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**City of Cleburne  
Community Development Department**

**Plat Application  
Packet**





## DEVELOPMENT APPLICATION FEES

City of Cleburne  
10 N. Robinson St.  
Clebune, TX 76033  
817-645-0947

### Zoning

Zoning Change	\$ 150
Planned Development District (PD)	\$ 150
Amendment to an existing PD to add, delete or change a special condition	\$ 150
Specific Use Permit (SUP)	\$ 150

### Platting

Preliminary Plat	\$ 250	+ fee per acre
<u>Fee per acre:</u>		
5 acres or less	\$ 5.00/ac.	
6 to 10 acres	\$ 4.00/ac.	
11 to 50 acres	\$ 3.60/ac.	
51 to 150 acres	\$ 2.90/ac.	
151 or more	\$ 2.30/ac.	
 Final Plat	 \$ 250	 + fee per lot
<u>Fee per lot:</u>		
10 lots or less	\$ 3.50/lt.	
11 to 50 lots	\$ 2.80/lt.	
51 to 150 lots	\$ 2.25/lt.	
151 to 500 lots	\$ 1.80/lt.	
500 or more	\$ 1.45/lt.	
Amended & Minor Plat	\$ 250	
Replat	\$ 250	+ \$ 10.00 per lot

### Variances and Appeals

Variance and/or Appeal	\$ 400
Sign Variance	\$ 750

*The Codes & Ordinances of the City of Cleburne are available at [www.clebune.net/zoningordinance](http://www.clebune.net/zoningordinance)*



# COMMUNITY DEVELOPMENT APPLICATION

City of Cleburne  
10 N. Robinson St.  
Cleburne, TX 76033  
817-645-0947

## APPLICATION TYPE

PLEASE CHECK THE APPROPRIATE BOX BELOW.

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Straight Zoning Change    | <input type="checkbox"/> SUP – Parking Reduction | <input type="checkbox"/> Minor Plat/Minor Replat  | <input type="checkbox"/> Zoning Variance (ZBA)       |
| <input type="checkbox"/> Planned Development (PD)  | <input type="checkbox"/> Preliminary Plat        | <input type="checkbox"/> Amending Plat            | <input type="checkbox"/> Interpretation Appeal (ZBA) |
| <input type="checkbox"/> PD Amendment              | <input type="checkbox"/> Final Plat              | <input type="checkbox"/> Site Plan/Landscape Plan | <input type="checkbox"/> Sign Variance               |
| <input type="checkbox"/> Specific Use Permit (SUP) | <input type="checkbox"/> Replat                  | <input type="checkbox"/> Voluntary Annexation     | <input type="checkbox"/> Other: _____                |

## PROPERTY INFORMATION

Project Name: \_\_\_\_\_

Project Address (Location): \_\_\_\_\_

Legal Description (Lot & Block): \_\_\_\_\_

Proposed Number of Lots: \_\_\_\_\_ Gross Acres: \_\_\_\_\_ Land Use District: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

**Application Requirements:** The applicant is required to submit sufficient information that describes and justifies the proposal. See appropriate checklist and fee schedule for minimum requirements. Incomplete applications will not be processed.

## APPLICANT ■ OWNER INFORMATION

Applicant: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ Tel: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Email: \_\_\_\_\_

*Applicant's Status: (check one)*  Owner  Representative  Tenant  Prospective Buyer

Property Owner: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ Tel: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ Email: \_\_\_\_\_

### Required Signatures

#### APPLICANT:

NAME OF APPLICANT (PRINT): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

#### PROPERTY OWNER: (IF OTHER THAN APPLICANT)

NAME OF PROPERTY OWNER (PRINT): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

#### For Departmental Use Only

Case #: \_\_\_\_\_

Total Fee(s): \_\_\_\_\_

Receipt #: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Accepted By: \_\_\_\_\_

Rev 2/20



# PLAT APPLICATION CHECKLIST

City of Cleburne  
10 N. Robinson St.  
Cleburne, TX 76033  
817-645-0947

**INSTRUCTIONS** The Community Development Department reviews each subdivision plat application based on the items in the following checklists and the requirements of the City of Cleburne’s Code of Ordinances. Applicants are encouraged to familiarize themselves with the requirements of the Code and are encouraged to meet with a Community Development and/or Engineering staff member to determine the type of plans required for review. Copies of the Code are available for purchase from the Community Development Department. The Code is also available free of charge at [www.cleburne.net/zoningordinance](http://www.cleburne.net/zoningordinance).

