



# PLAT SUBMITTAL APPLICATION

Community Development Department  
Engineering Division

**APPLICATION REQUIREMENTS:** Applications will be *conditionally* accepted on the presumption that the information, materials and signatures are complete and accurate. If the application is incomplete or inaccurate, your project may be delayed until corrections or additions are received.

**DIGITAL PLAN SUBMITTALS:**

PLEASE SUBMIT YOUR APPLICATIONS AND PLANS DIGITALLY IN A SINGLE PDF BY FOLLOWING THE WEBSITE BELOW:

**WEBSITE:** [tomballtx.gov/secur SEND](http://tomballtx.gov/secur SEND)  
**USERNAME:** tombalccd  
**PASSWORD:** Tomball1

**The deadline for plat submittals is the first Monday of the month to be scheduled for the Planning & Zoning Commission Meeting the following month.**

Plat Name: \_\_\_\_\_

**Submittal Type:**

\_\_\_\_\_ Preliminary Plat                      \_\_\_\_\_ Final Plat                      \_\_\_\_\_ Re-plat  
\_\_\_\_\_ Other                                      \_\_\_\_\_ Extension Request of Approval

**Applicant**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Contact: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Owner**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Contact: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Engineer/Surveyor (if applicable)**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
Zip: \_\_\_\_\_ Contact: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Location of Property to be Platted:**

\_\_\_\_\_ Within City Limits \_\_\_\_\_ Within Extra Territorial Jurisdiction (ETJ)

City: \_\_\_\_\_ County: \_\_\_\_\_

Survey: \_\_\_\_\_ Abstract No.: \_\_\_\_\_ Parcel No.: \_\_\_\_\_ Tract No.: \_\_\_\_\_

**Geographic Location (Use Name of Major Street, Bayous, Creeks, Streams):**

North of \_\_\_\_\_ East of \_\_\_\_\_

South of \_\_\_\_\_ West of \_\_\_\_\_

**Districts:**

School: \_\_\_\_\_ County Commissioner's Precinct: \_\_\_\_\_

TXDOT District: \_\_\_\_\_ TXDOT Local Office: \_\_\_\_\_

Zoning District: \_\_\_\_\_

**Plat Data:**

Location in Floodplain:

_____ 100- Year Floodplain (1% Annual Chance Floodplain)	_____ Base Flood Elevation
_____ 500-Year Floodplain (0.2% Annual Chance Floodplain)	_____ Base Flood Elevation
_____ Other Areas (Areas determined to be outside the 0.2% Annual Chance Floodplain)	

(Attach additional sheets if necessary)

**Certification (Name; If company or corporation, name of officers; address; zip code; telephone):**

Owner of Record:

\_\_\_\_\_  
\_\_\_\_\_

Optioned By:

\_\_\_\_\_  
\_\_\_\_\_

Developer:

\_\_\_\_\_  
\_\_\_\_\_

Architect or Engineer:

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Applicant:

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**This is to certify that the information on this form is COMPLETE, TRUE and CORRECT and the undersigned is authorized to make this application.**

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Signature of Owner or Agent

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Date

**(FOR COMMUNITY DEVELOPMENT DEPARTMENT USE ONLY)**

**Plat Submittal Checklist:**

**(Unless otherwise stated, ALL items are required to be submitted with the first plat application)**

**Digital Submittal – Please submit to our online Secure Send Portal:**

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**WEBSITE:**      [tomballtx.gov/secure send](http://tomballtx.gov/secure send)

**USERNAME:**    **tomballcdd**

**PASSWORD:**   **Tomball1**

\_\_\_\_\_ Plat submittal application - Application completed and signed

\_\_\_\_\_ Fees

Preliminary plat fee (\$\_\_\_\_\_ check payable to City of Tomball)

Re-Plat & Final plat fee (\$\_\_\_\_\_ check payable to City of Tomball)

\_\_\_\_\_ Title opinion - No more than 45 days old at the time of planning and zoning meeting

\_\_\_\_\_ Letters to utility companies – Contact information below

**Hardcopy Recordation Submittal (501 James Street, Tomball, Texas 77375)**

\_\_\_\_\_ Original Tax Certificates:      \_\_\_\_\_ County      \_\_\_\_\_ School

\_\_\_\_\_ (1) Final Mylar/Transparency (Rolled) – Final, corrected, mylar must include all changes requested by the planning and zoning commission and the city engineer.

**Note: Do NOT submit the mylar copy until the City Engineer, or designee, has reviewed the plat and requested the mylar.**

\_\_\_\_\_  
**Date Application Received**  
**By Community Development Department**

\_\_\_\_\_  
**(Signature – Community Development Department)**

## City of Tomball Plat Procedures

The submittal deadline to get on the P&Z agenda is the 1<sup>st</sup> Monday of the month. Planning and Zoning Commission meetings are held the 2<sup>nd</sup> Monday of the month.

