



# Platting Requirements

## City of Pittsburg

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## WHAT IS A PLAT?

A plat is a surveyed drawing and description of a legal building site (or sites) that shows the location, dimensions, and description of any lots, rights-of-way, easements, building lines, and other site features or dedications that affect how a parcel will be developed. A plat must conform to the requirements outlined in Chapter 10 of the Code of Ordinances (Subdivision Regulations) before it can be approved.

## WHEN IS A PLAT REQUIRED?

A plat is required when land located within the City of Pittsburg or within its extraterritorial jurisdiction (ETJ) is divided into two or more parts for the purpose of sale, creating building sites, or creating a subdivision or an addition to the city, or laying out lots of any nature. No permit for the construction of a building on any lot may be issued unless the lot or tract is part of a plat of record, properly approved by the City of Pittsburg and filed with the plat records of Camp County.

**Note: Section 10.02.061 of the Subdivision Regulations lists which circumstances are exempt from platting.**

## TYPES OF PLATS

**Preliminary Plat:** The purpose of a preliminary plat is to receive preliminary approval of the general layout, scope, and design of a proposed subdivision. The plat should show the location and size of existing and proposed infrastructure improvements such as roads, water and sewer lines, and drainage improvements, which are necessary for the development of the property. Please review Preliminary Plat Checklist and insure all required items are present on the plat. The City Engineer will review and provide comments. With the approval of a preliminary plat, the developer receives the assurance that the general layout, scope, and design of the subdivision are acceptable and will be approved by the City pending that the developer provides all necessary engineering documents and requirements. When the preliminary plat is approved, the developer can hire the necessary design professionals required to create engineering documents for all of the required infrastructure improvements, and finalize the submission of a final plat.

**Note: A preliminary plat will expire one (1) year from the date of approval unless a final plat is formally filed with the Planning and Zoning Commission within that time.**

**Final Plat:** The final plat is the finalized version of the preliminary plat that shows the location, dimensions, and description of the subdivision including the lots, any rights-of-way, and easements, building lines, and other site features or dedications that affect how the parcel will be developed. The submission of final plat should be accompanied by a complete set of engineering plans for any required infrastructure improvements and the required performance, payment, and maintenance bond as required by ordinance. Please review Final Plat Checklist and insure all required items are present on the plat. The City Engineer is required to review and approve or provide comments. Final Plate will not be presented to the Planning and Zoning Board until the city receives a letter of approval from the City Engineer for both the final plat and required engineer plans for the public infrastructure. Once P&Z Board review, City Council will be required to take final action. The performance, payment, and maintenance bond documents will be required prior to City Council action.

**Note: A final plat will expire forty-five (45) days from the date of approval unless the applicant returns signed and notarized copies of the Final Plat, as approved, along with any other required documents and fees necessary for filing the plat with the County Clerk.**

**Minor Subdivision Plat:** A minor subdivision plat is a subdivision of not more than four (4) lots fronting on an existing street, not involving any new streets or roads, nor the modification or creation of any municipal facilities and/or public improvements. A preliminary plat is not required before the submission and approval of a minor subdivision plat. The submittal requirements for a minor subdivision are the same as those for a final plat. Minor subdivision plats must be approved by the Planning and Zoning Board and City Council.

**Re-plat:** A re-plat is a revision of a previously approved and filed final plat or minor plat. A re-plat is usually submitted to change the number and/or layout of the lots within the subdivision. Re-plats require the approval of the Planning and Zoning Commission. The submittal requirements for a re-plat are the same as those for a final plat unless additional infrastructure is required, in which case a preliminary plat will be required.

## **HOW DO I APPLY FOR APPROVAL OF A SUBDIVISION PLAT?**

1. **CALL:** Call the Community Development Department at (903) 856-3621 before visiting the office to make application. We can discuss the details of your project and outline the information you will need to bring with you when you submit an application.
2. **VERIFY ZONING:** Check the official Zoning Map on the City Web Site <https://www.pittsburgtexas.com/businesses/zoning-maps> and Chapter 14 of the Zoning Ordinance to verify that the proposed use of the property is permitted. If the proposed use is not permitted by the City's Zoning Ordinance, ask the City's Community Development Staff about options.

**Note: Property must be properly zoned by the City prior to submission of an application for approval of any plat.**

3. **HIRE APPROPRIATE DESIGN PROFESSIONALS:** All subdivision plat drawings must be prepared by a Texas Registered Professional Land Surveyor (RPLS). All infrastructure engineering documents must be prepared by a Texas Registered Professional Engineer (PE).
4. **REVIEW CHAPTER 10 OF THE CODE OF ORDINANCES:** A complete Plat Review Checklist is required with every plat approval application. The checklist outlines all the information required for your application. Copies of the checklist are available on the City of Pittsburg's website.
5. **MEET WITH STAFF:** Make arrangements to meet with the City personnel responsible for reviewing subdivision plats to discuss the general scope of the project and to clarify issues related to the development of the property and the submission of a plat application. Preliminary sketches and drawings are often helpful during these discussions.
6. **PREPARE APPLICATION MATERIALS:** After reviewing the Plat Review Checklist, prepare all the information required for your project as outlined in the Checklist.
7. **SUBMIT APPLICATION:** Submit all the required application materials to the Community Development Office at 200 Rusk St. A complete application **must** include the following:
  - A complete Plat Review Checklist.
  - A complete plat review application form and the required application fees.
  - Two (2) printed copies and 1 electronic copy of the plat as outlined in the checklist.
  - Two (2) printed copies and 1 electronic copy of the infrastructure engineering plans and other documents outlined in the checklist.
8. **REVIEW:** City Engineer is required to review both preliminary and final plats. City Engineer to give comments on Preliminary Plan and must sign and approve Final Plat.

**The Community Development Office Staff cannot accept an incomplete application.**

## **WHAT ARE THE DEADLINES FOR SUBMITTING PLAT APPLICATIONS?**

The Planning Commission will call a meeting 21 days after the completed application has been submitted.

## **HOW IS A PLAT APPLICATION REVIEWED AND APPROVED?**

- 1. CONSIDERATION AND APPROVAL BY THE PLANNING AND ZONING COMMISSION:** The Community Development Office Staff will place the plat on the Planning and Zoning Commission agenda for review and approval and call a meeting.  
**Note: The infrastructure and drainage engineering plans must be signed by the City Engineer before the plat is considered by the Planning and Zoning Commission. All Performance, payment, and maintenance bonds as per ordinance are required.**
- 2. FILING THE PLAT:** After the plat has been approved by the Planning and Zoning Commission, City Council and all other requirements have been met, the Community Development Office Staff will file the plat with the Camp County Clerk's Office. The plat cannot be filed until the City Attorney verifies that the persons who sign the plat constitute all persons with any legal interest in the property (see Title Policy/Title Guarantee in the Final Plat Review Checklist).
- 3. HOW MUCH DOES A PLAT APPLICATION COST?** A Preliminary Plat fee of \$750.00, Single track no more than 4 lots a fee of \$250 and a Final Plat fee of \$500.00 is due at the time of submitting the subdivide request.