



**FINAL 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 \_\_\_\_\_



**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: \$250.00 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)

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

- All final plats shall be submitted on sheets 24 inches by 36 inches and to a scale of not less than 100 feet to the inch or larger. Where more than one sheet is required to encompass the subdivision an index sheet, 24 inches by 36 inches, shall be filed showing the entire subdivision together with the complete dedication, attests, dates, titles and seals, on one sheet.
- The exterior boundary of the subdivision shall be indicated by the distinct dash line and corner markers by individual symbols.
- The length and bearing of all straight lines, radii, arc lengths, tangent length and central angles of all curves shall be indicated along the boundary line of the subdivision and each block. All dimensions along the lines of each lot shall be shown. The curve data pertaining to block or lot boundary may be placed in a curve table at the base of the plat and prepared in the following manner:

***CURVE TABLE***

<b><i>CURVE DESCRIPTION</i></b>	<b><i>OUTER</i></b>	<b><i>CENTER</i></b>	<b><i>INNER</i></b>
<b><i>NO.</i></b>	<b><i>ELEMENTS</i></b>	<b><i>PROPERTY</i></b>	<b><i>LINE</i></b>
<b><i>LINE</i></b>	<b><i>PROPERTY</i></b>	<b><i>LINE</i></b>	<b><i>PROPERTY</i></b>

- The names of all adjoining subdivisions, the dimensions of all abutting lots, lot and block numbers and accurate reference ties to courses and distances of at least two recognized land corners shall be shown.
- The names and accurate location of all streets adjoining, abutting or within 500 feet of the subdivision shall be shown.
- The location and dimension of any utility easement adjoining or abutting the subdivision or propose within the subdivision shall be shown.
- The description and location of all survey monuments placed in the addition or subdivision shall be shown. In all subdivisions and additions corners shall be established at the corner of each block in the subdivision consisting of an iron rod or pipe not less than 3/4 inches in diameter and 24 inches deep flush

with the top of the sidewalk. Lot corner monuments shall be placed at all lot corners except corners which are also block corners, consisting of iron rods or pipes of a diameter of not less than a ½ inch and 18 inches deep set flush with the top of the sidewalk. In addition, curve point markers shall be established of the same specifications as lot corners. All lot corners shall be installed prior to filing of the final plat.

The final plat shall show a title including the name of the addition or subdivision, the name of the owner and engineer or surveyor, scale and location of subdivision with reference to original land grant or survey and abstract number and a north point with true or magnetic north.

A certificate of ownership giving a metes and bounds description of the property, dedication of all streets, alleys, parkways and parks where donated to the city and dedication or reservation of all easements and drainage ways to the public use, signed and acknowledged before a Notary Public by the owner of the land, shall appear on the face of the plat or index sheet of the plats where two or more sheets are required.

A waiver of any claim(s) against the city for damages occasioned by the establishment of grades or the alteration of the surface of any portion of existing streets and alleys to conform to grades established in the subdivision.

The certificate of the licensed professional engineer or licensed public surveyor who surveyed or mapped and monumented the land, which certificates shall be attested before a Notary Public, shall be placed on the face of the plat on index sheets of the plats together with the seals of the engineer or surveyor and Notary Public. Printed seals and signatures are prohibited except for extra prints that the owner or developer may need certified for other purposes. The certificate of the engineer or surveyor to be placed on the plat shall be as follows:

***KNOW ALL MEN BY THESE PRESENT:***

*That I, \_\_\_\_\_, do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with the subdivision regulations of the city.*

At the time the developer files the final plat with the city, he shall file a certificate showing that all taxes have been paid on the tract to be subdivided and pay the filing fee.

The final plat shall be accompanied by a written agreement of the developer to install improvements required by this chapter together with a performance bond (corporate or personal surety), letter of credit or certified check in a sufficient amount to assure the completion of all the required improvements.

The final plat shall conform to the preliminary plat as approved and incorporate all changes, directions and additions imposed by the City Council. The final plat shall not be released for filing until detailed engineering plans have been approved by the city.

If so desired by the developer, the final plat may constitute only that portion of the approved preliminary plat which he proposes to record and then develop, provided the portion conforms to all the requirements of these regulations.

The developer or the developer's engineer shall submit 12 copies of the final plat, deed restrictions and engineering plans to the City Manager. The City Manager shall check the plat to ascertain its compliance with these regulations. The final plat shall be submitted to and approved by the Planning Commission within 30 days after submitting to the City Manager and Council shall indicate its final approval within 30 days after approval by the Commission. The Chairperson of the Commission and the Mayor shall sign a certificate of approval on each of the 12 copies, attested by the City Secretary with the city seal affixed, when the final plat has been approved. The City Manager or his authorized agent will secure the required number of plats and record them with the County Clerk within 30 days of the date of the final approval. Three copies of the recorded plat and sepia will be returned to the developer.

Engineering plans showing details of streets, alleys, culverts, bridges, storm sewers, water mains, sanitary sewers and other engineering details of the proposed subdivision shall be submitted to the City Manager along with the final plat of the subdivision. The plans shall be prepared by a registered professional engineer and shall conform to the design standards established by the city. The final plat will not be released for filing until detailed engineering plans have been approved by the Planning Commission and the Council.

- **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.**

**Once approved, submission of the following required for recording of the plat with DeWitt County**

- Three (3) paper prints of signed and notarized Final Plat;
- One (1) mylar of signed and notarized Final Plat;
- Original*** Certificate[s] of paid taxes on the subject property and all related lots;
- Check made payable to the City of Cuero in the amount of \$50.00 for recording fees.