



PLAT SUBMITTAL APPLICATION

Date of Application: _____ Date Received by City: _____

NAME OF PLAT: _____

Type of Plat (to include number of lots/units):

Owner's Name: _____

Address: _____

City/State/Zip Code: _____

Telephone: _____ Facsimile: _____

E-Mail: _____

Agent's Name: _____

Address: _____

City/State/Zip Code: _____

Telephone: _____ Facsimile: _____

E-Mail: _____

Surveyor's Name: _____

Address: _____

City/State/Zip Code: _____

Telephone: _____ Facsimile: _____

E-Mail: _____

Legal Description (attach if necessary):



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Location:

Names of New Streets:

Dedication Public/Private: _____

Provider for Sewer Service: _____

Provider for Water Service: _____



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The City of Freeport reserves the right to request additional information which may be necessary for the review and completion of this application.

Preliminary Review Submittal Requirements*:

- ✓ Application Fee: \$250.00
- ✓ 3 – Full size paper copies of the plat
- ✓ 1 – 11 X 17 paper copy of the plat
- ✓ 1 – copy of the survey
- ✓ 1 – copy of the development order
- ✓ 1 – copy of letter from City Engineer approving final site improvements
- ✓ 2 – copies of Title Search

Final Review Submittal Requirements*:

- ✓ Application Fee: \$250.00
- ✓ 1 – Full size mylar copy of the plat
- ✓ 2 - Full size paper copies of the plat
- ✓ 1 - 11 X 17 paper copy of the plat
- ✓ 1 – copy of the survey (if not submitted for preliminary review)
- ✓ 1 – copy of the development order (if not submitted for preliminary review)
- ✓ 1 – copy of letter from City Engineer approving final site improvements (if not submitted for preliminary review)

Surveyor Plat Review Costs:

- 1) Review Preliminary Plat to be paid at time of Application Submittal
 - a) \$350.00 for first two pages
 - b) \$50.00 for each additional page
- 2) Review Final Plat
 - a) \$300.00

After Recording:

- ✓ 1 – 11 X 17 copy of recorded plat to the Planning Department
- ✓ 1 – copy of recorded covenants and restrictions guaranteeing maintenance of roads and/or stormwater/management system and/or required buffers/landscaping/preservation, if a condition of the development order



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Typical Platting Timeframe:

Week 1-3	Preliminary City of Freeport Planning Dept., Legal Services and Consulting Surveyor Review
Week 4-6	Final Surveyor, Planning and Engineer Review (Final Site Inspection)
Week 6-9	Legal Notice, Freeport City Attorney Review
Week 9	<ul style="list-style-type: none"> ✓ Plat presented to the Freeport City Council for approval ✓ Letter from the Property Appraiser's Office stating the assessed value of the property upon presentation of plat (<i>if required</i>) ✓ Letter stating recreation impact fee based on assessed value provided by property Appraiser's Office by Freeport Planning Department (<i>if required</i>) ✓ Surveyor's Plat review fees paid to City of Freeport (provide receipt of payment attached to review reports) ✓ Letter from Freeport Planning Department stating the 911 Addressing Fee ✓ Letter obtained from Freeport Planning Department authorizing the plat to be recorded ✓ Plat recorded at Clerk of Court's Office with letter of approval from Freeport Planning Department listing any contingencies subject to all fees being paid.

- ✓ Add an additional week to the review period for each revision
- ✓ This schedule is typical but is subject to workload, FCC Meeting schedules, etc.
- ✓ Examples of plats can be made available upon request.