



City of Friendswood – Community Development

910 S. Friendswood Drive

Friendswood, TX 77546

Phone: 281-996-3201 Fax: 281-996-3260

www.ci.friendswood.tx.us

Plat Application

TYPE OF PLAT (check one):

- Preliminary Plat
Final Plat
Short Form Final Plat

- Amending Plat
Replat

- Vacating Plat
Notice of Re-Filing
Resubmittal

PROJECT INFORMATION:

Plat Name: _____

Acreage: _____ Lot(s): _____ Block(s): _____ Reserve(s): _____

OWNER NAME: _____ Phone: _____

Owner's Mailing Address: _____

City: _____ State: _____ Zip: _____ Fax: _____

Owner's Email Address: _____

AGENT'S NAME: _____ Phone: _____

Agent's Mailing Address: _____

City: _____ State: _____ Zip: _____ Fax: _____

Agent's Email Address: _____

In authorizing an agent to represent the owner, the owner attests that his/her agent may make verbal or written representations and/or declarations on the owner's behalf and the owner understands and acknowledges that the City of Friendswood shall rely upon the agent's representations in matters pertaining to the above described property. The designation of an agent in this matter in no way absolves the owner of any of the owner's responsibilities outlined by the City of Friendswood. The owner must be the legal owner of record of the property at the time of submittal of the application.

The undersigned hereby request approval by the Planning and Zoning Commission on the above identified subdivision plat.

Owner's Signature: _____ Date: _____

Agent's Signature: _____ Date: _____

Received By: _____ Application Number: _____
Property Owner Notices: _____ Received Date: _____
Newspaper Notice: _____

Submittal Requirements for Plat Applications

Application Fee.

*Resubmittal Fee applies to plats after a conditional approval or disapproval by the Planning and Zoning Commission.

Preliminary Plat	\$1000
Final Plat	\$500
Short Form Final Plat	\$500
Replat	\$500
Amending Plat	\$500
Vacating Plat	\$300
Resubmittal Fee*	\$200

- Title Report dated within 45 days (including Metes and Bounds)
- Tax Certificates (showing no delinquent taxes)
- Proof of Submittal to applicable drainage district
- Written approval from dry utility companies (phone, power, gas, internet)
- Draft of Protective Covenants / Deed Restrictions
- 24"x 36" prints for staff review

Preliminary Plats

(2) Preliminary Drainage Plans
 (2) Preliminary Utility Plans
 (5) Folded plats for staff review

Final Plats, Short Form Final Plats, Replats

(5) Folded plats for staff review

Amending Plats

(2) Folded plats for staff review

Vacating Plats

(1) Original Vacating Plat instrument, signed and notarized
 (1) Copy of plat being vacated

Plat applications must be submitted by 9:00am on an APPROVED submittal date. Please see current Planning and Zoning Submittal Schedule

See the City of Friendswood Subdivision Ordinance, Appendix B for more specific plat requirements.

Plat acknowledgement and certificate examples may be found online at www.ci.friendswood.tx.us under Business Services > Development Process > Subdivision of Property.