



# PLATS

## APPLICATION CHECKLIST

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### APPLICATION SUBMITTAL REQUIREMENTS:

*Please note that incomplete or illegible applications will not be accepted*

- Application** submitted via the [online permit portal](#).
- Property Owner Authorization Form** filled out and signed by property owner and agent.
- Plat & Metes and Bounds Legal Description** in a PDF document. Location and boundary of the subject property must be clearly identified in a vicinity map in the upper right hand corner of document.
  - Plat must include all Standard Subdivision Plat Notes on plat (see Page 3 of checklist) (All text shall be minimum 10pt Arial or Calibri)
- Current Tax Certificate & Title Report** noting documentation that all taxes and obligations have been paid regarding the subject property for the current year. You may obtain an e-statement from the appropriate tax assessor's website.
- Application Fees**, as determined, paid via online permit portal or by cash, credit card (Visa and MasterCard only) or check made payable to the City of Pearland.
  - Recordation fee due at submission of mylars
  - Park Dedication fees are due before recordation for all new residential plats
- Required Reports and/or Documents (if applicable)**
  - Pre-Development Meeting Notes, or identify the Pre-Development project number in Property Owner Authorization Form
  - Sign Acknowledgment Form (For Residential Replats Only) for a Public Notification Sign to be posted on the property nineteen (19) days prior to the public hearing meeting.
  - Landscape Plan in PDF format completed and sealed by a Landscape Architect or Engineer showing all landscaping, amenities, utility locations and easements, right-of-way and reserves if in a Planned Development.
  - Traffic Impact Analysis Threshold Worksheet ([TIA](#)) or full Traffic Impact Analysis Study
  - Copy of drainage report/drainage plan from Brazoria Drainage District 4
  - Copy of TxDOT approval for proposed driveway
  - Utility Company Approval Letters (or proof that they have been requested)
  - Variance approval letter; or proof that variance request has been submitted



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### Additional Requirements for Preliminary Plats

- A General Tree Survey (if the lot has trees)

### Additional Requirements for Final Plats

- Letter of Infrastructure Approval and Acceptance or
- Copy of approved and executed Subdivision Improvement Agreement (SIA) packet for public improvements (infrastructure, landscape, hardscape, utilities) (If SIA is desired)
- Covenants, if any
- Inspection fee (1% of direct construction costs and breakdown of cost paid at infrastructure permit, before Final Subdivision Plat)
- Other fees as required (roadway fees drainage, pre-treatment etc.)
- Copy of approved Traffic Impact Analysis (if required)

### Requirements for Subdivisions Improvement Agreement (SIA)

- Completed Application
- List and cost of proposed work: Infrastructure, landscape, hardscape, utilities, etc.
- Plans showing proposed improvements completed and/or deferred
- Application fee of \$100 (made payable to City of Pearland)
- Subdivision Improvement Agreement document
- Subdivision Improvement Security in the form of cash, check, or approved bond. All other forms of payment must be approved by City Attorney or their designee.

**Please see following pages for Standard Plat Notes, Certifications and Signature Blocks**



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### **ALL PLATS MUST INCLUDE THE FOLLOWING STANDARD NOTES**

- This plat has been prepared to meet the requirements of the State of Texas, Brazoria County (or Harris County or Fort Bend County) and the City of Pearland.
- This plat was prepared from information provided by (Name of the Title Insurance Company), (Guarantee File) G.F. No. \_\_\_\_\_, effective date \_\_\_\_\_. All bearings reference are to the Texas State Plane Coordinate System, South Central Zone.
- All subdivision common areas including but not limited to detention facilities, easements, and open space within the boundaries of this plat shall be maintained by a homeowners association, commercial property association or other entity and shall not be the responsibility of the City of Pearland or (Brazoria / Harris / Fort Bend) County.
- Five-eighths inch (5/8") iron rods three feet in length are set on all perimeter boundary corners, unless otherwise noted. Block corners or street rights-of-way have not been monumented.
- Description: (include a detailed description of the benchmark marker and a detailed description of the benchmark's location) X (or Northing) = ; Y (or Easting) = ; Elevation
- Datum: (Include a vertical datum was used as well as the latest adjustment information – this shall either coordinate directly with the datum or the FEMA FIRM or should provide the mathematical vertical elevation adjustment information.
- According to the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) Map No. \_\_\_\_\_, with the effective date of \_\_\_\_\_, the property is located in (or partially in) Zone “\_\_\_\_\_” (Areas determined to be (within / outside of) the 100 year floodplain.)
- All Floodplain information noted in the plat reflects the status per the FEMA FIRM map that is effective at the time that the plat is recorded. Floodplain status is subject to change as FEMA FIRM maps are updated.
- Any construction proposed to be installed within a dedicated easement with prescribed rights to a private entity shall require the permission of the private entity prior to the start of construction. Failure to secure such permission may result in the right holder(s) of the easement removing any unapproved pavement, structures, utilities, or other facilities located within the easement. The responsibility of securing approval from the private entities to build within an easement is solely that of the property owner.
- Access rights to parking areas and driveways are hereby granted to all adjoining commercial/residential properties (as applicable)
- The minimum slab elevation for all buildings located within the boundaries of this plat shall meet City of Pearland requirements at the time of development.\*
- Any proposed drainage system for this subdivision shall be designed to meet the requirements of the City of Pearland and / or Brazoria Drainage District #4 (or Harris County Flood Control or Fort Bend County).
- This property is located wholly within Municipal Utility District No. \_\_\_\_\_; or Property is not in a MUD (if applicable)
- All landscaping and structures, including fences at intersection shall conform to the City of Pearland and AASHTO site distance requirements for motorists.\*
- Cross access between commercial lots & driveway requirements for the location, width and offsets from an intersection and any existing driveway or proposed driveways, shall conform to the requirements of the City of Pearland Engineering Design Criteria Manual and Unified Development Code.\*

\* Extraterritorial Jurisdiction Subdivision Plats do not need to include these Standard Plat Notes.



