



PLAT APPLICATION

City of Liberty Community Development Department

1829 Sam Houston, Liberty, Texas 77575

Phone: 936-336-3684 | Fax: 936-336-9846 | Email: permits@cityofliberty.org

APPLICATION FOR

☐ *Minor Plat (2 or fewer lots) - \$300.00

☐ Preliminary Plat - \$100.00

☐ *Short Form Final Plat (4 or fewer lots) - \$300.00

☐ *Final Plat - \$300.00

PROPERTY INFORMATION

Subdivision Name: _____

Address/Location: _____

Lot(s): _____

Block(s): _____

of Acres: _____

of Lots: _____

of Units: _____

APPLICANT INFORMATION

Name: _____

Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Phone: _____

OWNER INFORMATION (IF DIFFERENT FROM APPLICANT)

Name: _____

Company: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____ Phone: _____

SIGNATURE

Owner's Signature

Date

Applicant Signature

Date

PLAT APPROVAL CHECKLIST

1. Title or name of plat, meridian north point, scale of map and vicinity/location map.
2. Definite legal description and identification of the tract being subdivided.
3. All block, lot and street boundary lines reference to Texas State Plane Coordinate System.
4. Building lines and easements.
5. Actual width of all streets, measured at right angles or radially, where curved, shown on map.
6. All necessary dimensions accurately displayed.
7. Names of all streets and adjoining subdivisions shown on map.
8. Flood zones and boundaries, if applicable, shown on map. Elevations for full subdivision.
9. Certificate of ownership signed, stamped and notarized.
10. Signature line for City official, and County official, approving the plat (signatures must be notarized).
11. Name, address, telephone, and fax number of engineer, surveyor, landscape architect, or land planner preparing the plat.
12. All legal restrictions and regulations placed on the approval of the plat shown clearly on map
13. All plats must conform to the city's subdivision ordinance
14. Plats must be 24 x 36 in size

FILING REQUIREMENTS

1. Three (3) copies of the plat printed on Mylar (must include original signature and stamp seal of the surveyor)
2. A tax certificate from the Liberty County Tax Office, indicating that no delinquent ad valorem taxes are owed, must be presented with the plat
3. * = Fee includes courthouse filing fee