

Village of Tiki Island - RE-PLAT PERMIT APPLICATION

802 Tiki Drive / Tiki Island, TX 77554

409-935-1427 / 409-935-4670 Fax

Building Inspector: Darrell Hunter tikiinspector@gmail.com

Revised 6/1/2017

Name of Applicant: _____ Date: _____

Please check the appropriate box: Owner Owner Representative

Owner must sign the application. Owner Representative must submit a notarized letter of authorization from owner.

Primary Mailing Address of Owner: _____

Home Phone _____

City / State / Zip _____

Cell _____

Owner's Email Address _____

PROPERTY: (Legal Description of Lots To Be Platted) **Section** _____ **Lot(s)** _____

Tiki Service Address (if applicable at this time): _____

Describe the purpose, justification & proposed use of re-plat:

List all variances requested or previously requested for the property: _____

DO NOT TURN IN APPLICATION UNTIL ALL ITEMS LISTED ARE INCLUDED.

- **Original Survey of Re-Plat** with *all signatures and stamps completed** including (2 full size paper copies, 1 small paper copy & 1 full size Mylar) with all property lines, set back & build lines, drainage & utility easements & bulk head line clearly marked and labeled.
- **A current title search document** showing the applicant as the landowner. (Standard Property Search or Limited Property Report – either from a title company)
- **A certified copy of a current paid tax receipt** for all properties involved with re-plat. Attach any other pertinent information to support said request.

* **Landowner and Engineer/Surveyor MUST SIGN survey!!! Engineer/Surveyor stamp is required!**

Attach: A check **made out to Tiki Island**, in the amount of **\$225.00** for the **Permit Application Fee (\$150.00)** and the **Galveston County Recording Fee (\$75.00)** Only the recording fee is refundable if the replat is **denied** by the Board of Alderman.)

ATTEST: I certify that I am the legal owner of record. I have secured the property owner's permission and have full authority to make this application and/or appeal.....*Please Check the Appropriate Box.* I have read & examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of application will be complied with (whether specified herein or not). The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law.

Signature of Property Owner (or Power of Attorney) / _____ Print Name _____ Date _____

Signature of Planning & Zoning Representative / _____ Print Name _____ Date _____

Signature & Date Received by the Village of Tiki Island, City Secretary or Building Inspector _____ Date _____

.....
OFFICE USE:

Plan Check Validation: _____ Permit Validation: _____ Permit Cost: \$ _____ Check #: _____

PERMIT #: _____

This is your permit when properly validated & paid.

Village Stamp

Village of Tiki Island

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Procedure for Requesting a Re-plat of Land:

DO NOT TURN IN APPLICATION UNTIL ALL ITEMS LISTED ARE INCLUDED.

1. Obtain a Re-Plat Application from the City Secretary or Building Inspector of the Village of Tiki Island, located at 802 Tiki Drive.
2. Return the completed application **with the required documents and fees to the Village office:** (*Required documents & fees are listed below as per Re-Plat Application.*)
 - a. Describe the purpose, justification & proposed use of the land subject to the re-plat and attach any other pertinent information to support said request.
 - b. List all variances requested or previously requested for the property.
 - c. Attach a copy of **original survey** and copies of new re-plat surveys to including **(2) full size copies, (1) small copy and (1) Mylar.** The survey must show all property lines, set back lines, drainage easements & bulk head line.
 - d. A **current title search** document showing the applicant as the land owner. A **Title Search** is usually done by a Title Company for the purpose of providing a report of ownership of a property and information showing any liens, judgments or encumbrances filed against the property; **however**, if the owner of the property has a Title Policy in force, the Title Company can provide a “**Nothing Further Certificate**” that states that no further liens, judgments or encumbrances have been filed against the property from the date of the issuance of the current Title Policy to present date, or a **Standard Property Search** or **Limited Property Report**, these are accepted by the Village of Tiki Island.
 - e. A **certified copy of current paid tax receipts** for the proposed properties. 722 21st St Galveston Texas 77553-2317
 - f. Land owner must have re-plat **signed and notarized BEFORE** submitting to the Village office.
 - g. Engineer/surveyor’s **signature & stamp is required.**
 - h. **Attach a check made out to Tiki Island, in the amount of \$225.00 for the Permit Application Fee (\$150.00) and the Galveston County Recording Fee* (\$75.00).** *Note: *Only the Galveston County Recording Fee is refundable if the re-plat is denied by the Board of Alderman.*
3. The City Secretary or the Building Inspector will submit the package to the Planning & Zoning (P & Z) Commission for review to insure completeness. Every re-plat application receiving final approval or disapproval by the P & Z Commission shall be submitted to the Tiki Island Board of Alderman for final consideration.
4. The package will be placed on the Agenda for the Regular Village Council Meeting for approval. The Council meets on the 3rd Tuesday of every month at 6:00PM, located at 747 Tiki Drive/Public Safety Building.

Please Note: The owner or the owner’s representative may be requested to attend.

5. Upon the Board of Alderman’s approval of re-plat, the Building Inspector will submit the re-plat (with completion of all signatures) for recording at the Galveston County Clerk’s Office.
6. The re-plat will not be official until recording is **completed by Galveston County.** Upon completion of recording the County will mail a copy to the Village of Tiki Island. Land owner may obtain a copy from the Galveston County Clerk’s Office located at 600 59th Street, Galveston, TX 77554. The Clerk’s Office charges a fee of **\$10.00 for each copy.**

Darrell Hunter,
Building Inspector
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Brandee Lawther,
City Secretary
Email: Tikiisland@comcast.net