

What is a plat?

A plat is an official map or chart representing a tract of land showing the division of that tract into one or more separate parcels. Plats indicate the placement and length of property lines and easements within a particular subdivision and must be prepared by a licensed land surveyor in the State of Texas. Plats are filed for permanent record with the County Clerk in the courthouse and with the Planning Department.

When is a plat required?

- ✓ A plat is required if the landowner wishes to divide the property into more than one tract of land in order to sell or transfer property ownership where any of the resulting tracts is 20 acres or less within the City of Abilene, or ten (10) acres or less within the Extra Territorial Jurisdiction (ETJ).
- ✓ A plat is required if the landowner wishes to build a new commercial or residential structure or to gain City water and sewer service on a tract of land where no previous plat exists. The only cases where this will not be required are when the landowner has obtained a Farmland Exception to build a single-family residence on a parcel that is at least 20 acres or for an addition or accessory building on a parcel with an existing structure.

What is the plat process?

PRE-DEVELOPMENT MEETING WITH THE PLANNING DEPARTMENT

Prior to any application submittal, it is recommended the subdivider request a meeting with development staff to discuss the procedures, policies, specifications, and standards required by the City. Staff will try to indicate any potential issues that will need to be addressed as part of the approval process.



SUBMITTAL OF APPROPRIATE PLAT TYPE (PRELIMINARY DEVELOPMENT PLAN & UTILITY PLAN, FINAL PLAT, MINOR PLAT) WITH APPLICATION FEE

A plat must be prepared by a licensed professional surveyor. A licensed professional engineer will also be needed if any public infrastructure is required. The surveyor will prepare the plat document and submit the appropriate application, application fee, the required number of blue-line or black-line copies of the plat, an electronic copy of the plat in AutoCAD format, field notes, a title opinion, and any other associated documents & plans. The plat must be prepared per the submittal requirements found within the Subdivision Ordinance and must be submitted by the deadline per the Subdivision Calendar. Incomplete submittals will be rejected and will not be reviewed.

DEVELOPMENT REVIEW COMMITTEE (DRC)

The Development Review Committee meeting is held on the Wednesday afternoon nine (9) days after the submittal deadline. The purpose of the meeting is to assemble the applicant, City staff, affected utility companies, and other interested parties to "troubleshoot" your plat and development plans. While attendance is not mandatory, we encourage you to attend to help be a part of the discussion. After the meeting, a formal set of all comments that must be addressed on your submittal will be generated. Drawings should be modified using these comments.



SUBMITTAL OF REVISED PLAT DOCUMENT

Prior to being placed on an agenda for the Planning & Zoning Commission, two mylar copies of the corrected plat and four paper copies (No larger than 24" X 36") must be submitted along with the an electronic copy of the corrected plat in AutoCAD format, financial guarantees (if applicable), filing fees, current original tax certificates, and field notes. The final plat is to be signed by the owner(s) and notarized. It also must be signed and sealed by the Registered Professional Land Surveyor licensed in the State of Texas. Additionally, documentation that the Drainage Plan and any Construction Plans have already been approved by the City Engineer or his designee must be provided.

PLANNING & ZONING COMMISSION APPROVAL

All corrected plats that have been submitted with all the necessary documents (original tax certificates, field notes, and check for recording fees) will be placed on the next Planning & Zoning Commission agenda.

NOTE: Some plats are eligible for administrative approval by Staff.



PLAT FILED AT COUNTY COURTHOUSE

Once approved by the Planning & Zoning Commission, staff will acquire final signatures from City officials and file the plat at the appropriate County Clerk's office on the Friday after the meeting.

Please complete the Subdivision Plat Checklist before submitting plats to the City.

RECORDING FEES

Include check made payable to Taylor County Clerk for appropriate fee.

Each Mylar Plat is \$175.

This includes the fees for all tax certificates and field notes.

The recording fee for TWO (2) Mylars is \$225.