## TYPES OF PLATS

A **Preliminary Plat** is required when a tract of land is being subdivided into five (5) or more lots. This type of plat shows the street layout, lots, drainage and utility easements and other needed information to ensure that the subdivision design conforms to the requirements of the City of Cleburne’s Code of Ordinances. A preliminary plat requires the approval of the Planning and Zoning Commission and City Council.

A **Final Plat** is required when a tract of land has never been platted and is generally the next step in the development process after approval of a preliminary plat. The final plat must be in substantial compliance with the approved preliminary plat and may constitute all or a portion of the preliminary plat. A final plat cannot be submitted for approval until engineering construction plans have been approved by the City of Cleburne’s Engineering Department. A final plat requires the approval of the Planning and Zoning Commission and City Council.

A **Replat** is required when the property has already been platted and changes are requested including, but not limited to the creation of new lot lines, removal of platted building lines or the removal of dedicated easements. A replat requires the approval of the Planning and Zoning Commission and City Council.

A **Minor Plat** is required when a tract of land is being subdivided into four (4) or fewer lots. All lots must front onto an existing street and no public improvements or extension of municipal facilities are required. A minor plat is approved administratively by Staff.

A **Minor Replat** is required when the property has already been platted and the request is to replat into four (4) or fewer lots where all lots front onto an existing street and no public improvements or extension of municipal facilities are required. A minor replat is approved administratively by Staff.

An **Amending Plat** is required when a property has already been platted and changes are requested including, but not limited to the relocation of lot lines, the combining of lots or the correction of an error. An amending plat is approved administratively by Staff.

### SUBMITTAL REQUIREMENTS

The following items must be submitted with this application:

- Four (4) 18"x24" or 24"x36" paper copies of the plat drawing
- One (1) digital copy of all submittal documents (CD or USB flash drive)
- One (1) copy of an Official Tax Certificate (showing a zero balance due) *[Not required with a preliminary plat]*

#### PRELIMINARY PLAT:

- Two (2) sets of preliminary utility plans and preliminary drainage plans. (review page 5)

#### FINAL PLAT, REPLAT, MINOR PLAT, AMENDING PLAT:

- One (1) set of approved engineering construction plans and drainage plan, **OR** a letter from the City Engineer stating that civil plans are not required. (review page 5)

#### PLAT WITHIN JCSUD SERVICE AREA (CCN):

- A letter of approval from JCSUD (Johnson County Special Utility District) stating that the plat has been reviewed and all necessary easements have been included on the face on the plat.

## A. Plat Drawing Requirements

Every plat application must be accompanied by a plat drawing and supporting documents as necessary. These may include engineering construction plans, preliminary utility plans, drainage studies, traffic impact analysis, aerial photographs or other items as requested by staff to make a platting determination. Applications will be deemed incomplete if any of the required supporting materials are not included with the application submittal.

At a minimum, all plat drawings shall contain the following information, where applicable ([§154 Subdivisions](#)):

