

Planning & Development Department
MINOR PLAT APPLICATION

(10 Acres or Less, Platting 4 or Fewer Lots, Fronting on an Existing Street & Not Requiring the Creation of any New Street or Extension of Municipal Facilities)

1. PROPERTY OWNER CONTACT INFORMATION:

OWNER NAME: _____ PHONE 1: _____

PHONE 2: _____ FAX #: _____

E-MAIL: _____

MAILING ADDRESS: _____

2. AGENT/CONTRACTOR REPRESENTING PROPERTY OWNER:

AGENT/CONTRACTOR NAME: _____ PHONE 1: _____

PHONE 2: _____ FAX #: _____

E-MAIL: _____

MAILING ADDRESS: _____

3. PROPERTY DESCRIPTION:

PARCEL NO(s) (13-digit HCAD Tax ID #): _____

SUBJECT PROPERTY ADDRESS (If existing): _____

SUBJECT PROPERTY LEGAL DESCRIPTION _____

4. INFORMATION SPECIFIC TO APPLICATION:

PROPOSED NAME: _____ # SECTIONS: _____ # LOTS: _____

AUTHORIZED SIGNATURE: _____ DATE: _____

5. APPLICATION CHECKLIST & SUPPORTING DOCUMENTATION:

COMPLETE ITEMS 1 THRU 4 OF APPLICATION

ATTACH APPLICABLE PLANS

SUBMIT CORRECT APPLICATION FEE (Refer to Application Fee Schedule for applicable fees)

(STAFF USE ONLY):

DATE RECEIVED: _____ RECEIVED BY: _____

PROJECT NUMBER: _____ - _____

SCHEDULED DATE FOR PLANNING & ZONING COMMISSION AGENDA: _____



CITY OF LA PORTE PLAT REQUIREMENTS (11.22.2022)

To be considered for review by City Staff, submit a PDF of the plat (via email or flash drive) appropriate fee and application to the Planning Department, City of La Porte. Once plats are reviewed and determined to be administratively correct, Major Subdivision Plats, Preliminary Plats, Final Plats and Replats will be placed on the next available agenda of the Planning and Zoning Commission for approval; Minor Subdivision Plats and Amending Plats will be submitted to the Director of Planning for approval. The Planning and Zoning Commission meets the third (3rd) Thursday of every month. Plats with major, unresolved issues will not be considered administratively correct and will not be presented for approval. **Minor Subdivisions plats are plats that are ten (10) acres or less and involving four (4) or fewer lots fronting on an existing street and not requiring the creation of any new street or the extension of municipal facilities (See Enclosure 5). Upon approval, a mylar will be provided by the applicant for final recordation.**

A. GRAPHIC CONTENTS: ALL PLATS

1. **Name of Subdivision:** (Cannot be a duplicate of any other name used within the City's Jurisdiction).
2. **Type of Development.**
3. **Description of land** on which Subdivision lies: "____.____ acres out of the ____ Survey, Abstract Number____, Harris County, Texas.
4. **Legal boundary** description of subdivision consisting of a metes and bounds description of each line between each boundary point. This description may be in written or tabular form.
5. **Separate properties:** Total number of lots, blocks and reserves.
6. **Name of Owner and/or Developer:** (If a company or corporation, list name and title of authorized representative).
7. **Name of registered engineer or surveyor** who prepared the plat.
8. **Name of Planning Consultant:** (If applicable).
9. **Filing date:** (date of formal presentation to City Planning and Zoning Commission).
10. **Scale:** (1" = 100' unless another scale is approved by the City Planner) : Exact
11. **North Arrow:** (Pointing toward top of sheet).

