall inspect such improvements upon completion of construction and shall notify the subdivider in writing as to his or her acceptance or rejection of the construction. He shall reject such construction if it fails to comply with the city's standards and specifications for construction of subdivision improvements.</p>	
<b>Replat</b>	<p>A replat shall be submitted, reviewed, and considered by the commission in the manner prescribed in this chapter for a subdivision.</p> <p>However, in addition to these requirements, a replat shall be subject to the public notice requirements of state law if any lot in the preceding plat was limited to residential use for not more than two residential units per lot</p>	<p>A replat of a subdivision or part of a subdivision may be recorded and is controlling over the preceding plat without vacation if the replat:</p> <ul style="list-style-type: none"> <li>Is signed and acknowledged by only the owners of the property being replatted;</li> <li>Approved by the commission after a public hearing on the matter at which interested parties and citizens have an opportunity to be heard; and does not attempt to amend or remove any covenants or restrictions.</li> </ul> <p>The relocation and/or abandonment of any utilities shall be the responsibility of the developers and shall be provided for concurrently with the replatting procedure.</p> <p>The cost of any such relocation and/or abandonment shall be borne by the developer.</p>
<b>Amending Plat</b>	<p>The commission may approve and issue an amending plat, which may be recorded and is controlling over the preceding plat without vacation of that plat if the amending plat is signed by the applicants only and is solely for one or more of the purposes set forth in state law.</p> <p>Notice, a hearing, and the approval of other lot owners are not required for the approval and issuance of an amending plat.</p>	

**Minor Plats**

A plat that meets the definition of a minor plat may be processed in one step and approved administratively thereby combining the preliminary plat and final plat requirements and, at the discretion of the director of planning and development, eliminating the requirement to be forwarded to the planning and zoning commission for review and approval. A minor plat is a **plat involving four or fewer lots fronting on an existing public street** and as per the director's determination that

- 1) required subdivision improvements are routine in design;
- 1) proposed lot sizes and lot configurations will comply with this chapter and the zoning ordinance or, if not subject to zoning, are in conformance with the comprehensive plan.
- 2) Provisions for required subdivision improvements are made in accordance with section 38-14.
- 3) The subdivision does not necessitate the extension of any municipal utilities, other than the installation of service lines to the individual lots, because either existing mains of adequate capacity are accessible or the subdivision is suitable for on-site water supply and wastewater disposal.

Construction plans may be waived by the director.

The director will determine whether the proposed subdivision meets the definition of a minor plat based on the information presented at the preapplication conference and his or her determination is final

The director shall review the proposed minor plat to ensure compliance with all applicable requirements.

The director may submit the proposed subdivision to other city departments and/or other agencies for review and comment, as he or she deems necessary

Within ten working days after the date of application, the minor plat shall be returned to the subdivider with written comments.

The director of planning and development may approve a minor plat without sending it to the planning and zoning commission, although he or she may elect to forward a minor plat to the commission for review and approval.

A minor plat not approved by the director will be sent to the commission for action within 30 days after the date of application

submission of an application for a minor plat shall be made to the director of planning and development at the preliminary conference

Upon determination by the director that the proposed subdivision meets the definition of a minor plat, the applicant shall submit a final plat consistent with the requirements for preliminary and final plats in section

Upon completion of plat review by city staff and corrections by the applicant, the applicant shall submit the items listed below within ten working days after receiving staff comments

Three reproducible Mylars of the final plat  
Tax certificates stating that no taxes are delinquent against the property

The appropriate filing fees for final plats as specified in the current schedule of fees

If the items listed above are not submitted within ten working days after receipt of staff comments, the minor plat application will be considered null and void.