



City of McAllen Planning Department

311 NORTH 15TH STREET • (956) 681-1250 • (956) 681-1279 (fax)

SUBDIVISION PLAT REVIEW APPLICATION

Project Information	Subdivision Name _____ Location _____ City Address or Block Number _____ Number of Lots _____ Gross Acres _____ Net Acres _____ ETJ <input type="checkbox"/> Yes <input type="checkbox"/> No Existing Zoning _____ Proposed Zoning _____ Rezoning Applied for <input type="checkbox"/> Yes <input type="checkbox"/> No Date _____ Existing Land Use _____ Proposed Land Use _____ Irrigation District # _____ Replat <input type="checkbox"/> Yes <input type="checkbox"/> No Commercial _____ Residential _____ Agricultural Exemption <input type="checkbox"/> Yes <input type="checkbox"/> No Estimated Rollback Tax Due _____ Parcel # _____ Tax Dept. Review _____ Water CCN <input type="checkbox"/> MPU <input type="checkbox"/> Sharyland Water SC Other _____ Legal Description _____
Owner	Name _____ Phone _____ Address _____ E-mail _____ City _____ State _____ Zip _____
Developer	Name _____ Phone _____ Address _____ E-mail _____ City _____ State _____ Zip _____ Contact Person _____
Engineer	Name _____ Phone _____ Address _____ E-mail _____ City _____ State _____ Zip _____ Contact Person _____
Surveyor	Name _____ Phone _____ Address _____ E-mail _____ City _____ State _____ Zip _____

Proposed Plat Submittal

Minimum Developer's Requirements Submitted with Application	<p style="text-align: center;"><u>In Person Submittal Requirements</u></p> <ul style="list-style-type: none"> - \$225 Preliminary Review Fee and \$75 Final Approval Fee (Both fees can be combined in one payment) - Title Report - 8 ½" by 11" Original 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 2005 DWG file and PDF of plat - Letter of Authorization from the owner (if applicable) - Proof of authority of person signing application on behalf of partnership/corporation (if applicable) 	<p style="text-align: center;"><u>Email Submittal Requirements</u></p> <ul style="list-style-type: none"> - \$225 Preliminary Review Fee and \$75 Final Approval Fee (Both fees can be combined in one payment) - Title Report - Survey - Location Map - Plat & Reduced P - Warranty Deed - DWG File - Letter of Authorization from the owner (if applicable) - Proof of authority of person signing application on behalf of partnership/corporation, if applicable <p style="font-size: small;">*Documents must be submitted in PDF format. No scanned documents*</p> <p style="font-size: small;">*Please submit documents to subdivisions@mcallen.net</p> <p style="text-align: center; font-weight: bold;">*ORIGINAL APPLICATION & FEE MUST BE SUBMITTED IN PERSON*</p>
	<p>PLAT TO SHOW:</p> <ul style="list-style-type: none"> - Metes and bounds - Lots numbered with dimensions and area of irregular lots noted Surrounding platted lots and/or lot lines for unsubdivided 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) <p style="font-size: small;">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 and PDF files can be submitted via email at subdivisions@mcallen.net</p>	
Owners Signature	<p>I certify that I am the actual owner of the property described above and (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.</p> <p>Signature _____ Date _____</p> <p>Print Name _____</p> <p>Owner <input type="checkbox"/> Authorized Agent <input type="checkbox"/></p> <p style="text-align: center; font-size: small;">The Planning Department is now accepting DocuSign signatures on application</p>	