

PLAT APPLICATION PACKET

City of Port Arthur
Planning & Zoning Division
P.O. Box 1089
Port Arthur, TX 77641-1089

PRELIMINARY PLAT - RESIDENTIAL

PRIOR TO
REVIEW PROCESS

- Pre-submission meeting with Development Service Department.
- Applicant meets with HOA's

WEEK 1

SUBMIT PLAT WITH FULL ENGINEERING PLANS
STAFF REVIEWS PLAT & ENGINEERING PLANS

WEEK 2

STAFF REVIEWS COMMENTS WITH APPLICANTS

WEEK 3

SUBMIT REVISED PLAT & ENGINEERING PLANS FOR
REVIEW (1)

WEEK 4

P & Z REVIEWS PLAT

TIME
VARIES

APPROVED

DENIED

SUBMIT REVISED
PLAT

APPEAL TO CITY COUNCIL

APPROVED

DENIED

CONDITIONAL APPROVAL OF ENGINEERING

FULL ENGINEERING RELEASE

PERMIT APPLICATION
START CONSTRUCTION

RELEASE OF MODEL HOME PERMITS

SUBMIT FINAL PLAT

- Building plans may be submitted at any time to the Building Inspection Department

(1) Engineering Plans submitted any time before noon Wednesday for review every Friday



**City of Port Arthur
 Application for
 PLAT SUBMITTAL**

Application Type			
<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Final Plat	<input type="checkbox"/> Replat	<input type="checkbox"/> Amended Plat/Minor Plat
Property Owner Information			
Owner _____		Telephone No. _____	Fax No. _____
Address _____			
City _____	State _____	Zip Code _____	
If property owner is represented by an authorized agent, please complete the following:			
Agent's Name _____		Agent's Title _____	
Owner's Signature _____		Agent's Signature _____	
Surveyor/Engineer Information			
Firm Name _____		Telephone No. _____	Fax No. _____
Address _____			
City _____	State _____	Zip Code _____	
Contact Person _____			
Developmental Information			
Plat Name _____			
Lot No.'s. / Block No.'s _____		No. of Acres _____	
Number of Lots _____			
Existing Land Use _____		Proposed Land Use _____	

Notary Statement (All signatures must be notarized) Fee - per Ordinance 90-49 is \$125

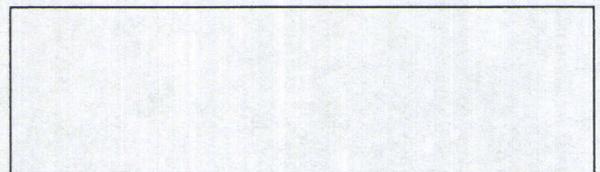
Before me, the undersigned authority, on this day personally appeared _____
 known to me to be the person whose name is subscribed to the above and foregoing instrument, and
 acknowledged to me that he/she executed the same for the purposes and consideration expressed and in the
 capacity therein stated.

Given under my hand and seal office on
 this _____ day of _____, 20_____.

Notary Public _____

My Commission Expires _____

Seal



FOR OFFICE USE ONLY		
Application Date:	Fees:	Case No.



PLATS

I. SHEET FORMAT

- A. Jefferson - All sheets 24" X 36" (match lines acceptable, two or more sheets require index map on first sheet)
- B. North arrow to the tope or left of sheet
- C. Locator map
- D. Scale (1=200' of larger)
- E. Title Block—Classification of plat
 1. Subdivision name
 2. Address (lot & block)
 3. Date of Plat
 4. Volume and page of ownership