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### INCLUDE THE FOLLOWING CERTIFICATIONS AND SIGNATURE BLOCKS ON PLAT:

#### CITY OF PEARLAND TYPICAL PLANNING COMMISSION CERTIFICATION:

This is to certify that the Planning and Zoning Commission of the City of Pearland, Texas has approved this \_\_\_\_\_ (insert plat or replat) and subdivision of \_\_\_\_\_ (insert name of subdivision) and is in conformance with the laws of the State of Texas and the ordinances of the City of Pearland as shown hereon and authorizes the recording of this plat this \_\_\_\_\_ (city will insert date) day of \_\_\_\_\_ (city will insert month), \_\_\_\_\_ (insert year of approval).

\_\_\_\_\_  
(Insert name) see [Planning and Zoning Commission](#) | *City of Pearland, TX*  
Chairperson Planning & Zoning Commission  
City of Pearland, Texas

Or

#### ASSISTANT DIRECTOR OF PLANNING CERTIFICATION:

This is to certify that the Assistant Director of Planning of the City of Pearland, Texas has approved this \_\_\_\_\_ (insert minor subdivision or amending) plat and subdivision of \_\_\_\_\_ (insert name of subdivision) and is in conformance with the laws of the State of Texas and the ordinances of the City of Pearland as shown hereon and authorizes the recording of this plat this \_\_\_\_\_ (city will insert date) day of \_\_\_\_\_ (city will insert month), \_\_\_\_\_ (insert year of approval)

\_\_\_\_\_  
(Insert name) see [Community Development](#) | *City of Pearland, TX*  
Assistant Director of Planning  
City of Pearland, Texas

and

Approved for the City of Pearland, Texas this \_\_\_\_\_ (city will insert date) of \_\_\_\_\_ (city will insert month), \_\_\_\_\_ (insert year of approval)

\_\_\_\_\_  
(Insert name) see [Engineering Division](#) | *City of Pearland, TX*  
City Engineer  
City of Pearland, Texas



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### TYPICAL LIENHOLDER'S SUBORDINATION:

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_ We (or I), \_\_\_\_\_ (insert name of partnership, corporation, or individual(s) holding a lien upon the property being platted), acting by and through \_\_\_\_\_ (insert name and title of person(s) representing the lienholder), being the holder of a lien against the above described property, does hereby in all things subordinate to said subdivision and declaration the said lien and does hereby confirm that \_\_\_\_\_ (insert name of lienholder) is the present owner of said lien and has not assigned the same nor any part thereof.

\_\_\_\_\_(signature) \_\_\_\_\_(title) (insert name and title of person representing lienholder)

### NOTARY CERTIFICATION

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_ (insert name and complete title of person representing the lienholder), known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that \_\_\_\_\_ (he or she) executed the same for the purposes and considerations therein expressed and in the capacity therein and herein stated.

Given under my hand and seal of office, this \_\_\_\_\_ (insert day) of \_\_\_\_\_ (insert month), \_\_\_\_\_ (insert year).

\_\_\_\_\_(notary signature)

NOTARY PUBLIC IN AND FOR THE STATE OF \_\_\_\_\_ (insert name of state)

### CITY OF PEARLAND TYPICAL PLAT OWNER'S CERTIFICATION:

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_ We (or I), \_\_\_\_\_ (insert name of partnership, corporation, or individual(s) owning the property being platted), by its \_\_\_\_\_ (insert title and name of entity acting on behalf of the owner, if applicable), acting by and through \_\_\_\_\_ (insert name and title of person(s) who will sign the plat), owners of the property subdivided in this plat of \_\_\_\_\_ (insert complete name of plat), \_\_\_\_\_ (insert gross acreage being platted) acres out of the \_\_\_\_\_ (insert current legal description of property), \_\_\_\_\_ (Brazoria, Fort Bend, or Harris) County, Texas, do hereby make subdivision of said property for and on behalf of said \_\_\_\_\_ (partnership, corporation, or individual), according to the lines, lots, streets, alleys, reserves, parks, and easements as shown hereon and dedicate for public use as such the streets [except those streets dedicated as private streets labeled as public utility easements/private access easements (P.U.E./P.A.E.)]\*, alleys, parks, and easements shown hereon forever, and do hereby waive all claims for damages occasioned by the establishment of grades as approved for the streets and drainage easements dedicated, or occasioned by the alteration of the surface, or any portion of the streets or drainage easements to conform to such grades, and do hereby bind ourselves, our heirs, successors and assigns to warrant and defend the title to the land so dedicated.

(\* include only if private streets are being platted)

