



**PRELIMINARY PLAT APPLICATION**

Planning and Development, City of Cuero

**212 E. Main Street, P.O. Box 660, Cuero TX, 77954 | (361) 275-3476 Phone | [sosman@cityofcuero.com](mailto:sosman@cityofcuero.com)**

**Application must be accurately completed and accompanied by all required materials at the time of submission. Incomplete submittals will not be accepted. A copy of a current deed for the subject property is further required and can be obtained at the DeWitt County Clerks Office - (361) 275-0931.**

**PROPERTY LOCATION**

House # \_\_\_\_\_ | Street \_\_\_\_\_

Parcel(s) Tax ID # \_\_\_\_\_

Current Zoning: \_\_\_\_\_

Parcel size: \_\_\_\_\_

Legal Description: \_\_\_\_\_

**OWNER INFORMATION**

Owner(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ | State \_\_\_\_\_ | Zip Code \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address \_\_\_\_\_ \*Correspondence will be e-mailed to you unless you request otherwise.

**PROJECT REPRESENTATIVE**

Agent Name - Company/Corporation Name \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ | State \_\_\_\_\_ | Zip Code \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address \_\_\_\_\_

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PROPOSED PROJECT NAME: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EXISTING SUBDIVISION/SURVEY NAME: \_\_\_\_\_  
\_\_\_\_\_

EXISTING BLOCK/ABSTRACT NO: \_\_\_\_\_ LOT/TRACT NO: \_\_\_\_\_

PROPOSED SUBDIVISION NAME (If Applicable): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Acreage: \_\_\_\_\_ Number of Lots created: \_\_\_\_\_

**REASON FOR PRELIMINARY PLAT REQUEST/USE OF PROPERTY:**

Specific, detailed explanation and description of request or project: (add additional sheet if necessary)

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**OWNERS ENDORSEMENT**

(To be completed if the applicant is not the owner. State the professional nature of the applicant, i.e. attorney, agent, architect, builder, consultant, general contractor, etc.)

STATE OF TEXAS

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, being duly sworn, deposes and says:  
(Name of Owner)

I reside at \_\_\_\_\_, in the County of \_\_\_\_\_, and the State of \_\_\_\_\_.

I am the owner of the described property and I have authorized the below entity to make the foregoing application on my behalf: **(Professional nature of the Applicant)**

\_\_\_\_\_  
I hereby certify that I have read and examined this application and the accompanying instruction sheet and know, to the best of my knowledge, the application to be true and accurate.

1. \_\_\_\_\_  
(Signature of Owner)

Notary Public Stamp/Seal

\_\_\_\_\_  
(Print name of Owner)

2. \_\_\_\_\_  
(Signature of Owner)

\_\_\_\_\_  
(Print name of Owner)

Date Notarized: \_\_\_\_\_

Notary Public:

\_\_\_\_\_  
(Signature of Notary Public) (Print name of Notary Public) (Commission Expires)

3. \_\_\_\_\_  
(Signature of Agent/Representative)

Notary Public Stamp/Seal

\_\_\_\_\_  
(Print name of Agent/Representative)

4. \_\_\_\_\_  
(Name of Corporation where applicable)

\_\_\_\_\_  
(Print name of Corporation Officer and Title where applicable)

Date Notarized: \_\_\_\_\_

\_\_\_\_\_  
(Address of Corporation) (City) (State) (Zip Code)

Notary Public:

\_\_\_\_\_  
(Signature of Notary Public) (Print name of Notary Public) (Commission Expires)

**APPLICATION REQUIREMENTS CHECKLIST**

*All application submittals shall include the following information and be submitted in packet form:  
(create one original packet and duplicate seven times for submission to required Board members)*

**FEES: \$200.00 plus \$1.00 per lot**

**Application - One (1) Original and Seven (7) copies of complete Application**

- Name of owner and their address, phone number(s), and e-mail(s). If another person is making the proposal as the prospective developer, a document indicating that the owner has granted permission of this individual to submit the application is also required.
- Name of the contact person and their address, phone number(s), and e-mail(s).
- Name of any other professional having prepared parts of the project proposal and their address, phone number(s), and e-mail(s).
- Certificate of paid taxes on the subject property
- Current deed, obtained at the DeWitt County Clerks Office - (361) 275-0931
- List of surrounding property (within 200 feet) names and address of owners per DeWitt County Appraisal District (for concurrent applications involving rezoning or platting) **(1 COPY ONLY)**

**Plat Requirements - Eight (8) copies Min: 11” x 17”|Two (2) copies Max: 24” x 36”**

- The preliminary plats shall be prepared on sheets a maximum size of 24 inches by 36 inches, regardless of the size of the subdivision.
- The scale should be 100 feet or 50 feet to the inch (one inch equals 100 feet or 1 inch equals 50 feet) but may be 200 feet to the inch (one inch equal 200 feet) in cases of large development which would exceed the dimensions of a sheet 100 foot scale.
- Each subdivision consisting of three acres or more shall be prepared on a topographic base map showing contours at intervals not greater than five feet. Any subdivision smaller than three acres which, in the opinion of the City Manager, would be affected by the topographical features of the terrain shall also show contours at two-foot intervals. All topographical maps shall be based on sea level data.
- The following data shall be shown on the preliminary plat:
  - (1) Record lot lines, survey abstract lines, corporation lines and the location of existing utility easements, streets, highways, expressways and freeways traversing, abutting or within a reasonable distance.
  - (2) The proposed locations, widths and names of streets and proposed locations and widths of alleys, easements, walkways, open channels and lots.
  - (3) The title of the subdivision or addition, the name of the subdividers and the engineer, surveyor or planner platting the tract.
  - (4) The names and areas of large tracts and lot dimensions and addition names of all property abutting or adjoining the subdivision and across the street.
  - (5) The north point, scale and date.
  - (6) Lot or tract numbers and city block numbers, addition names, dates recorded.

