



NAVARRO COUNTY

Stanley Young – Director

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APPLICATION FOR REPLAT

Fee: \$150

General Location of Property: _____

Name of Subdivision: _____

Number of existing lots owned: _____ Proposed number of new lots: _____

Name of Owner: _____

Mailing Address: _____

Phone Number: _____ E-mail: _____

Owner Signature: _____

Surveyor preparing plat: _____

Mailing Address: _____

Phone Number: _____ E-mail: _____

This box only pertains to requests in which the owner will not be available to make meetings.

In lieu of representing this request myself as owner of the property, I hereby authorize the person designated below to act in the capacity as my agent for the application, processing, representation and/or presentation of this request.

Signature of Owner: _____

Signature of Authorized Representative: _____

The following submittals to the Planning and Zoning Director will be required prior to twenty (20) days before the date that the plat will be considered:

- * The filled out application with the \$150 fee.
- * One (1) copy of the plat in downloadable pdf format for preliminary review.
- * One (1) 18" X 24" copy of the final plat on reproducible Mylar for approval and recording.

The plat shall include:

- * The word "Replat"
- * Name of Subdivision (and Phase of subdivision if applicable)
- * Name of City, County and State
- * Name, address and phone number of owner of properties to be replatted.
- * Name, address and phone number of surveyor providing replat.
- * Scale, true and grid north points and date of preparation.
- * Location showing vicinity map
- * Sufficient data readily determine and reproduce on the ground the location, bearing and length of every road line, boundary line, block line and building line, whether curved or straight.
- * An accurate boundary survey of the property which is being replatted, noting the bearings and distances of the sides, same being referenced to original survey lines or established subdivision, showing the lines of all adjacent lands and properties, lines of adjacent streets, alleys and easements, noting width and names of each.
- * An accurate survey of the 315' and 320' contour line elevations, if applicable
- * The distances between the 315' and 320' contour line elevations, if applicable
- * The 2000' jurisdictional line for Tarrant Regional Water District
- * Utility Easement statement
- * Names of adjoining property owners or subdivisions and showing existing property lines, street, alleys and other pertinent physical features.
- * Acreage to be subdivided. (**Residential: 1 acre minimum lot size / Commercial: 2 acres minimum lot size**)
- * Location, width and names of all platted roads, railroads, utility right-of-ways, easements, public areas, existing buildings and structures.
- * Delineation of existing sewer lines, water mains, drains, culverts or other underground facilities within the tract or within the right-of-way of boundary roads, with pipe sizes and grades.
- * Regulatory flood elevations and boundaries of flood-prone area. Indicate 100-year flood plain boundaries and floodway boundaries.
- * Layout of all lots, including building setback lines and lot divisions
- * Utility easements, with widths noted
- * Designation of acreage on all lots

The following is the time-line process for replat approval.

1. Application, fee and replat are delivered to Director twenty (20) days prior to meeting.
2. Replat goes before Planning & Zoning meeting at the next regularly scheduled meeting.
3. Contingent upon P&Z approval, the replat goes before Commissioners' Court for final approval at the next regularly scheduled Commissioners' Court meeting.
4. Upon approval from the P&Z Board and Commissioners' Court, original sealed tax certificates must be obtained for the properties which were replatted.

Sealed tax certificates must be obtained from the Navarro County Property Tax Office as well as the School District in which the property is located. Therefore, two (2) tax certificates will be required for each lot being replatted. For example, if two (2) lots are combined into one (1), then four (4) tax certificates will be required. You will know that you have received the correct tax certificate if it has a hand pressed seal on it. Tax certificates usually cost \$10 each.

5. Upon receipt of all sealed tax certificates the replat will be taken to the County Clerk for recording. The County clerk requires a \$65 filing fee.
6. Replat is recorded and changes are sent to all applicable entities by Director. It may take up to six months before changes appear on tax rolls.

Director's Note:

A replat may seem like a difficult procedure. The process may seem confusing. However, provided that each step is followed accordingly it is not difficult.

Please be assured that I will personally be available for council. If you have any questions or concerns do not hesitate to contact me.

Stanley Young, Director
Navarro County Planning & Development
903-875-3312