



MINOR SUBDIVISION APPLICATION

DATE: _____ FILE 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) (Email) (Phone)
13. Developer _____
(Name & Address) (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 MINOR SUBDIVISION APPLICATION

The purpose of a Minor Plat is to simplify divisions of land under certain circumstances outlined in state law. The procedures for minor plats shall apply only if the purpose of the minor plat is to achieve any the criteria listed in Title 19.

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**.
- FINAL/PRELIMINARY PLATS** – Upload one (1) digital copy of each.
- 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, 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.
- 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** – If applicable, 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.
- 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.
- 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.