



**CITY OF ELSA
SUBDIVISION PLAT SUBMITTAL REQUIREMENTS & FEES**

1ST SUBMITTAL CHECKLIST:

- | | |
|---|-----------|
| 1. SUBDIVISION APPLICATION | (1) _____ |
| 2. PROPERTY DEED | (1) _____ |
| 3. 24"x36" SUBDIVISION PLAT AND CONSTRUCTION PLANS | (3) _____ |
| 4. 11"x17" SUBDIVISION PLAT AND CONSTRUCTION PLANS | (1) _____ |
| 5. DRAINAGE SYSTEM (PRELIMINARY) | |
| 6. PLAN REVIEW \$500.00 | _____ |
| 7. FIRE MARSHAL PLAN REVIEW (BASED ON PROJECT COST) | _____ |
| 8. PARK DEDICATION FEE OF \$500 PER DWELLING UNIT | _____ |

2ND SUBMITTAL CHECKLIST

- | | |
|--|-----------|
| 1. 24"x36" SUBDIVISION PLAT AND CONSTRUCTION PLANS | (2) _____ |
| 2. 11"x17" SUBDIVISION PLAT AND | (1) _____ |
| 3. CD WITH AUTOCAD & PDF FORM DRAWINGS | (1) _____ |
| 4. DRAINAGE STATEMENT APPROVED BY HCDD #1 | (1) _____ |
| 5. ENGINEER'S IMPROVEMENTS COST ESTIMATE | (1) _____ |
| 6. TWO (5%) CONSTRUCTION INSPECTION FEE | _____ |
| 7. TWO (2.5%) CONSTRUCTION MATERIALS TESTING FEE | _____ |

FINAL SUBMITTAL CHECKLIST:

- | | |
|--|-----------|
| 1. 24"x36" MYLAR SUBDIVISION PLAT | (1) _____ |
| 2. 24"x36" SUBDIVISION PLAT AND ASBUKT PLANS | (1) _____ |
| 3. CD WITH AUTOCAD & PDF FORMAT DRAWINGS | (1) _____ |
| 4. H.C DRAINAGE DIST. #1 REVIEW FEE RECIEPT (AACOPY) | (1) _____ |
| 5. H.C TAX CERTIFICATE (ORIGINAL) | (1) _____ |
| 6. H.C CLERK PLAT RECORDING FEE RECIEPT (COPY) | (1) _____ |
| 7. IRRIGATION DIST. REVIEW FEE RECIEPT (COPY) | (1) _____ |
| 8. IRRIGATION DIST. TAX CERTIFICATE (ORIGINAL) | (1) _____ |



JORGE FLORES, PRESIDENT
CARLOS SANCHEZ, MEMBER
FELIPE BALLI, MEMBER
OSIEL RAMOS, MEMBER
ROBERT GARATE, MEMBER
OSCAR GARCIA, MEMBER
J.J YBARRA, MEMBER

F. RODRIGUEZ, DIRECTOR OF FIELD OPERATIONS

SUBDIVISION PLATTING APPLICATION

I. General Information

Name of Subdivision: _____

Presented By: _____

Owner(s) of Property: _____

Address: _____

City: _____ State: _____ Phone: (____) _____

Legal Description: _____

Proposed Used: _____

Name of Engineer: _____

Address: _____

City: _____ State: _____ Phone: _____

P.O. BOX 427 ELSA, TEXAS 78543 · PHONE (956) 262-2127 · FAX (956) 262-5002

The City of Elsa is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.



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II. Preliminary / Final Plat

9. Reviewed by Staff:

City Engineer Date: _____

Planning Department: _____

Fire Marshal: _____

10. Reviewed by Utility Companies: _____ Date: _____

11. Review of Preliminary / Final Plat by Planning and Zoning Commission

(A) Approved Date: _____

(B) Disapproved Date: _____

(C) Conditional Date: _____

12. Review of Preliminary / Final Plat by City Commission

(A) Approved Date: _____

(B) Disapproved Date: _____

(C) Conditional Date: _____

13. Final Plat Release Process

(A) Final Inspection: _____

(B) Guarantee of Performance: _____

(C) Final Plat Release: _____

Developer's Signature: _____ Date: _____

Official Use Only

Date Presented: _____ Received By: _____

Payment of \$500 Subdivision Check Fee Date: _____

Payment of 5% Construction Check Fee Date: _____

Payment of 2.5% Construction Material Testing Date: _____

Payment of Park Dedication Fee of \$500 per Dwelling Unit Date: _____

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