



**NAVARRO COUNTY**

Stanley Young – Director

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**APPLICATION FOR RE-PLAT**

**Fee: \$300.00**

General Location of Property: \_\_\_\_\_

Name of Subdivision: \_\_\_\_\_

Number of existing lots owned: \_\_\_\_\_ Proposed number of new lots: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Surveyor preparing plat: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

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 completed application with the \$300.00 fee.
- \*One (1) copy of the plat on reproducible Mylar for recording (18" × 24" min).

The plat shall include:

- \*The word "Re-plat"
- \*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 re-platted.
- \*Name, address and phone number of surveyor providing re-plat.
- \*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 re-platted, 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
- \*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 re-plat approval.

1. Application, fee and re-plat are delivered to Director twenty (20) days prior to meeting.
2. Re-plat goes before Planning & Zoning meeting at the next regularly scheduled meeting.
3. Contingent upon P&Z approval, the re-plat goes before Commissioners' Court for final approval at the next regularly scheduled Commissioners' Court meeting.
4. Original sealed tax certificates must be obtained from the Navarro County Property Tax Assessor's Office (903) 654-3080 for the properties which were involved in the re-plat prior to filing the final approved Survey with the Navarro County Clerk's Office. 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 re-plat will be taken to the County Clerk for recording. The County clerk requires a \$100.00 filing fee for the first page and \$25.00 for each additional page.
6. Re-plat 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 re-plat 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