

City of Belton
Request for Subdivision Plat
to the City Council and the
Planning and Zoning Commission

Application is hereby made to the City Council for the following:

- Preliminary Subdivision Fees due \$ _____
- Final Subdivision
- Administrative Plat
- Replat
- ETJ
- City Limits

Date Received: _____ Date Due: _____ **(All plans are to be returned to the Planning Department by the 15th day of the month ahead of the next month's P&Z meeting.)**

Applicant: _____ Phone: _____

Mailing Address: _____

Email Address: _____

Owner: _____ Phone: _____

Mailing Address: _____

Email Address: _____

Current Description of Property:

Lot: _____ Block: _____ Subdivision: _____

Acres: _____ Survey: _____

Abstract #: _____ Street Address: _____

Frontage in Feet: _____ Depth in Feet: _____

Does Zoning comply with proposed use? _____ Current Zoning: _____

Name of proposed subdivision: _____

Number of Lots: _____ Fee: \$ _____

Signature of Applicant: _____ Date: _____

Signature of Owner: _____ Date: _____

Zoning Fees:

Rezone a single lot.....	\$250.00
Specific Use Permit	\$250.00
Variance to the Zoning Ordinance.....	\$200.00

Subdivision Fees:

General Development Plan review.....	\$200.00
Admin Plat.....	\$200.00
Preliminary Subdivision Plat	\$250.00
Plus per lot	\$3.00
Final Subdivision Plat	\$250.00
Plus per lot	\$3.00
Preliminary One-Lot Subdivision Plat	\$250.00
Plus per acre.....	\$10.00
Final One- Lot Subdivision Plat	\$250.00
Plus per acre	\$10.00
Inspection/testing Fees: Actual costs + 10%	
Placing traffic control devices and street name signs.....	\$250.00
Park Land Dedication, per dwelling unit.....	\$200.00
GIS fee (inputting subdivision, utilities, infrastructure)	\$25.00

** See attached checklist for items to be submitted with all plats.



City of Belton Final Plat Application Checklist

Date Submitted: _____ Received By: _____

Applicant: _____ Address/Location: _____

Items Required with Final Plat Submittal:

- Completed Application
- Plat Fees
- 2 sets of Field Notes
- 2 sets of Dedications
- 5 sets of 100% construction plans and specifications (6 sets for properties in Belton ETJ)
- 2 copies of any applicable deed restrictions
- 2 copies of restrictive covenants
- Tree survey
- Electronic Drawings and Digital Files
- Written certification from the following:
 - All utility providers (ATMOS, AT&T, Oncor, Centrovision, Time Warner Cable, Post Office)
 - Clearwater UWC (private water wells)
 - Bell County Health District (on-site septic systems)
 - TXDOT (property located along state highway)
- Two (2) copies of each of the following:
 - Report of soil tests and pavement designs
 - Drainage study report

Upon completion and staff approval of the construction plans, please submit the following:

- 2 mylars and 3 paper copies of the final plat
- 2 sets of Original signed Field Notes
- 2 sets of Original signed Dedications
- 3 large sets and 2 small (11x17) construction plan sets for staff signature
- Recorded set of restrictive covenants

Other Notes:

****All submittals are due no later than the 15th day of each month. If any required items above are not submitted, the preliminary plat application will be considered incomplete.****