



Final Plat Application

For Office Use Only
SUB- _____ - _____
P- _____ - _____

Subdivision Name: _____
 (Must be named in accordance with 11-2-5(A)4 of the City Code)

Applicant (Must be an individual. Also, See affidavit on page 3 if acting as agent) Print Name:	Phone #:	
	Email:	
Address:	City:	State: Zip:

Property Owner Print Name:	Phone #:	
	Email:	
Address:	City:	State: Zip:

Developer: (If different from property owner) Print Name:	Phone #:	
	Email:	
Address:	City:	State: Zip:

Representative (If different from applicant or property owner) Print Name:	Phone #:	
	Email:	
Address:	City:	State: Zip:

Reason for Platting (Please be specific)

Plat Information	Total Acreage:
Type: <input type="checkbox"/> Single-Family Residential <input type="checkbox"/> Multi-Family Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Extraterritorial Jurisdiction (ETJ)	
Number of Lots:	Number of Multi-Family Dwelling Units:

Deferral Request: Do you plan on requesting a deferral to the timing of public improvements?
 Yes No
 (If yes, the deferral request must be submitted to the Planning Division by final plat submittal)

Groundwater Availability: Per Texas Local Government Code Section 212.0101, if groundwater is intended to be the water supply for a proposed subdivision, then a statement must be provided with the plat application and must: (1) be prepared by an engineer licensed to practice in this state or a geoscientist licensed to practice in this state; and (2) certify that adequate groundwater is available for

the subdivision. The certification must be submitted by filling out and submitting these two forms with the final plat application: *Certification Form: Groundwater Availability for Platting* and *Plat Attesting Form* which can be found on TCEQ's website as well as the City of Midland's website on the Planning & Zoning page. Although the state law allows for municipalities to waive this requirement under 212.0101(a-1) under certain conditions, it is the decision of the City of Midland to not waive this requirement, and therefore, will not accept requests to waive it. If your plat qualifies for short form (refer to sketch comments), then this certification must be submitted before or at the time of final plat submittal or the final plat application will not be accepted.

Will this subdivision utilize groundwater as its water supply? Yes No

Submittal and Fees

Items to be submitted with this application form:

- Application fee – Payable to “The City of Midland”
 - Payment by check is preferred but you may also pay online via invoice that will be sent you once the application is processed. Any unpaid fees will result in the request being put on hold.
 - Plats smaller than 50 acres - \$350
 - Plats larger than 50 acres - \$500
- Recording fee
 - For plats 18” x 24” or less - \$60
 - For plats 18” x 24” or more - \$80
- Final plat
 - PDF, JPEG, and CADD file
 - 1 FOLDED copy
 - 1 FOLDED 11” x 17” copy
 - Mylar (**submit by 12 p.m. the business day before the date of the Planning & Zoning Commission meeting. Failure to meet this deadline will result in staff recommending denial of the plat to the P&Z Commission.**)
- Title Opinion (dated less than 90 days)
 - Submit physically and digitally (PDF)
- Tax certificates showing that no taxes are delinquent against the land being platted
 - Submit physically & digitally (PDF)
- Deferral request PDF (if applicable. Refer to sketch and preliminary plat comments)
 - Submit digitally (PDF)
- Drainage report (if applicable. Refer to sketch and preliminary plat comments)
 - Submit digitally to engineeringreviews@midlandtexas.gov
- Groundwater availability certification forms (if applicable)
 - Submit physically and digitally (PDF)

The original application form, copies of the plat, title opinion, tax certificates, and groundwater availability certification forms must be physically submitted either in person or by mail at 300 North Loraine Street, Midland, Texas, 79701. Digital copies of all the above except for the drainage report must be submitted at planningsubs@midlandtexas.gov.

Timeline & Deadlines:

Applications will be scheduled in accordance with the Submittal Deadline & Meeting Schedule Dates calendar which is posted on the Planning Division’s webpage at www.midlandtexas.gov. Once the application has been accepted and paid for, it will be assigned to a Planner who will facilitate the remainder of the process. Please allow 3-5 business days for a Planner to contact you confirming the status of your plat and the Planning and Zoning Commission meeting it is scheduled for as well as the City Council meeting it is scheduled for if it requires City Council approval (refer to sketch plat comments). The Planner will keep you updated throughout the process and let you know of any issues that arise. If revisions to your plat or related documents are needed in order for staff to recommend approval of the plat to the P&Z Commission, the Planner will communicate those comments to the applicant listed on this form during the review process. **All revisions must be made by the end of the eighth business day before the date of the meeting or staff will recommend denial of the plat to the P&Z Commission.** However, you may withdraw the plat application at any time to avoid this by emailing the Planner that you wish to do so.

Signatures (by property owner only – authorized agent must sign affidavit below)

Applicant (signature): _____ Date: _____

Applicant (printed): _____

Property Owner (signature): _____ Date: _____

Property Owner (printed): _____

The plat shall be considered officially received in the Planning office only when it has been submitted in full compliance with the provisions of Section 212 of the Texas Local Government Code and the Zoning Code of Ordinances of the City of Midland and when such required items for the application are also received.

All materials, including exhibits, submitted in support of an application, or displayed during a public hearing, shall remain the property of the City of Midland.

If acting as an agent for property owner:

STATE OF TEXAS

COUNTY OF MIDLAND

Before me, the undersigned authority, on this day personally appear who, being by me duly sworn, upon oath says: That (s)he is the owner of _____ or authorized by _____, the owner of the above described property, to fully represent him/her in this application and that (s)he had the legal right, power and authority to sign said owner’s name hereto as his/her attorney in fact.

Authorized Agent (signature) _____

Subscribed and sworn to before me, this ___ day of _____, 20___, to certify which witness my hand and seal of office.

NOTARY PUBLIC, MIDLAND COUNTY, TEXAS

For Office Use Only

- Property Owner Authorization
- Digital and Physical Copies of Plat (including CADD file)
- Application Fee / Paying online
- Deferral Letter (if applicable)
- Check# _____
- Groundwater Availability Certification Forms (if applicable)
- Recording Fee
- Title Opinion
- Check# _____
- Tax Certificates

Planner Notes:

Signature:

Date: