

Judge/Commissioner's Office  
201 W. 6<sup>th</sup> St., Crane, Texas 79731 Rm. 102 Phone: 432-558-1100  
micah.lozano@co.crane.tx.us

## Subdivision Plat Application

New Subdivision       Re-Plat       Amended

### 1. Applicant Information

- Name of Applicant: \_\_\_\_\_
- Mailing Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

### 2. Property Information

- Subdivision Name (if applicable): \_\_\_\_\_
- Property Address/Location: \_\_\_\_\_
- Legal Description of Property (Lot, Block, Subdivision, Section, Township, Range, etc.):  
\_\_\_\_\_

- Parcel Identification Number (PIN): \_\_\_\_\_
- Total Acreage of Property: \_\_\_\_\_
- Zoning Classification: \_\_\_\_\_

### 3. Property Owner Information (if different from applicant)

- Name of Owner(s): \_\_\_\_\_
- Mailing Address: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

### 4. Surveyor/Engineer Information

- Name of Surveyor/Engineer: \_\_\_\_\_
- Firm Name: \_\_\_\_\_
- Phone Number: \_\_\_\_\_
- Email Address: \_\_\_\_\_

**You must submit this application and all required documents to the following office 201 W. 6<sup>th</sup> St., Crane, Texas 79731, Room 102**

**5. Subdivision Details**

- **Proposed Number of Lots:** \_\_\_\_\_
- **Average Lot Size:** \_\_\_\_\_
- **Minimum Lot Size:** \_\_\_\_\_
- **Proposed Use of Lots (Residential, Commercial, etc.):** \_\_\_\_\_
- **Is this a phased development?**  Yes  No  
If yes, indicate number of phases: \_\_\_\_\_

**6. Utilities and Infrastructure**

- **Water Supply (public/private):** \_\_\_\_\_
- **Sewage Disposal (public/private):** \_\_\_\_\_
- **Road Access (existing/new):** \_\_\_\_\_
- **Stormwater Management Plan Attached?**  Yes  No

**7. Required Attachments**

- Subdivision Plat (must meet all local subdivision standards)
- Legal Description of Property
- Drainage/Stormwater Management Plan
- Utility Plans (water, sewer, etc.)
- Traffic Impact Study (if applicable)
- Environmental Impact Statement (if applicable)
- Must meet Clerks Office requirements (see attached)
- Other Required Reports/Plans: \_\_\_\_\_

**8. Declaration and Signature**

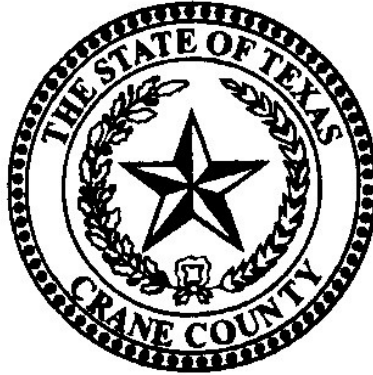
I hereby certify that the information provided in this application is accurate to the best of my knowledge. I agree to comply with all applicable regulations and standards for subdivision approval.

- **Applicant Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_
- **Property Owner Signature (if different from applicant):** \_\_\_\_\_
- **Date:** \_\_\_\_\_

**For Office Use Only**

- **Date Received:** \_\_\_\_\_
- **Reviewed By:** \_\_\_\_\_
- **Date of Review Meeting:** \_\_\_\_\_
- **Approved/Denied:**  Approved  Denied  
If Denied, Reason: \_\_\_\_\_

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## Requirements for filing a plat in Crane County, Texas

The following items are required in order to file a plat with the Crane County Clerk's office. This is necessary to maintain a consistent historical record of the plats filed in Crane County.

### Specifications for Filing Plats:

1. The size of the plat shall be no larger or smaller than 24" x 36".
2. Must file one original on Mylar or Vellum and three (3) copies.
3. Duplicate copies will be Clock Stamped in at the time received only. No Charge.
4. All plats must have all original signatures and seals.
5. All plats must have approval from the appropriate city and/or county authority.
6. All plats filed must have attached an original Tax Certificate from the Crane County Tax Assessor/Collector indicating ownership and that no delinquent taxes are owed on the real property as per Texas Property Code 12.002.
7. Filing fee for plats: \$120.00 and \$100.00 for each subsequent plat.
8. If Restrictions, Declarations, Covenants, etc. have been created and are not on the plat they **must** be filed in the Official Public Records. Filing fee is \$25.00 for the 1<sup>st</sup> page and \$4.00 for each additional page.
9. Digital plat must be sent to Clerks office after it has been recorded. (coclerk@co.crane.tx.us)
10. We accept cash, cashier's check and credit card for filing fees. (a 2.85% convenience charge is automatically added on credit card payments)