- Owner / Subdivider** - Property owner's name, address and telephone number.
- Surveyor's Certificate and Seal** - included on the face of the plat. [§ 154.025](#).
- Subdivision Name** - The name under which the proposed subdivision is to be recorded. Subdivision names shall not be duplicative of the name of any recorded subdivision.
- Title Block** – Including type of plat, name of subdivision, lot and block, total acreage and legal description.
- Primary Control Points & Monuments** - The primary control points or monuments and descriptions and “ties” to such control points, to which all dimensions, angles, bearings and similar data on the plat shall be referred. When the Cleburne monument system (an extension of the Texas Plan Coordinate System) is established, the items in [§ 154.067](#)(D) are required.
  - Geographic Coordinate System: GCS\_North\_American\_1983
  - Projected.Coordinate.System: NAD\_1983\_StatePlane\_Texas\_North\_Central\_FIPS4202\_Feet;
  - Projection: Lambert\_Conformal\_Conic
- Location Map & Date** - A positive reference and identification of the plat and general location sketch map (with common orientation) and date of plat.
- Title, Graphic Scale, True North** - The plat shall be prepared at a scale no greater than one (1) inch equals one hundred (100) feet. A graphic scale symbol shall be placed on the drawing with a north arrow indicating the approximate true north.
- Subdivision Boundary Lines** - Tract boundary line sufficient to locate the exact area proposed for subdivision, right- of-way lines of streets, easements and other rights-of-way and property lines of residential lots and other sites; with accurate dimensions, bearings or deflection angles and radii, acres and central angle of all curves denoted on plat.  
Replats: existing/old lot lines and existing/old lot information should be drawn in a ghosted format.
- Phasing Lines** – Proposed phasing lines shall be included on a preliminary plat as necessary to delineate future development.
- Metes and Bounds Description** - An accurate metes and bounds description of the tract of land subdivided.
- Point of Beginning** – A P.O.B must be shown on the face of the plat, consistent with that described in the metes and bounds description.
- Adjacent Properties** - Reference to recorded subdivision plats and/or adjoining platted and unplatted land by record name.
- Street Rights-of-Way** - Name and right-of-way width of each street or other right-of-way within, or adjacent to property. The general location and width shall be consistent with the Master Thoroughfare Plan. All rights-of-way shall be platted to permit street designs to conform with [§ 154.080](#).
- Street Centerline** - Dimensions from centerline to property boundary must be shown on face of plat.
- Building Setback Lines** - Minimum building setback line required by the zoning ordinance (where applicable).
- Easements** - Location and dimensions of all easements in accordance with [§ 154.045](#).
- Purpose Statement** - Purpose for which sites, other than residential lots, are dedicated (for replats).
- Lot and Block Numbering** – Unique number to identify each lot or site and each block.
- Owner's Certificate or Deed of Dedication** - [§ 154.025](#) The dedication deed or certificate of dedication shall be executed by all persons, firms, or corporations owning an interest in the property subdivided or platted and shall be acknowledged in the manner prescribed by the laws for the state for conveyances of real property
  - (a) An accurate metes and bounds description of the tract of land subdivided.
  - (b) A statement and express representation that the parties joining in such dedication are the sole owners of such tract of land.
  - (c) An express dedication without reservation to the public for public use; the streets, alleys, rights-of-way, school site and any other public areas shown on the attached plat.
  - (d) A positive reference and identification of the plat of such subdivision, date of plat and surveyor.
  - (e) Signature blocks – A signature and notary block must be included for each owner.
- Floodplain** - The FEMA 100-year floodplain elevation shall be written on the face of the plat for every lot or building site located in the floodplain. Floodplain must be dedicated as a Floodplain Easement and minimum finish floor elevations must be provided for lots adjacent to floodplain easement.
- Public Use Areas** - Sites, if any, proposed to be reserved or dedicated for parks, schools, playgrounds or other public uses.
- Street Names** - No street names shall be used which will duplicate or be confused with the names of existing

streets. Street names shall be subject to approval of the City Council.

- Lot Dimensions** - The approximate dimensions of all lots shall be shown on a Preliminary Plat, and the exact dimension shown on all other plats with accuracy to one-hundredth of one foot. The dimensions shall be sufficient to verify compliance with the minimum requirements of the applicable zoning district.
- Lot Area** - Lot area must be included on the face of the plat for each lot, in both acres and square feet.
- City Limit Line** - Location of city limits line in relation to the boundary of the subdivision. City limit line must be shown on the Vicinity Map and plat drawing as necessary.
- Certificate of Approval of Dedicated Streets and Easements by the City Council** § [154.025](#).
- Johnson County Clerk Certification** – Included on each page § [154.025](#).
- Certificate of Director of Public Works.** § [154.025](#).