12. **Key Map:** (to show relation of development to surrounding streets, railroads, and water courses).
13. **Perimeter boundaries:** Draw perimeter boundaries of subdivision.
14. **Adjacent property:** Indicate name and location of adjacent subdivision, streets, easements, water courses, acreage tracts, and other natural or manmade features.
15. **Physical features:** Show high banks of water courses and ravines and other natural or man-made physical development obstacles.
16. **Contour lines:** Show land contours at one foot contour intervals, as taken from City topographic maps or from a ground survey.
17. **Building lines:** Indicate building lines adjacent to all existing or proposed street rights-of-way, easements, side or rear lot lines, or other locations required by City Ordinances.
18. **Layout and identification:** Show proposed layout of blocks and lots within blocks. Wherever possible, side lot lines should be perpendicular or radial to street rights-of-way. Number blocks consecutively and encircle block numbers. Number lots consecutively within blocks. If compensating open space is required, indicate size of each lot or building site.
19. **Condominiums:** Draw the footprint of each building site and show overall dimensions and building type for each building. Show shortest distances from each building to nearest building and property line. For each building type, draw to larger scale the plan of each building type, showing all perimeter wall dimensions and the dimensions and location of walls between units. Designate each unit type and floor area in square feet.
20. **Reserves:** Draw boundaries for and designate area (in square feet and acres) for unrestricted reserves and those dedicated for restricted usages, such as those for drainage, recreation, parkland, or other uses (indicate intended usage and existing zoning).
21. **Streets:** Show rights-of-way of all streets and alleys either existing or proposed, within the plat boundaries and immediately adjacent thereto. Indicate right-of-way width between point curvature tangency and at changes in width. (See PICM for street design criteria; available from the City Planning Department).
22. **Street Names:** Provide names of all existing and proposed streets located within the plat boundaries and immediately adjacent thereto. (Cannot be duplicates of any street names in current use, unless continuations of existing streets).
23. **Utility Easements:** Indicate location, widths, and types (common use, waterline, sanitary sewer, drainage, power, etc.) for all easements, either existing or proposed, within the plat boundaries and immediately adjacent thereto. (See PICM for easement criteria.) Indicate recording information for existing easements.

24. **Flood hazard area:** Show boundary of flood hazard area as taken from City topographic maps or other sources. (See La Porte Flood Hazard Prevention Ordinance.)
25. **Survey monument tie-in:** Show nearest City approved survey monument and exact bearing (nearest second) and distance (nearest hundredth of a foot) to a defined point on the perimeter boundary of the property (See Section 6.01 of the Ordinance)
26. **Survey control monuments:** Show location of all proposed survey control monuments to be installed by the developer pursuant to Section 6.01 of the Development Ordinance.
27. **Proposed and Required Sidewalk Locations.**
28. **Proposed Curb Cuts/Driveways.**

B. DOCUMENTATION: PRELIMINARY AND FINAL PLATS

The following documents are to be furnished with Preliminary Plats.

1. **A Title Certificate:** Abstract or Planning Letter.
2. **Utility Schematics:** Show schematically the layout of proposed storm drainage, sanitary sewers, and water lines, each utility on a separate print. Use symbols, colored pencils or markers. (See PICM for utility design criteria). Show actual or proposed fire hydrant locations.

Final Plats must contain all the above items plus the following documents are to be furnished prior to or with Final Plats.

1. **Proposed Utilities:** Submit complete utility construction drawings for approval by the Director. (See PICM for criteria for utility construction documents.)
2. **Proposed Streets:** Submit complete public street construction drawings for approval by the Director of Planning. (See PICM for criteria for street construction documents.)
3. **Coordinate listing:** A complete list of coordinates for each point to be marked in the final field survey. Each point in the list is to be assigned a unique number code. A copy of the Final Plat, marked with the locations of each number code, is to be submitted as well.
4. **Utility Company Letters:** Letters from servicing utility companies approving the easements shown on the plat for their use.
5. **Private Easements:** A copy of the instrument(s) establishing private easements shown on the plat for their use.

