



**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 if I am not present or represented at the public hearing, the Planning Commission may act on the application.
- \_\_\_\_\_ I understand that, in considering my application, the Planning Commission determines whether the proposed work complies with the Galveston Municipal Code, Land Development Regulations, Comprehensive Plan, and other specific plans.

\_\_\_\_\_  
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 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.

- [ ] **Pre-Application Meeting with City Staff** (Staff initial here if waived: \_\_\_\_\_)
- [ ] **Galveston County Filing Documents** – (2 Mylars and 2 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**.  
**Mylars 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)
- [ ] **Non-Refundable Subdivision Variance Fee, if required \$375.00** (payable to the City of Galveston)