OFFICE USE ONLY
Accounting Code: PF

CITY OF SUGAR LAND
Planning Department
Plat Submittal Application

Please provide the following information & return your submittal to the Planning Department, 2700 Town Center Blvd. N., Attention: Development Review Coordinator (Deadline for Submittals is Monday / 3:00 p.m.)

Subdivision Name _____ **Development** _____

Submittal Type

- ❑ Preliminary Plat
- ❑ Preliminary Replat
- ❑ Extension of Approval
- ❑ Final Plat
- ❑ Final Replat
- ❑ Street Dedication
- ❑ Short Form Final Plat
- ❑ Vacation Plat
- ❑ Amending Replat
- ❑ Minor Plat

Reason for Replat or Amending Replat (if a replat)

_____

Type of Plat

- ❑ Single-Family Residential
- ❑ Multi-Family Residential
- ❑ Zero Lot Line/Patio Homes
- ❑ Planned Development
- ❑ Commercial / Industrial
- ❑ Business / Office

Owner _____ **Contact** _____

Address _____

Phone _____ **Fax** _____

Email _____

Engineer or Planner

Company _____ **Contact** _____

Address _____

Phone _____ **Fax** _____

Email _____

Plat Location

❑ City ❑ Extraterritorial Jurisdiction

Survey/Abstract No. _____

Geographic Location (List major streets, bayous, creeks and adjacent subdivisions)_____

_____

Jurisdictions Utility District _____School District _____

Levee Improvement District _____County Precinct _____

Zoning District (in-city only) _____

Plat Data

Total Acreage _____ Typical Lot Size _____

Number of Streets _____ Number & Types of Reserves _____

Number of Lots _____ Total Acres in Reserve _____

Variance Request ❑ None ❑ Yes (Attached Form) ❑ Previously Approved

Improvement Provisions

Utilities Constructed by _____ Maintained by _____
(upon acceptance)

Pavement Constructed by _____ Maintained by _____
(upon acceptance)

This is to certify that the information on this form is COMPLETE, TRUE and CORRECT and the undersigned is authorized to make this application.

X_____

Signature of Applicant **Date**

CHECKLIST FOR ALL SUBMITTALS :

- Seven (7) Copies of the Completed Application
- Seven (7) 24" x 36" prints – folded to 8 ½" x 14"
- Submittal Fees for:

Preliminary, Final, & Short Form Final
Base $890.75 Per Lot $2.75
Per Acre of Reserve $14.00
Amending Replat or Minor Plat
Base $278.25

Replats (Prelim., Final, or SFF)
Base $445 Per Lot $2.75
Per Acre of Reserve $14.00
Subdivision Reg. Variance
Base $556.75 if separate request from plat.
(No fee if variance is part of plat in review)

- **The required applicable letters. (Preliminary Plats require copy of notification letters; Final Plats require a response letter from agencies)**
  - ❑ County Drainage District
  - ❑ County Engineer (ETJ only)
  - ❑ Levee Improvement District
  - ❑ Municipal Utility Dist.
  - ❑ Post Office
  - ❑ Centerpoint Energy
  - ❑ Applicable Phone
  - ❑ Appropriate I.S.D.

Additional Information is needed for the following submittal types:

- **Preliminary Plat**
  - ❑ Two (2) copies of the Utility One-Lines (Conceptual utility layout drawings)
  - ❑ For Residential -Two (2) copies of the "box exhibit" as described in the Official Policies & Procedures for Preliminary Plats (illustrates lot width for non-perpendicular lots)
- **Final Plat / Short Form Final**
  - ❑ Public Infrastructure Construction Plans (**Must be turned in with Final Plat**)
  - ❑ Submitted at an earlier date /_____/_____
  - ❑ Copy of Utility Easement filed by separate instrument (if applicable)
- **Replats**
  - ❑ Seven (7) 24" x 36" copies of the original plat
  - ❑ A list of property owners names and mailing addresses for public hearing **(Residential Replats Only)**
- **Amending or Minor Plat (as applicable) Note- amending replat requires 7 copies of recorded plat**
  - ❑ Construction Plans Submitted at an earlier date ____/_____/_____
  - ❑ Copy of Utility Easement filed by separate instrument (if applicable)
- **Extension of Approval**
  - ❑ Letter of Request 30 days prior to expiration date of approval of final

City of Sugar Land
Traffic Impact Analysis (TIA) Threshold Worksheet

Complete this form as an aid to determine if your project requires a Traffic Impact Analysis.

Project Name: _____
Location: _____
Applicant/Contact:_____
Contact Phone Number: _____ Contact Email: _____

Application Type (check one):

_____ Zoning (CUP/PD) _____ Site Plan _____ Plat _____ Other: _____

Anticipated Land Use	Units*	ITE Code	ITE Trip Rates / Trips Generated			
			Daily Total	AM Peak Hour	PM Peak Hour	Weekend Peak Hour
			/	/	/	/
			/	/	/	/
			/	/	/	/

* Units should be based on what is used for the trip generation rate (ie. Gross Floor Area, Acreage, etc), be sure to specify in the box.

All Trips generated should be based on the latest edition of the ITE Trip Generation Manual.

All thresholds to determine when a TIA is necessary are contained in the City of Sugar Land's **Traffic Impact Analysis Guidelines** which is available on the City website www.sugarlandtx.gov. Go to the Engineering Department then click on Design Standards.

Applicant's Signature: _____ Date: _____