6. **Private Easement Holder's Consent:** A letter, statement or instrument from the holder of any privately owned easement or fee strip within the subdivision boundaries approving any crossing of said existing easement or fee strip by proposed streets, utilities, or easements shown on the plat. If adjustment of existing utilities is required, said letter shall specify the nature of the adjustment and the approval of the owner for such adjustment.
7. **Residential Park Land:** Receipt for payment in lieu of required dedication of park land, pursuant to Section 12.05 of the Development Ordinance or instrument of dedication pursuant to Sections 12.10 of the Development Ordinance.
8. **Conditional Approval Documents:** Any documents specified by the City Planning and Zoning Commission in conditionally approving the plat.

All Plats must include the following exhibits where applicable:

1. Owner's acknowledgement (Exhibit 1)
2. Lienholders Subordination Agreement (Exhibit 2)
3. Accuracy Certificate (Exhibit 3)
4. Final Survey Certificate (Exhibit 4)
5. Approving Authority Certificate (Exhibit 5)
6. Amending Plat Certificate (Exhibit 6)
7. Vacation of Subdivision Plat (Exhibit 7)
8. Harris County Clerk Filing Statement (Exhibit 8)
9. Return Map Agreement (Exhibit 9)
10. Special Statements (Exhibit 10)
11. Title Certificate Information (Exhibit 11)
12. Notary Public Acknowledgement (Exhibit 12)

**EXHIBIT 1
OWNERS ACKNOWLEDGEMENT
(ALL PLATS)**

STATE OF TEXAS

COUNTY OF HARRIS

I (or we), (name of owner or owners) acting by and through (name and title of officer) being officers of (name of company or corporation, owner or owners) hereinafter referred to as Owners whether one or more of the (number of acres) tract described in the above and foregoing map of (Name of subdivision) do hereby make and establish said subdivision of said property according to all lines, dedications, restrictions and notations on said maps or plat and hereby dedicate to the use of the public forever, all streets (except those streets designated as private streets), alleys, parks, water courses, drains, easements and public places shown thereon for the purposes and considerations therein expressed; and do hereby bind myself (or ourselves), my (or our) heirs, successors and assigns to warrant and forever defend the title to the land so dedicated.

FURTHER, Owners have dedicated and by these presents do dedicate to the use of the public for public utility purposes forever an unobstructed aerial easement five (5) feet in width from a plane twenty (20) feet above the ground level upward, located adjacent to all common use public utility easements shown hereon.

FURTHER, Owners do hereby declare that all parcels of land designated as lots on this plat are originally intended for the construction of thereon and shall be restricted for same under the terms and conditions of such restrictions filed separately.

ADDITIONAL PARAGRAPHS TO BE ADDED (AS APPROPRIATE)

When plat contains natural drainage ways such as bayous, creeks, gullies, ravines, draws or drainage ditches:

FURTHER, Owners do hereby dedicate to the public a strip of land fifteen (15) feet wide on each side of the high bank of any and all bayous, creeks, gullies, ravines, draws, sloughs, or other natural drainage courses located and depicted upon in said plat, as easements for drainage purposes, giving the City of La Porte, Harris County or any other governmental agency, the right to enter upon said easement at any and all times for the purposes of construction and maintenance of drainage facilities and structures.

FURTHER, Owners do hereby covenant and agree that all of the property within the boundaries of this plat and adjacent to any drainage easement, ditch, drainage ways and easements clear of fences, buildings and other obstructions to the operations and maintenance of the drainage facility and that such abutting property shall not be permitted to drain directly into this easement except by means of an approved drainage structure.

When plat indicated building setback lines and public utility easements are to be established in adjacent acreage owner by the subdivider:

FURTHER, Owners do hereby certify that I am (or we) the owners of the property immediately adjacent to the boundaries of the above foregoing plat of (name and subdivision) where building setback lines or public utility easements are to be established outside the boundaries of the above and foregoing plat and do hereby make and establish all building setback lines and dedicate to the use of the public forever all public utility easements shown in said adjacent acreage.