<p><b>Certificate of Director of Public Works</b></p> <p>Addition _____ Location Description _____</p> <p>I hereby certify that all requirements of the "Subdivision Ordinance" [i.e., Ch. 154 of the code of ordinances of the city] concerning submission and/or approval of information and data to the Director of Public Works and the City Engineer, required for Final Plat approval, have been compiled with for the above referenced subdivision.</p> <p>_____ Director of Public Works</p> <p>_____ Date</p>
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***\*The Certificate of Director of Public Works is required for all plats.***

- City Manager Approval Block.**

<p>_____ City Manager</p> <p>_____ Date</p>
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***\*The City Manager approval block is required for Amending Plats and Minor Plat/Replats.***

- Planning and Zoning Commission and City Council Approval Blocks.**

<p><b>Planning and Zoning Commission Approval</b></p> <p>WHEREAS the Planning and Zoning Commission of the City of Cleburne, Texas voted affirmatively on this _____ day of _____, 20_____, to approve this Plat.</p> <p>_____ Chairman, Planning and Zoning Commission</p> <p><i>This plat approved, subject to all platting ordinances, rules, regulations, and resolutions of the City of Cleburne, Texas.</i></p>
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<p><b>City Council Approval</b></p> <p>WHEREAS the City Council of the City of Cleburne, Texas voted affirmatively on this _____ day of _____, 20_____, to approve this Plat.</p> <p>_____ Mayor, City of Cleburne</p> <p>_____ Attest: City Secretary</p> <p><i>This plat approved, subject to all platting ordinances, rules, regulations, and resolutions of the City of Cleburne, Texas.</i></p>
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***\*The Planning and Zoning Commission and City Council approval blocks are required for Replats, Preliminary and Final Plats.***

**B. Additional Supporting Documents for Subdivision Plat Applications**

- LETTER FROM CITY ENGINEER STATING CIVIL PLANS ARE NOT REQUIRED** – If civil engineering plans are required, they must be reviewed and approved prior to submittal of a plat application. § [154.005](#). When civil construction plans are not required, the applicant must coordinate with the City Engineer prior to submittal of a plat application to request a letter stating that civil plans are not required.
- ENGINEERING CONSTRUCTION PLANS AND DRAINAGE STUDY** - All construction plans for proposed public water, sanitary sewer, streets, drainage and traffic improvements shall be designed, signed, sealed and dated by a Registered Professional Engineer licensed in the State of Texas. Plans must include the elements detailed in [§154 Subdivisions](#) of the City of Cleburne’s Code of Ordinances.
- PRELIMINARY UTILITY AND STORMWATER PLANS** - The preliminary utility plan shall indicate the general location and approximate sizes of all existing and proposed public utilities. The Preliminary Stormwater Plan shall be prepared by a Registered Professional Engineer licensed in the State of Texas and shall contain sizes and general alignment of all necessary stormwater facilities as described in [§154 Subdivisions](#) of the City of Cleburne’s Code of Ordinances.
- PLAT APPROVAL LETTER FROM JOHNSON COUNTY SPECIAL UTILITY DISTRICT (JCSUD)** - If the property to be subdivided is located within the JCSUD service area (CCN), a letter of plat approval from JCSUD stating that the plat has been reviewed and all necessary easements have been included on the face of the plat will be required to constitute a complete application.

**Acknowledgments**

I certify that the above information is correct and complete to the best of my knowledge and ability and that I am now or will be fully prepared to present the above proposal before the Planning & Zoning Commission and City Council. I understand that it is my responsibility to have the Applicant and/or Owner present at the Planning and Zoning Commission and City Council meetings.

Printed name: \_\_\_\_\_

Owner       Applicant

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**AUTHORIZATION OF REPRESENTATION**  
USE ONLY IF ANOTHER ENTITY WILL BE REPRESENTING THE REQUEST

Date: \_\_\_\_\_

I/we \_\_\_\_\_, authorize \_\_\_\_\_ to represent  
YOU OR YOUR ORGANIZATION YOUR REPRESENTATIVE

me/us in all scheduled hearings and meetings before the City of Cleburne

regarding the request to plat property located at \_\_\_\_\_.  
ADDRESS OR LEGAL DESCRIPTION

Thank you for helping us resolve this request.

Sincerely,

\_\_\_\_\_

State of Texas                   §  
County of Johnson           §

BEFORE ME, the undersigned authority, in and for said County, Texas, on this day personally appeared

\_\_\_\_\_, known to me to be the person whose name is

subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the

purposes and consideration therein expressed. GIVEN UNDER MY HAND AND SEAL OF OFFICE, this the

day of \_\_\_\_\_, A.D. \_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for Johnson County, Texas