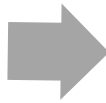


Pre-Development Meeting with Planning Services

- Prior to any application submittal, it is recommended the subdivider request a meeting with development staff to discuss the procedures, policies, specifications, and standards required by the City. Staff will try to indicate any potential issues that will need to be addressed as part of the approval process.



Subdivision Plat Application

- A plat should be prepared by a licensed professional surveyor, and a licensed professional engineer if any public infrastructure is required. The surveyor will prepare the plat document and submit the appropriate application, fee, a blue-line or black-line copy of the plat, and electronic copy in AutoCAD format, and other required items/ documents. The plat shall be prepared per the submittal requirements found within the Subdivision Ordinance and be submitted by the deadline per the Subdivision Calendar. **Incomplete submittals will be rejected and will not be reviewed.**



Submittal of Plat

- Prior to being placed on an agenda for the Planning and Zoning Commission, the corrected plat shall be submitted with an electronic copy in AutoCAD format.
- Please refer to the Subdivision Plat Checklist and Required Documents for Filing Plats



Development Review Committee (DRC)

- The DRC meeting is held approximately 12 days after the application deadline. The purpose of the meeting is to assemble the applicant, City staff, affected utility companies, and other interested parties to "troubleshoot" your plat and development plans. While attendance is not mandatory, we strongly encourage you to attend to be part of the discussion. A formal set of all comments that should be addressed on your submittal will be generated after the meeting. Drawings shall be modified using these comments.



Planning and Zoning Commission Approval

- Please refer to the Planning and Zoning Commission Calendar for application deadlines and meeting schedules
- *Some plats are eligible for administrative approval by Staff.



Plat Recorded in the County Clerk's Office

- Once approved by the Planning and Zoning Commission, Staff will acquire final signatures from the appropriate city officials and file the plat at the County Clerk's office.
- Please refer to the Taylor County Clerk's Office at taylorcountytexas.org/278/Fees to view recording fees.