If a lot has never been platted before, then it must be platted as a preliminary plat and then a final plat. If a lot has been platted before, also known as a re-plat, it will be platted as a final plat.

The following items must accompany all applications:

- The plat in PDF form
- Title report/city planning letter in PDF form (No more than 45 days old at the time of the Planning and Zoning Commission meeting)
- Letters sent to utility companies in PDF form
- Original hardcopy county tax certificate (Harris or Montgomery – the City's taxes are collected by the County)
- Original hardcopy school district tax certificate (Tomball, Klein, or Magnolia)

**Note: Do NOT submit a Mylar until the City Engineer, or designee, has reviewed the plat and requested the Mylar.**

**Preliminary plat (if applicable) must be closed out and filed with the City of Tomball prior to the final plat submittal.**

The following fees must be paid when submitting the application:

### **PLAT FEES:**

(Preliminary Plat, Final Plat, Re-Plat and Minor Plat)

\$500.00	Base Fee
\$20.00	Per Lot
\$2,500.00	(Maximum per Plat)

### **Fees may be paid by:**

- Check dropped off or mailed to  
City of Tomball Engineer  
501 James Street  
Tomball, Texas 77375
- Credit card (Master Card or Visa or American Express) - ( 281) 290-1405
- Cash

## Utility Addresses for Utility Notification Letters

Per the City of Tomball Code of Ordinances, utility notification letters are required for preliminary plats and re-plats.

### Sec. 40-28. Application for preliminary plat approval.

**5) Notice to utilities. Evidence of notice to all utility companies that provide service to the area encompassed by the proposed subdivision, whether public or private, shall accompany each application for preliminary plat approval. Such notice shall contain a statement of the intent to subdivide, the intended use of the property within the subdivision, and shall have attached to such notice a copy of the preliminary plat that is filed within the city.**

CenterPoint Energy/Houston  
Surveying & Right of Way  
P.O. Box 1700  
Houston, Texas 77251-1700

Comcast  
8500 W. Tidwell  
Houston, Texas 77040

AT&T Communications  
7602 Spring Cypress Road, Room 226  
Spring, Texas 77379

### Sample Letter:

To Whom It May Concern:

I am enclosing a copy of a proposed \_\_\_\_\_ (Type of Plat) plat of \_\_\_\_\_ (Plat Title) \_\_\_\_\_. The purpose of the plat is to create a \_\_\_\_\_ (Type of Use) Lot. We are preparing the plat for recordation in the Map Records of Harris County. Per the City of Tomball Development Procedures, we are requesting a “No Objection” letter for the attached plat.

If you have any questions or comments please contact \_\_\_\_\_ (Contact Person) \_\_\_\_\_ at \_\_\_\_\_ (Telephone Number) \_\_\_\_\_.

Please send a copy of the report to \_\_\_\_\_ (Surveyor or Owner Contact) \_\_\_\_\_, by fax to \_\_\_\_\_ (Fax Number) or email to \_\_\_\_\_ (Email Address) \_\_\_\_\_.

Thank you,

## **Public Hearing and Notification Requirements**

### **Special Public Hearing Notices for Replatting Properties deed restricted for residential use or located within Single Family or Duplex Residential District**

Replats of property that has been deed restricted for residential use or that is located within a single-family or duplex zoning district may require special notice for a public hearing. Special notice of the public hearing shall be given by the 15th day before the date of the hearing by (1) publication in an official newspaper; and (2) by written notice to the owners of lots that are in the original subdivision and that are within 300 feet of the lots to be replatted, as indicated on the most recently approved county tax roll. (Local Government Code Sec 212.015)

### **Plats Located within Tomball Corporate City Limits**

All properties to be subdivided that are located within the City of Tomball corporate city limits must meet the minimum lot area and dimension requirements as defined by Chapter 50 of the Code of Ordinances.

### **Plats Located within Tomball Extraterritorial Jurisdiction**

All properties to be subdivided that are located within the City of Tomball extraterritorial jurisdiction must adhere to the requirements described by Chapter 40 of the Tomball Code of Ordinances (“Subdivisions”).

## Dedication Statements and Signature Blocks

**The following statements and acknowledgements will be required on all plats:**

### **Dedication Statement(s):**

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) in this section after referred to as owners (whether one or more) of the (number of acres) acre tract described in the above and foregoing plat of (name of subdivision or development), do hereby make and establish said subdivision of said property according to all liens, dedications, restrictions and notations on said plat and hereby dedicate to the use of the public forever, all streets, alleys, parks, watercourses, 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 feet in width from a plane 20 feet above the ground level upward, located adjacent to all public utility easements shown hereon.

### **Additional paragraphs to be added as appropriate and as follows:**

(When estate subdivisions are created which will not be required to have cement concrete streets, gutters, or storm sewers.)

FURTHER, owners do hereby covenant and agree that all of the property within the boundaries of this plat shall be restricted to provide that drainage structures under private driveways shall have a net drainage opening area of sufficient size to permit the free flow of water without backwater and in no instance have a drainage opening of less than one and three quarters square feet (18-inch diameter) with culverts or bridges to be provided for all private driveways or walkways crossing such drainage facilities.

(When plat contains natural drainageways such as bayous, creeks, gullies, ravines, draws, or drainage ditches.)

FURTHER, owners do hereby dedicate to the public a strip of land 15 feet wide on each side of the centerline 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 Tomball, Harris County, or any other governmental agency, the right to enter upon said easement at any and all times for the purpose 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, gully, creek, or natural drainageway shall hereby be restricted to keep such drainageways and easements clear of fences, buildings, planting, and other obstructions to the operation 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.



**Owner(s)' Acknowledgement:**

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

(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 or authorized trust officer), and its common seal hereunto affixed this (number) day of (month), (year).

**Notary Acknowledgement(s):**

**Leinholder(s) Acknowledgement (if applicable):**

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 (name of county in which the plat is located), 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 in this section 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.

**Certificate of Engineer or Surveyor:**

I, (name of civil engineer or surveyor), am authorized (or registered) under the laws of the State of Texas to practice the profession of civil engineering (or surveying) and hereby certify that the above subdivision is true and correct; was prepared from an actual survey of the property made under my supervision on the ground; that all boundary corners, angle points, points of curvature, and other points of reference have been marked with iron (or other suitable permanent metal) pipes or rods having an outside diameter of not less than three-quarter inch and a length of not less than three feet; and that the plat boundary corners have been tied to the nearest survey corner.

**Certificate for the Planning and Zoning Commission:**

This is to certify that the planning and zoning commission of the City of Tomball has approved this plat and subdivision of (name of subdivision) in conformance with the laws of the state and the ordinances of the city as shown hereon and authorized the recording of this plat this (number) day of (month), (year).

**Certificate for County Clerk:**

I, (name of county clerk), County Clerk of Harris County, Texas, do hereby certify that the within instrument with its 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), Page (number, or when applicable Film Code numbers) of the map records of Harris County for said County. Witness my hand and seal of office, at Harris County, Texas, the day and date last above written.

**Encumbrances Certificate (only on preliminary plats):**

I, (name of applicant or person who prepared the plat), do hereby certify that all existing encumbrances, such as various types of easements both public and private, fee strips, and all significant topographical features which would affect the physical development of the property illustrated on this plat are accurately identified and located and further certify that this plat represents all of the contiguous land which the (owner of subdivider) owns or has a legal interest in. (In those instances where the owner or subdivider owns or has a legal interest in any adjacent property, this paragraph must be modified to reflect the extent of such ownership and a boundary description of the land involved must be provided.)

NOTE: ETJ plats may have additional signatory requirements from the County.

## Minimum Plat Note Requirements

The following notes will be required on all plats:

### Public Easements:

Public easements denoted on this plat are hereby dedicated to the public forever. Any public utility, including the City of Tomball, shall have the right at all times, of ingress and egress to and from and upon said easements for the purpose of construction, reconstruction, inspection, patrolling, maintaining and adding to or removing all or part of its respective systems without the necessity of any time of procuring the permission of the property owner. Any public utility, including the City of Tomball, shall have the right to move and keep moved all or part of any building, fences, trees, shrubs, other growths or improvements that in any way endanger or interfere with the construction, maintenance or efficiency of its respective systems on any of the easements shown on this plat. Neither the City of Tomball nor any other public utility shall be responsible for any damages to property within an easement arising out of the removal or relocation of any obstruction in the public easement.

### Flood Information:

According to FEMA Firm Panel No. \_\_\_\_\_ (Effective Date \_\_\_\_\_), this property is in Zone "X" and is within / not in the 0.2% Annual Chance Flood Plain or According to FEMA Firm Panel No. \_\_\_\_\_ (Effective Date \_\_\_\_\_), this property is in Zone "\_\_\_\_\_" and within the 1% Annual Chance Flood Plain.

### Note#1:

All oil/gas pipelines or pipeline easements with ownership through the subdivision have been shown.

### Note#2:

All oil/gas wells with ownership (plugged, abandoned, and/or active) through the subdivision have been shown.

### Note#3:

No building or structure shall be constructed across any pipelines, building lines, and/or easements. Building setback lines will be required adjacent to oil/gas pipelines. The setbacks at a minimum should be 15 feet off centerline of low pressure gas lines, and 30 feet off centerline of high pressure gas lines.

### Note#4:

This plat does not attempt to amend or remove any valid covenants or restrictions.

### Note#5:

A ten foot wide City of Tomball utility easement is hereby dedicated to this plat and is centered on the gas main extension from the City of Tomball right-of-way or City of Tomball utility easement up to and around the gas meter.