



City of McAllen  
*Planning Department*

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**APPLICATION FOR  
 SUBDIVISION PLAT REVIEW**

<b>Project Description</b>	Subdivision Name _____ Location _____ City Address or Block Number _____ Number of lots _____ Gross acres _____ Net acres _____ Existing Zoning ____ Proposed ____ Rezoning Applied For Yes <input type="checkbox"/> No <input type="checkbox"/> Date _____ Existing Land Use _____ Proposed Land Use _____ Residential Replat Yes <input type="checkbox"/> No <input type="checkbox"/> Commercial Replat Yes <input type="checkbox"/> No <input type="checkbox"/> ETJ Yes <input type="checkbox"/> No <input type="checkbox"/> Agricultural Tax Exemption Yes <input type="checkbox"/> No <input type="checkbox"/> Estimated Rollback tax due _____ Legal Description _____ _____
<b>Owner</b>	Name _____ Phone _____ Address _____ City _____ State _____ Zip _____ E-mail _____
<b>Developer</b>	Name _____ Phone _____ Address _____ City _____ State _____ Zip _____ Contact Person _____ E-mail _____
<b>Engineer</b>	Name _____ Phone _____ Address _____ City _____ State _____ Zip _____ Contact Person _____ E-mail _____
<b>Surveyor</b>	Name _____ Phone _____ Address _____ City _____ State _____ Zip _____ E-mail _____

## Proposed Plat Submittal

Minimum Developer's Requirements Submitted with Application

- \_\_\_\_\_ \$225 Preliminary Review Fee and \$75 Final Approval Fee
- \_\_\_\_\_ Title Report
- \_\_\_\_\_ 8 ½" by 11" Sealed Survey showing existing structures/easements  
or 3 blueline copies
- \_\_\_\_\_ 2 Location Maps
- \_\_\_\_\_ 2 8 ½" by 11" copies/legible copies of plat with name & north arrow
- \_\_\_\_\_ 6 Folded blueline prints of the proposed plat
- \_\_\_\_\_ 2 Warranty Deeds (Identifying owner on application)
- \_\_\_\_\_ Autocad DWG file of plat
- \_\_\_\_\_ Letter of Authorization from the owner, if applicable
- \_\_\_\_\_ Proof of authority of person signing application on behalf of  
partnership/corporation, if applicable

### PLAT TO SHOW:

- ✓ Metes and bounds
- ✓ Lots numbered with dimensions and area of irregular lots noted
- ✓ Surrounding platted lots and/or lot lines for unplatted tracts
- ✓ Name and address of owner, lienholder, developer, engineer and  
surveyor shown along with signature lines
- ✓ North arrow, scale and vicinity map
- ✓ Name & dimension of adjoining street ROWs (total width & width  
from centerline)

Note: Though the original submittal for application to process a subdivision plat does not require the drainage report or utility plans, it is advisable that they be included with the original submittal to expedite the review process. Complying with the minimum requirements for the original plat submittal does not constitute meeting the deadline for drainage and utility review by the appropriate boards. Additional information will be required during the review to properly complete the subdivision process. Any revisions would require resubmission of blueline copies prints and 8 ½" by 11" copies/legible copy of the plat, affected by changes.

Owner's Signature

I certify that I am the actual owner of the property described above and this application is being submitted with my consent (include corporate name if applicable); or I am authorized by the actual owner to submit this application and have attached written evidence of such authorization.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Owner

Authorized Agent