When private streets are established within the plat:

FURTHER, Owners do hereby covenant and agree that those streets located within the boundaries of this plat specifically noted as private streets, shall be hereby established and maintained as private streets, by the owner, heirs, successors and assigns to property located within the boundaries of this plat and always available for the general use of said owners and to the public for fireman, firefighting equipment, police and the other emergency vehicles of whatever nature at all times and do hereby bind myself (or ourselves), my (or our), heirs (or) successors and assigns to warrant and forever defend the title to the land so designated and established as private streets.

To be used when the subdivision is within the Extraterritorial Jurisdiction of the City of La Porte:

FURTHER, Owners certify and covenant that they have complied with or will comply with the existing Harris County Road Law, Section 31- C as amended by Chapter 614, Acts of 1973, 63rd Legislature and all other regulations heretofore on file with the Harris County Engineer and adopted by the Commissioner's Court of Harris County.

When replatted under the provisions of art. 974a, Section 5 (b) and (c) (3):

FURTHER, the Owners hereby certify that this replat does not attempt to alter, amend, or remove any covenants or restrictions; I, (we) further certify that no portion of the proposed area to be replatted is limited by deed restriction to residential use for not more than two (2) residential units per lot.

When replatted under the provisions of Art. 974a, Section 5 (c) (1). (2) & (d) (7):

FURTHER, the Owners certify that this replat does not attempt to alter, amend or remove any covenants or restrictions.

ACKNOWLEDGEMENT EXECUTION

(When owner is an individual or individuals)

WITNESS my (or our) hand in the City of _____,
_____, this (number) day of (month), (year).

(Signature of owner or owners)
(names to be printed)

(When owner is a company of corporation)

In TESTIMONY WHEREOF, the (Name of company) has caused these presents to be signed by (Name of President), its President thereunto authorized, attested by its Secretary (or authorized trust officer), (Name of Secretary of authorized trust officer), and its common seal hereunto affixed by this (number) day of (month), (year).

(Name of Company)

by: (Signature of President)
President

(Signature of secretary or
Attest : authorized trust officer)
Title

(affix corporate seal)

NOTARY ACKNOWLEDGEMENT (SEE EXHIBIT 12)

**EXHIBIT 2
LIENHOLDER'S SUBORDINATION AGREEMENT**

(Note: Holders of all liens against the property being platted must execute the final plat or separate instruments which shall be filed for record with the plat.)

I (or we), (Name of mortgagee or names of mortgagees), owner and holder (or owners and holders) of a lien (or liens) against the property described in the plat known as (name of plat), said lien (or liens) being evidenced by instrument of record in Volume _____, page _____, (or Film Code No. _____) of the Mortgage Records of Harris County, Texas, do hereby in all things subordinate our interest in said property to the purposes and effects of said plat and the dedications and restrictions shown herein to said plat and I (or we) hereby confirm that I am (or we are) the present owner (or owners) of said lien (or liens) and have not assigned the same nor any part thereof.

By : Signature of Lienholder
(Name to be printed)

NOTARY ACKNOWLEDGEMENT (SEE EXHIBIT 12)

**EXHIBIT 3
PLAT (SITE PLAN) ACCURACY CERTIFICATE**

I, (name of engineer or surveyor), am registered under the laws of the State of Texas to practice the profession of engineering (or surveying) and hereby certify that the above plat is true and correct; and that all bearings, distances, angles, curve radiuses, and central angles are accurately shown on the plat.

(Signature of Engineer or Surveyor)
(print name)

Texas Registration No. _____

(Affix seal)

**EXHIBIT 4
PLAT FINAL SURVEY CERTIFICATE**

I _____(name)_____, registered under the laws of the State of Texas to practice the profession of land surveying, do hereby certify that this plat accurately represents the results of a survey performed under my supervision and that all boundary corners, single points and points of curve have been, or will be, marked with five- eights inch iron rods not less than thirty (30) inches in length and that this plat complies with the requirements as specified in the City of La Porte Development Ordinance.

