



# ADMINISTRATIVE PLAT DEVELOPMENT SERVICES DEPARTMENT

Planning and Development Division  
3015 Market, Galveston, TX 77550

409/797-3660

planning@galvestonTX.gov  
www.galvestonTX.gov

### When can a plat be administratively reviewed?

Administrative plat approval shall be allowed based on the following criteria:

1. There will be no more than four lots in the subdivision;
2. All lots will front on an existing street;
3. The subdivision does not require the creation of any new street; and
4. All lots will be served by existing municipal facilities (water, sewer, drainage, etc.); and
5. When located in an R-0 and R-1 zoning district, no increase in density.

### What are the standards for approval of an administrative plat?

The Director of Development Services shall approve a minor plat application if it meets all of the following criteria:

1. The minor plat will be consistent with any applicable goals, objectives and policies of the Comprehensive Plan and any adopted neighborhood or special area plans; and
2. The minor plat complies with the applicable requirements of the Land Development Regulations.

## I. PROPERTY INFORMATION

\_\_\_\_\_  
Street Address/Location

\_\_\_\_\_  
Legal Description (Lot Number, Block Number, Subdivision)

\_\_\_\_\_  
Present Use(s) and Improvement(s) on Property

\_\_\_\_\_  
Proposed Use(s) and Improvement(s) on Property

## II. APPLICANT INFORMATION

\_\_\_\_\_  
Property Owner Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Applicant/Representative Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
E-mail Address

## III. DETAILED NARRATIVE AND APPLICANT'S JUSTIFICATION FOR THE REQUEST

(Attach additional pages if necessary)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IV. ACKNOWLEDGEMENTS**

I certify that [ ] I am the legal owner on record, or [ ] I have secured the property owner’s permission and have full authority to make this application, and that the above information is correct and complete to the best of my knowledge and ability.

**Please read and initial below:**

\_\_\_\_\_ I understand that all documents submitted with this application are subject to open records requests in accordance with the Open Records Act / Texas Public Information Act.

\_\_\_\_\_ I understand that receipt of an application does not constitute application completeness and that staff will review the application and return incomplete applications. I understand that application fees are non-refundable once an application has been accepted and processed.

\_\_\_\_\_ I understand that the Director of Development Services shall receive the application and either approve it or schedule it for Planning Commission review and decision within 30 days of it being determined complete per Section 13.304, Application Completeness Review of the Land Development Regulations. The Director of Development Services is not authorized to deny a minor plat.

\_\_\_\_\_  
Printed Name and Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Signature of Property Owner

\_\_\_\_\_  
Date

**V. APPLICANT CHECKLIST**

- ✓ All documents should be provided in 8.5" x 11" or 8.5" x 14", or please fold to appropriate size if larger. All drawings must be to scale.
- ✓ Please provide electronic copies, if available. Other pertinent information to support said request should also be attached.

**Note:** For the purpose of filing a plat application in accordance with Section 21.009 of the Texas Local Government Code, the plat, replat or administrative plat application shall not be considered filed and complete until, the application is placed on the Planning Commission’s agenda; or, the application is delivered and presented by a Planning Department staff member to the Planning Director for his signature, thereby indicating approval of the plat.

[ ] **Pre-Application Meeting with City Staff** (Staff initial here if waived: \_\_\_\_\_)

[ ] **Galveston County Filing Documents** – (2 Mylars and 1 blue/black lines) – all copies must be signed and notarized by all applicable parties, at the time of application. All signatures must be in **black ink**.

**Filing Documents must include the following information, if applicable:**

- **Address** for existing and new lots, Easements (i.e. utility, access, aerial, etc.), Building lines for each lot.
- \*You may obtain an address for a newly configured lot by contacting the Public Works Department 409-797-3643.

[ ] **Replat Survey, (1 copy)** – The proposed lot configuration. Must include, but not be limited to:

- Scale, North Arrow, Legal Descriptions, Street Address
- Proposed new property lines and building lines (including front, rear, and sides)
- Location and dimension of the lot(s) and adjacent lots that may be impacted
- Indicate existing improvements in relation to the new lot lines

[ ] **Current Survey, (1 copy)** – The current lot configuration, with property lines and easements, existing improvements, developments

[ ] **Written Narrative** – with justification and purpose of request, including, but not limited to recent cases, proposed land uses, project development status, potential phasing, and associated timelines.

[ ] **Current Tax Certificate(s)** for all lots included– (must be original, have embossed seal) – County Tax Office 722 Moody

[ ] **Title Report, (1 copy)** – if property was purchased within the last 60 days.

[ ] **Galveston County Filing Fee** (payable to the Galveston County Clerk. Check must include driver’s license number and birthday) Minimum of \$75.00

- \$71 for first Mylar page, \$50 for each additional Mylar page
- \$4 for each attachment page (including tax certificates and/or other documentation)

[ ] **Non-Refundable Application Fee \$250.00** (payable to the City of Galveston)