

**CITY OF LAREDO
PLAT SUBMITTAL REQUIREMENTS CHECKLIST**

1. In General: All persons submitting a General Plan (Master Plan) or plat for review by the City shall furnish to the Department the following materials:

- _____ Completed application form.
- _____ Evidence of the applicant's legal interest in this property.
- _____ Plat reproductions. One (1) 24" x 36" legible paper copy reproduced from an original drawing with blue or black lines folded to 8 ½ inches by 14 inches **and a 24" x 36" digital reproduction in Portable Document Format (PDF)**. Additional copies may be required for presentation to the Commission. File may be uploaded at: **<https://spaces.hightail.com/uplink/COLplanning>**.
- _____ A geo-referenced CAD file in a format which is compatible with the City of Laredo GIS software (or such format as approved by the Director of the Planning and Zoning Department). File may be uploaded at: **<https://spaces.hightail.com/uplink/COLplanning>**.
- _____ A site plan for all institutional, commercial and multi-family projects reproduced from an original drawing, indicating the proposed location of principal structures, parking areas, proposed internal traffic circulation, and access from public streets or roads.
- _____ Filing fees.

2. General Plan.

A general plan shall identify the following:

- _____ Controlling topographical features of the property;
- _____ Adjacent land uses;
- _____ Pipelines and oil/gas production or recovery facilities;
- _____ Proposed extensions of thoroughfares, local streets, drainage structures and/or detention facilities;
- _____ Existing overhead power transmission lines and easements;
- _____ Proposed land uses; and
- _____ Configuration of lots.

3. Preliminary plats shall include the following:

- _____ Name of the subdivision
- _____ Legal description of the property (including county, survey and abstract number together with reference to a recorded subdivision in the area).

- _____ Legal description of the property by lot and block if included in a recorded subdivision, or otherwise by a metes and bounds description.
- _____ Subdivider's present interest in the property and the subdivider's ownership of adjacent and contiguous property.
- _____ Name of the owner of the fee as of the date of the examination and volume and page of the county deed records proving title.
- _____ Name(s) of any lienholder(s) together with recording information and the date of the instruments by which the interest(s) was acquired.
- _____ Identification of all easements and fee strips.
- _____ Tax certificates showing all taxes are current.
- _____ Total acreage and the total number of lots, blocks and reserves.
- _____ Name of the subdivider.
- _____ Name of person or firm responsible for preparation of the plat.
- _____ The date on which the plat was drawn.
- _____ The north point. The subdivision must be oriented with north generally to the top of the drawing.
- _____ Scale: one inch equal 100 feet.
- _____ Legible vicinity map (Scale: one inch = 2000 feet) indicating the location of the subdivision and its relation with well known streets, railroads, water courses and other landmarks within one (1) mile of the proposed subdivision.
- _____ Plat boundaries drawn with heavy lines.
- _____ Identification of adjacent areas outside the plat boundaries.
- _____ Location and width of existing and proposed water courses, ravines, storm drainage systems, and drainage easements.
- _____ The location and identification of all tracts not designated as lots within the boundaries of the plat.
- _____ Names and location of all streets, roads, alleys and easements.
- _____ Location of all lots, blocks, building setback lines and other features within the plat boundaries with approximate dimensions.
- _____ Proposed method(s) of providing water and sewage facilities.
- _____ Plats containing private street (multi-family development) proposals must include:

- _____ number of structures containing residential units
- _____ number of residential units and the number of bedrooms
- _____ location of the principal entrance of each structure
- _____ number of off-street parking spaces required
- _____ number of off-street parking spaces provided
- _____ location of existing and proposed fire hydrants

4. Final plats shall include in addition to the above:

- _____ Final original plat (24 inches by 36 inches).
- _____ Surveying and dimensional data.
- _____ Dedication statements and certificates.
- _____ Statement of approval by the office of the City Engineer.
- _____ Statement of approval by the Public Utilities Director.
- _____ Statement of approval by the Laredo Fire Department.
- _____ Statement of approval by the Traffic Department.
- _____ Statement of approval by the Environmental Department.
- _____ Legal instrument(s) vacating any private easement proposed for abandonment or relocation.
- _____ Legal instrument(s) vacating any public easement proposed for abandonment or relocation which was dedicated by separate instrument.

5. Replats without notification require:

- _____ Signatures of the owners of the property proposed to be replatted;
- _____ Notation on the face of the proposed replat indicating the purpose of the replat and the following statement: "This replat does not attempt to alter, amend, or remove any covenants or restrictions. No portion of the preceding plat was limited by deed restriction to residential use for not more than two (2) residential units per lot".

6. Replats with notification require:

- _____ Affidavit signed by all owners of property within the proposed replat that the replat does not attempt to alter, amend or remove any covenants or restrictions.

SUBDIVISION PLAT FEES

Subdivision for a residential lot or lots of less than 20,000 square feet in total area served by water and wastewater facilities with frontage on an existing local public street(s).

1. Preliminary Plat – One hundred dollars (*\$100.00*)
2. Final Plat - Fifty dollars (*\$50.00*)

Residential subdivisions greater than 20,000 square feet and all other subdivisions.

1. Preliminary plat:
 - a. Base fee. Four hundred dollars (*\$400.00*), and
 - b. Seven dollars and fifty cents (*\$7.50*) per designated lot, tract, or building site designed for single-family residential purposes; and/or
 - c. Forty dollars (*\$40.00*) per acre or any fraction thereof for tracts, blocks or areas not divided into lots and to be used for commercial or industrial reserves, or multi-family dwellings.
2. Final Plat:
 - a. Base fee. Four hundred dollars (*\$400.00*), and
 - b. Five dollars (*\$5.00*) per designated lot, tract, or building site designated for single-family residential purposes;
 - c. Forty dollars (*\$40.00*) per acre or any fraction thereof for tracts, blocks or areas not divided into lots and to be used for commercial or industrial reserves, or multi-family dwellings.

Vacation of plat. Three hundred dollars (*\$300.00*) per acre or any fraction thereof.

Street dedication plats. Sixty dollars (*\$60.00*) per acre of street right-of-way, or any fraction thereof.

Amending plats. Two hundred dollars (*\$200.00*)

Other fees:

- a. Extension of approval. Three hundred dollars (*\$300.00*)
- b. Plat name change. One hundred and Fifty dollars (*\$150.00*)
- c. General plan. Four hundred dollars (*\$400.00*) fee shall be charged for the review of any General plan when filed separately and not as part of any preliminary or final plat.
- d. Administrative Plat. Two hundred dollars (*\$200.00*)

Recordation Fee: At the time an application for a final plat is submitted, a recordation fee covering the cost of recording the plat made **payable to: Webb County Clerk** in the amount of *\$120.00 for the 1st page and \$50.00 for any additional page(s)*. Tax Certificates: *\$33.00 per account up to 3 pages, each additional page thereafter, is \$ 4.00.*