(Signature of Surveyor)
(Print Name)

Texas Registration No. _____

(Affix Seal)

EXHIBIT 5

CITY APPROVING AUTHORITY CERTIFICATE

(TO APPEAR ON MAJOR SUBDIVISION PLATS, FINAL PLATS, REPLATS)

This is to certify that the City Planning and Zoning Commission of the City of La Porte, Texas has approved this plat (or instrument when appropriate) and subdivision of (name of subdivision) in conformance with the laws of the State of Texas and the ordinances of the City of La Porte and authorized the recording of this plat (or instrument when appropriate) this (number) day of (month), (year).

ATTEST: By: (Signature of Director)
Director, Planning Department

By: (Signature of City Engineer)
La Porte City Engineer

By: (Signature of Chairman)
Chairman, La Porte Planning
and Zoning Commission

ATTEST:

By: (Signature of Secretary)
Secretary, La Porte
Planning and Zoning
Commission

CITY APPROVING AUTHORITY CERTIFICATE

(FOR PLATS THAT ARE LESS THAN TEN ACRES)

This is to certify that the City of La Porte, Texas has approved this plat (or instrument when appropriate) and subdivision of (name of subdivision/plat) in conformance with the laws of the State of Texas and the ordinances of the City of La Porte and authorized the recording of this plat (or instrument when appropriate) this (number) day of (month), (year).

ATTEST: By: (Signature of Director)
Director, Planning Department

By: (Signature of City Engineer)
La Porte City Engineer

(Signature of City Planner)
La Porte City Planner

**EXHIBIT 6
AMENDING PLAT CERTIFICATES**

Note: The following certificates and acknowledgements are required to be placed upon the face of all amending plats.

I, (name of engineer or surveyor), hereby certify that the following corrections were necessary to eliminate errors which appear on the plat of (name of subdivision), recorded on (date and month), (year). In Volume (number), page (number) (or when applicable film code numbers) of the map records of (name of county) County, Texas:

(Provide brief explanation of corrections required)

(Signature of Engineer or Surveyor)
(Print name)

Texas Registration No. _____

(Affix seal)

I (we), (name(s) or owner(s)), owner(s) of the property directly affected by this amending plat, being lot(s) out of the block(s) _____ as indicated hereon, do hereby consent to this amending plat for the purposes herein expressed.

(Signature of Owner)
(Print name)

NOTARY ACKNOWLEDGEMENT (SEE EXHIBIT 12)

APPROVED BY THE CITY OF LA PORTE on date, month and year.

ATTEST: By: _____
Director, Planning Department

By: (Signature of City Engineer)
La Porte City Engineer

(Signature of City Planner)
La Porte City Planner

**EXHIBIT 7
VACATION OF SUBDIVISION PLAT**

STATE OF TEXAS

COUNTY OF

HARRIS

KNOW ALL MEN BY THESE PRESENTS:

I (or we), (Name of owner or owners if individuals) or (Name of President and Secretary or authorized trust officer of a company or corporation), being the sole owner (owners) and proprietor of the following described property in the City of La Porte, Harris County, Texas, to- wit:

(Provide legal description of the property including, but not limited to, the acreage, the name of the recorded subdivision, the name of the Survey and Abstract Number, and recording references.)

Do hereby desire and declare that said plat, subdivision and dedication thereon be vacated and cancelled so as to convert all of said platted property to acreage tracts as same existed before such property was platted, subdivided and recorded.

(At this point any right-of-way, easements or any other feature established in the subdivision being vacated which will not be cancelled as a result of this vacation action should be described.)

ACKNOWLEDGEMENT EXECUTION

(When owner is an individual or individuals)

WITNESS my (or our) hand in the City of _____,
_____, this (number) day of (month), (year).

(Signature of owner or owners)
(Names to be printed)

(When owner is a company or corporation)

In TESTIMONY WHEREOF, the (Name of company) has caused these presents to be signed by (Name of President), its President thereunto authorized, attested by its secretary (or authorized trust officer), (Name of Secretary of authorized trust officer), and its common seal hereunto affixed by this (number) day of (month), (year).