- All preliminary and final plats shall be printed on good grade processed paper blue line or direct black and white.
- All plats shall be drawn with north direction to the top or left side of the map.
- The proposed building lines shall be shown in conformance with provisions herein.
- On reaching conclusions regarding the subdivider's general program and objectives, the subdivider shall prepare a preliminary plat, together with improvement plans and other supplementary material as applicable in other sections of these regulations.
- Ten copies of the preliminary plat, one sepia, and supplemental materials specified shall be submitted to the city with the filing fee as herein provided and written application for conditional approval. The Planning Commission shall act thereon not sooner than 15 days and not later than 30 days after the same is filed with the City Manager unless the time is shortened or extended by agreement of the Planning Commissioner and the subdivider or his agent. The 10 copies or prints of the proposed subdivision shall show the following:
  - (1) Boundary lines, bearings and distances sufficient to locate the exact area proposed for the subdivision.
  - (2) The name and location of all adjoining subdivisions shall be drawn to the same scale and shown in dotted lines adjacent to the tract proposed for subdivision in sufficient detail to show accurately the existing streets and alleys and other features that may influence the layout or development of the proposed subdivision. Adjacent unplatted land shall show property lines and owners of record.
  - (3) The location and widths of all streets, alleys and ways existing or proposed within the subdivision limits. In the case of easements, a written statement as to the easement use shall be included with the plat.
  - (4) The location of all existing property lines, building, sewer or water mains, gas mains, electric lines or other underground structures, easements of record or other existing features within the area proposed for subdivision.
  - (5) Proposed arrangement of lots and proposed use of the same, however, approval of a preliminary plat or final plat with uses so indicated does not constitute approval of the uses.
  - (6) The title under which the proposed subdivision is to be recorded, the name and address of the owner with the name of the licensed land surveyor or registered professional engineer preparing the plat.
  - (7) Sites, if any, to be reserved or dedicated for parks, playgrounds or other public uses.
  - (8) Scale, north arrow, date and other pertinent data.
  - (9) All physical features of the property to be subdivided, including location and size of all water courses, ravines, bridges, culverts, existing structures, drainage area in acres or acreage draining into subdivisions and other features pertinent to the subdivision. The outline of wooded areas or the location of important individual trees may be required.
  - (10) Proposed street names, which must meet the approval of the city.
- The following notice shall be placed on the faces of each preliminary plat by the developer: "Preliminary Plat — For Inspection Purposes Only."
- The City Manager or other person designated by the City Manager shall make a study of the plat and give a written report to the Planning Commission before its final action on the preliminary plat.
- Following review of the preliminary plat and other material submitted in conformity with this chapter and after negotiations with the subdivider concerning changes deemed advisable and the kind and extent of improvements to be made by him, the Planning Commission shall approve the preliminary plat as

submitted or as modified. If approved, the Planning Commission shall state its approval as conditional; if disapproved, the Commission shall state its reasons for the disapproval.

Following review and approval by the Planning Commission, the Council shall, within 30 days after the approval of the Commission, act on the preliminary plat and either approve the same as submitted or as modified or disapprove the same, in which event it shall state the reasons for its disapproval. If approved, the approval shall be expressed as conditional approval.

The action of the Commission and Council shall be noted on two copies of the preliminary plat, referenced and attached to any conditions required by the Council. Action of the Council shall be certified by the City Manager. One copy shall be returned to the subdivider and the other retained in the files of the city.

Conditional approval of the preliminary plat by the Planning Commission and the Council shall be deemed as expression of approval to the layouts submitted on the preliminary plat as a guide to the installation of streets, water, sewer and other required improvements and utilities and to the preparation of the final or record plat. Except as provided for herein, approval of the preliminary plat shall constitute conditional approval of the final plat when all conditions of approval noted, as provided in divisions above, have been met.

Conditional approval of a preliminary plat shall be effective for one year unless reviewed by the Planning Commission and Council in the light of new or significant information which would necessitate the revision of the preliminary plat. If no development or change in requirements has occurred which would affect the proposed plat at the end of the year of an effective approval, the Council may extend its approval another year without the submission of a new preliminary plat by reapproving the original preliminary plat. No filing fee is required for the re-approval.

- **Note that a digital PDF copy of the entire submittal package is due at the time of filing. An application will not be determined complete until the digital PDF is submitted.**

**The digital PDF shall display and print exactly as submitted on the hard copies.**