



PLAT SUBMITTAL APPLICATION

Date of Application: _____ Date Received by City: _____

NAME OF PLAT: _____

Type of Plat (to include number of lots/units):

Owner's Name: _____

Address: _____

City/State/Zip Code: _____

Telephone: _____ Facsimile: _____

E-Mail: _____

Agent's Name: _____

Address: _____

City/State/Zip Code: _____

Telephone: _____ Facsimile: _____

E-Mail: _____

Surveyor's Name: _____

Address: _____

City/State/Zip Code: _____

Telephone: _____ Facsimile: _____

E-Mail: _____

Legal Description:

Location:

Names of New Streets:

Dedication Public/Private: _____

Provider for Sewer Service: _____

Provider for Water Service: _____

Preliminary Review Submittal Requirements*:

- ✓ Application Fee: \$250.00
- ✓ 3 – Full size paper copies of the plat
- ✓ 1 – 11 X 17 paper copy of the plat
- ✓ 1 – copy of the survey
- ✓ 1 – copy of the development order
- ✓ 1 – copy of letter from City Engineer approving final site improvements

The City of Freeport reserves the right to request additional information which may be necessary for the review and completion of this application.

Final Review Submittal Requirements*:

- ✓ Application Fee: \$250.00
- ✓ 1 – Full size mylar copy of the plat
- ✓ 2 - Full size paper copies of the plat
- ✓ 1 - 11 X 17 paper copy of the plat
- ✓ 1 – copy of the survey (if not submitted for preliminary review)
- ✓ 1 – copy of the development order (if not submitted for preliminary review)
- ✓ 1 – copy of letter from City Engineer approving final site improvements (if not submitted for preliminary review)

The City of Freeport reserves the right to request additional information which may be necessary for the review and completion of this application.

After Recording:

- ✓ 1 – 11 X 17 copy of recorded plat to the Planning Department
- ✓ 1 – copy of recorded covenants and restrictions guaranteeing maintenance of roads and/or stormwater/management system and/or

required buffers/landscaping/preservation; if a condition of the development order

Surveyor Plat Review Costs:

- 1) Review Preliminary Plat
 - a) \$350.00 for first two pages
 - b) \$50.00 for each additional page

- 2) Review Final Plat
 - a) \$300.00

Typical Platting Timeframe:

Week 1-3	Preliminary City of Freeport Planning Dept. and Consulting Surveyor Review
Week 4-6	Final Surveyor, Planning and Engineer Review (Final Site Inspection)
Week 6-9	Legal Notice, Freeport City Attorney Review
Week 9	<ul style="list-style-type: none"> ✓ Plat presented to the Freeport City Council for approval ✓ Letter from the Property Appraiser's Office stating the assessed value of the property upon presentation of plat (<i>if required</i>) ✓ Letter stating recreation impact fee based on assessed value provided by property Appraiser's Office by Freeport Planning Department (<i>if required</i>) ✓ Surveyor's Plat review fees paid to City of Freeport (provide receipt of payment attached to review reports) ✓ Letter from Freeport Planning Department stating the 911 Addressing Fee ✓ Letter obtained from Freeport Planning Department authorizing the plat to be recorded ✓ Plat recorded at Clerk of Court's Office with letter of approval from Freeport Planning Department listing any contingencies subject to all fees being paid.

- ✓ Add an additional week to the review period for each revision
- ✓ This schedule is typical but is subject to workload, FCC Meeting schedules, etc.
- ✓ Examples of plats can be made available upon request.