(Name of Company)

By: (Signature of President)
President

(Signature of Secretary or
Attest : authorized trust officer)
Title

(affix corporate seal)

**EXHIBIT 8
HARRIS COUNTY CLERK FILING STATEMENT (TO APPEAR ON ALL INSTRUMENTS FILED)**

I. (name of County Clerk), Clerk of the County Clerk of Harris County, do hereby certify that the within instrument with the certificate of authentication was filed for registration in my office on (date and month), (year), at (time) o'clock (A.M. OR P.M.), and in Volume (number) of, page (number) or when applicable Film Code numbers) of the map records of (name of county) for said county.

Witness my hand and seal of office, at Houston, the day and date last above written.

Ex Officio Clerk of the County Clerk
of Harris County, Texas

By: _____
Deputy

**EXHIBIT 9
RECORDED MAP RETURN AGREEMENT CERTIFICATE**

This is to certify that _____, owner or authorized agent of the owner of land being platted or subdivided known as _____, approved by the La Porte City Planning and Zoning Commission, authorized _____ County Clerk of Harris, County or his authorized Deputy to return the original recorded map or plat of said subdivision only to the Director of the City of La Porte's Planning Department or to his authorized representative, who shall file such original recorded map or plat in the permanent records of that Department.

(Signature of Director) _____
Director, Planning Department

(Signature of owner or agent) _____
Owner or Authorized Agent
(Owner of land being
subdivided or platted)

EXHIBIT 10
SPECIAL PLAT STATEMENTS

(TO APPEAR WHEN APPROPRIATE ON SUBDIVISION PLATS)

When any portion of land within the plat boundary lies inside a Flood Hazard Zone Area:

“Some land within this subdivision lies in a Flood Hazard Area. Such lands are subject to an increased chance of flooding and the City of La Porte places stricter requirements on development therein through the La Porte Flood Hazard Prevention Ordinance. Flood Hazard Areas on this plat are shown as shaded.”

When the plat contains public street rights-of-way bordering on unrestricted reserves or unplatted acreage:

“A one-foot reserve is hereby established within the street right of way adjacent to all unrestricted reserves or unplatted acreage. Said one foot reserve shall be dedicated to the public and shall be removed and thereafter be vested in the public for street right-of-way purposes only upon proper platting of the adjacent unrestricted reserve or acreage.”

EXHIBIT 11
TITLE CERTIFICATE INFORMATION

A planning letter, certificate, abstract, or other instrument from a title guaranty company or attorney authorized to render title opinions in the State of Texas, which certifies that a search of the appropriate records was performed within thirty (30) days of the filing date and which letter provides the following information:

1. The date of the examination of the records.
2. A legal description of the property proposed to be developed including a metes and bounds description of the boundaries of said land.
3. The name of the recorded owner of fee simple title as of the date of the examination of the records, together with the recording information or the instruments whereby such owner acquired fee simple title.
4. The names of all lienholders together with the recording information and date of the instruments by which such lienholders acquire their interests.
5. A description of the type and boundaries of all easements and fee strips not owned by the developer of the property in question together with the recording information and date of the instruments whereby the owner of such easements or fee strips acquired their title.
6. A statement certifying that no delinquent city or county taxes are due on the property being platted.

**EXHIBIT 12
NOTARY PUBLIC ACKNOWLEDGEMENT**

STATE OF _____

COUNTY OF _____

BEFORE ME, the undersigned authority, on this day personally appeared (Names of persons signing the plat, owners, and corporation officers), (corporation titles if appropriate, known to me to be the persons whose names are subscribed to the foregoing instrument and acknowledgement to me that they executed the same for the purposes and considerations therein expressed (add for corporations, "and in the capacity therein and herein stated, and as the act and deed of said corporation."))

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this (number) day of (month), (year).

My Commission Expires _____

(Signature of Notary Public)

Notary Public in and for the
State of _____

(affix notary seal)