

**CITY OF TOM BEAN**

201 S. Britton St., Tom Bean, TX 75489

903-546-6321 Fax 903-546-4878

**Fee:** \$750.00 + \$20.00 per lot (Effective 01-01-2023)

**Engineering Review Fee:** \$3,000.00 deposit required at the time of application.

**THE PROPERTY OWNER OR DEVELOPER CONSULTANT IS RESPONSIBLE FOR THE ALL INCURRED COSTS TO THE CITY.**

**SUBDIVISION PLAT – PRE-SUBMITTAL FORM**

**Combination of Preliminary Plat and Final Plat**

**OWNER INFORMATION**

Owner: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

Propose Addition Name: \_\_\_\_\_ Acres: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_ No. of Lots: \_\_\_\_\_

**PROJECT INFORMATION**

Project Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_

Email \_\_\_\_\_ Fax: \_\_\_\_\_

Project Surveyor \_\_\_\_\_ Phone: \_\_\_\_\_

Email \_\_\_\_\_ Fax: \_\_\_\_\_

I realize by failing to complete the pre-submittal form review process prior to submitting a development application for placement on an agenda for action even if staff comments have not been addressed and the request is not in compliance with the City code it will likely result in a disapproval of my application and I will be required to pay new filing fee.

By signing below, I agree and certify as follows: I am the sole current owner of record of the real property described above or I am the authorized agent of the owner and have legal authority to bind the owner to these terms as the owner’s lawful representative under Texas law or as evidenced by the attached, notarized authorization from the owner of record of such real property. This form is being submitted with the property owner’s consent, and the information contained herein is true and correct.

I further acknowledge and agree on behalf of myself, my firm (if applicable) and the property owner that:

- The submission of this form does not constitute the filing of an application for approval of a “plat” or “plan” pursuant to Chapter 212 and/or Chapter 245 of the Texas Local Government Code. Rather, it constitutes a request to the City staff of the City of Tom Bean to engage in an informal, pre-submittal process prior to the filing of an official application for approval of a “plat” or “plan.”
- Neither this form nor the pre-submittal process sought herein shall be subject to Chapter 212 and/or Chapter 245 of the Texas Local Government Code. To the extent that Chapter 212 and/or Chapter 245 of the Texas Local Government Code apply, all rights and protections thereunder are hereby waived.
- This request is voluntarily submitted, and an official application for approval of a “plat” or “plan” may be filed at any time.

THE PROPERTY OWNER AND DEVELOPER/CONSULTANT COMPLETING THIS FORM HEREBY AGREE TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE CITY OF TOM BEAN AND ITS CITY COUNCIL MEMBERS, OFFICIALS, EMPLOYEES, AGENTS AND REPRESENTATIVES OF AND FROM ANY CLAIMS, DEMANDS, LAWSUITS AND COSTS ARISING OUT OF OR RELATED TO THE SUBMISSION OF THIS FORM, THE REQUEST FOR THE PRE-SUBMITTAL PROCESS SOUGHT HEREIN AND/OR THE WAIVER OF RIGHTS AND PROTECTIONS SET FORTH HEREIN. I acknowledge that any inaccurate information in this form may be cause for rejection of this form and/or cancellation of any pre-submittal process commenced in connection with this form. I sign this form voluntarily as my own free act, with full knowledge of its significance and legal effect, intending to be legally bound thereby.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

**PLAT CHECK LIST FOR THE CITY OF TOM BEAN**

**PRELIMINARY PLATS / REPLATS:**

\_\_\_\_ **Plats Copies** - The subdivider shall file **two (2) copies paper and two (2) Mylar's (36" x 24")** prints or prints of the proposed subdivision drawn to a scale of one hundred feet (100') to one inch (1"), and a **PDF file**, showing the following:

\_\_\_\_ **Preliminary Engineering Plans (if applies):**

- |                                |                                 |
|--------------------------------|---------------------------------|
| ____ STREETS                   | ____ ALLEYS                     |
| ____ EASEMENTS                 | ____ BUILDING LINES             |
| ____ PARK SITES                | ____ PAVEMENT, CROSSWALKS       |
| ____ DRAINAGE                  | ____ UTILITIES- WATER AND SEWER |
| ____ LOCATION OF FIRE HYDRANTS |                                 |

\_\_\_\_ **Annexation:** Is the development located within the city limits? Yes \_\_\_\_ or No \_\_\_\_  
(If no, has the petition for annexation been submitted to the City of Tom Bean? Yes \_\_\_\_ or No \_\_\_\_)

**FINAL PLATS:**

\_\_\_\_ **Plats Copies** - The subdivider shall file **two (2) copies paper and two (2) Mylar's (36" x 24")** prints or prints of the proposed subdivision drawn to a scale of one hundred feet (100') to one inch (1"), and a **PDF file**, showing the following:

\_\_\_\_ **ENGINEERING PLANS (if applies):**

- |                                |                                 |
|--------------------------------|---------------------------------|
| ____ STREETS                   | ____ ALLEYS                     |
| ____ EASEMENTS                 | ____ BUILDING LINES             |
| ____ PARK SITES                | ____ PAVEMENT, CROSSWALKS       |
| ____ DRAINAGE                  | ____ UTILITIES- WATER AND SEWER |
| ____ LOCATION OF FIRE HYDRANTS |                                 |

\_\_\_\_ **Construction Bond, Certificate of Deposit or Financial Backing Statement**

\_\_\_\_ **Annexation:** Is the development inside the city limits? Yes \_\_\_\_ or No \_\_\_\_  
(If no, has the petition for annexation been submitted to the City of Tom Bean? Yes \_\_\_\_ or No \_\_\_\_)

\_\_\_\_ **Preliminary Plat Approved**

\_\_\_\_ **Zoning Request Submitted**