II. PLAT FORMAT

- A. Property Lines
 1. Bold Lines
 2. Bearings and distances
 3. Point of beginning - inner-lot
 4. Point of commencing
 5. Property corners (use open circles)
- B. Other Information
 1. Easements (use dashed lines and labels) for applicable dimensions
 2. Bearings, distances, and curve data (defined by radius, central angle, tangent, arc and distances and bearings) for applicable dimensions
 3. Street and alley right—of—ways:
 - a. Street dedication within plat limits
 - b. Street names and ROW width (including centerline dimensions)
 - c. Alley dedication within plat limits
 4. Square footage and acreage
 5. Sight and visibility easements - 20 ft. off curve
 6. Identification system for all lots and blocks
 7. Identification of the streets, alleys, easements, front building setback lines, parks, other facilities as shown on the plat, and a dedication thereof to the public use
 8. Garage setback line a minimum of 20 ft.
- C. Boundary lines outside of property being platted
 1. County lines, if applicable
 2. City limit lines, if applicable
 3. Abstract lines and names, if applicable
 4. Adjacent Subdivision name(s) with volumes and pages, and with dotted lines of abutting (if adjoining land is not platted, it should be shown as such)
 5. Abutting property owners (from Jefferson County Tax Office or Orange County Tax Office)
 6. Show no change in deed restrictions of a submitted replat

D. Owner's Certificate

1. **Metes and bounds description including: a calculation of total acreage (must tie to a corner-the original survey abstract of which is a part—Texas State Law), a description of all monuments, both found and set, which mark the boundaries of the property, and a description of all control monuments used in conducting the survey**
2. **Standard dedication statement (see Exhibit "E")**
3. **Owner(s):**
 - a. **Signature(s)**
 - b. **Notarization**
4. **Surveyor**
 - a. **Signature**
 - b. **Seal**
 - c. **Statement by the land surveyor that the survey was performed by him, or under his direct responsibility, supervision, and checking**
 - d. **Notarization**

E. Miscellaneous

1. **Owner(s)' name, address and phone number**
2. **Name of the design/survey firm, contact person, address and phone number**
3. **Delineation of the one hundred (100) year flood plain the effective date thereof, and the same is subject to change, if applicable**
4. **Closure calculation**
5. **Reproducible reproduction at 8 ½" X 14" of each plat page**

*** 17 FOLDED COPIES OF THE PLAT ARE REQUIRED AT TIME OF SUBMITTAL**

Zoning Application Fees

For fee purposed, acreage is rounded up at 0.5 acres and down at 0.49 acres.

Type of Zoning	Fee
Residential	\$ 125.00
Commercial	\$ 125.00
Specific Use Permit	\$ 125.00
Specific Use Permit (existing structure)	\$ 125.00
Planned Development	\$ 125.00
Temporary Use Permit or Renewal	\$ 125.00
Zoning Verification Letter	\$ 125.00

Type of Permits	Fee
Temporary Use Permit	\$ 125.00
Temporary Use Permit Renewal	\$ 125.00

Appeals to Board Adjustments	Fee
Appeal/Variance Applications	\$ 125.00

Short Forms for Certificates of Acknowledgment
Civil Practices and Remedies Code 121.008

121.008. SHORT FORMS FOR CERTIFICATES OF ACKNOWLEDGMENT. (a) The forms for certificates of acknowledgment provided by this section may be used as alternatives to other authorized forms. They may be referred to as "statutory forms of acknowledgment."

(b) Short forms for certificates of acknowledgment include:

(1) For a natural person acting in his own right:

State of Texas
County of _____
This instrument was acknowledged before me on (date) by
(name or names of person or persons acknowledging).
(Signature of office)
(Title of officer)
My commission expires: _____

(2) For a natural person as principal acting by attorney-in-fact:

State of Texas
County of _____
This instrument was acknowledged before me on (date) by
(name of attorney-in-fact) as attorney-in-fact on behalf of (name
of principal).
(Signature of office)
(Title of officer)
My commission expires: _____

(2) For a partnership acting by one or more partners:

State of Texas
County of _____
This instrument was acknowledged before me on (date) by
(name of acknowledging partner or partners), partner(s) on behalf
of (name of partnership), a partnership.
(Signature of office)
(Title of officer)
My commission expires: _____

(4) For a corporation:

State of Texas
County of _____
This instrument was acknowledged before me on (date) by
(name of officer), (title of officer) of (name of corporation
acknowledging) a (state of incorporation) corporation, on behalf of
said corporation.
(Signature of office)
(Title of officer)
My commission expires: _____

(5) For a public officer, trustee, executor, administrator, guardian, or other representative:

State of Texas
County of _____
This instrument was acknowledged before me on (date) by
(name of representative) as (title of representative) of (name of
entity or person represented).
(Signature of office)
(Title of officer)
My commission expires: _____