



## MAJOR PRELIMINARY APPLICATION

DATE: \_\_\_\_\_

CASE NO. \_\_\_\_\_

SUBDIVISION NAME: \_\_\_\_\_

1. Legal description for the area included on this plat (Tract, Block, Grant, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Property Land Uses:

	<u>ACRES</u>	<u>SITES</u>		<u>ACRES</u>	<u>SITES</u>
Single-family	_____	_____	Office	_____	_____
Duplex	_____	_____	Street & Alley	_____	_____
Apartment	_____	_____	Ponding & Drainage	_____	_____
Mobile Home	_____	_____	Institutional	_____	_____
P.U.D.	_____	_____	Other (specify below):	_____	_____
Park	_____	_____	_____	_____	_____
School	_____	_____	_____	_____	_____
Commercial	_____	_____	Total No. Sites:	_____	_____
Industrial	_____	_____	Total (Gross) Acreage:	_____	_____

3. What is existing zoning of the above described property? \_\_\_\_\_ Proposed zoning? \_\_\_\_\_

4. Will the residential sites, as proposed, permit development in full compliance with all zoning requirements of the existing residential zone(s)? Yes  No

5. What type of utility easements are proposed: Underground  Overhead  Combination of Both

6. What type of drainage is proposed? (If applicable, list more than one)

\_\_\_\_\_  
\_\_\_\_\_

7. Are special public improvements proposed in connection with development? Yes  No

8. Is a modification or exception of any portion of the Subdivision Ordinance proposed? Yes  No   
If answer is "Yes", please explain the nature of the modification or exception \_\_\_\_\_

\_\_\_\_\_

9. Remarks and/or explanation of special circumstances: \_\_\_\_\_

\_\_\_\_\_

10. **Improvement Plans submitted?** Yes  No

11. Will the proposed subdivision require the city to review and decide whether this application is subject to the standards in effect prior to the effective date of the current applicable standards? Yes  No

If yes, please submit a vested rights petition in accordance with Title I (General Provisions) Chapter 1.04 - Vested Rights

12. Owner of record \_\_\_\_\_  
(Name & Address, Zip) (Email) (Phone)
13. Developer \_\_\_\_\_  
(Name & Address, Zip) (Email) (Phone)
14. Engineer \_\_\_\_\_  
(Name & Address) (Email) (Phone)

OWNER SIGNATURE: \_\_\_\_\_

REPRESENTATIVE SIGNATURE: \_\_\_\_\_

REPRESENTATIVE CONTACT (PHONE): \_\_\_\_\_

REPRESENTATIVE CONTACT (E-MAIL): \_\_\_\_\_

NOTE: SUBMITTAL OF AN APPLICATION DOES NOT CONSTITUTE ACCEPTANCE FOR PROCESSING  
UNTIL THE PLANNING DEPARTMENT REVIEWS THE APPLICATION FOR ACCURACY AND  
COMPLETENESS.

## **REQUIRED DOCUMENTATION FOR MAJOR PRELIMINARY APPLICATION**

*The purpose of a preliminary plat shall be to determine the general layout of the subdivision, the adequacy of public facilities needed to serve the intended development and the overall compliance of the land division with applicable requirements of this title. The city will not require non-engineering related significant changes in the final subdivision improvement plans or final plat approval that contradict the preliminary plat approval, except it reserves the right to address life safety or other significant issues that the design engineer should have addressed in the preliminary plat.*

### **REQUIREMENTS**

- **APPLICATION** – Each item on this application shall be completed and all documentation required on this form shall be submitted before this application is accepted for processing, to include all signatures. Submittal of an application does not constitute acceptance for processing until the Department reviews the application for accuracy and completeness.
- **FIVE-DAY COMMENTS** – All five-day comments have been addressed and the review has *not yet expired*.
- **PRELIMINARY PLAT** - Upload one (1) digital copy.
- **PROOF OF OWNERSHIP** – One (1) copy of a certificate from a title company, warranty deed, or other legal document demonstrating proof of ownership.
- **CERTIFIED CITY TAX CERTIFICATE** – One (1) is required for each parcel included within the proposed subdivision. Certified city tax certificates may be obtained at the City Tax Office, Wells Fargo Plaza, 221 N. Kansas, 3rd Floor, and Suite 300. Certificate shall have a zero balance and must be updated within the year.
- **RESTRICTIVE COVENANTS** - Upload one (1) copy of restrictive covenants, if applicable.
- **VESTING LETTER** – Required when the applicant requests that the application be subject to standards in effect prior to the effective date of the current applicable standards (No. 11 on application). A vested rights petition in accordance with Section 1.04.070 – Vesting of projects shall be submitted.
- **WAIVERS, EXCEPTIONS OR MODIFICATIONS** – Required when any development standard deviates from or does not comply with code regulations.
- **TRAFFIC IMPACT ANALYSIS (TIA)** – A TIA shall be required within the first 30 days of acceptance if the proposed development meets the TIA applicability standards set forth in Title 19. The TIA must be signed, sealed and dated by a Professional Engineer.  
**TIA shall be submitted to the Street & Maintenance Department for review.**
- **SUBDIVISION IMPROVEMENT PLANS** – The plans shall be submitted for the entire area covered by the subdivision application, and shall comply with all provisions of Title 19 and the DSC. Plans shall be submitted to the Planning & Inspections – Land Development division for review.  
**Plans shall be submitted to the Planning & Inspections – Land Development division for review.**
- **REVIEW AND ACCEPTANCE** – Upon review and acceptance of the application by the Department, the required fees shall be paid at the Cashier, Planning & Inspections Department, Citizen Access Portal, or by calling (915) 212-0104. Fees are nonrefundable.
- **SUBMITTAL OPTIONS:**  
CITIZEN ACCESS PORTAL – <https://aca-prod.accela.com/ELPASO/Default.aspx>  
ONE-STOP-SHOP (OSS) – In person at 811 Texas Ave. El Paso, TX 79901 - if submitting application in person, mail, or e-mail a \$24.00 plus applicable tech fee will apply.