



**CITY OF BRIDGEPORT  
DEVELOPMENT SERVICES**

<b>PLAT APPLICATION</b>	
<input type="checkbox"/> Preliminary Development Plat <input type="checkbox"/> Final Plat <input type="checkbox"/> Re-plat	<input type="checkbox"/> Tax Certificates _____  Amount Paid \$ _____
P&Z Case No. _____	

**Property Information**

Addition Name: _____	Address / Location: _____		
Current Zoning: _____	Acreage: _____	# of Lots: _____	# of Units: _____
Legal Description (Abstract or Addition): _____			

**Applicant Information**

Name: _____	Company: _____	
Mailing Address: _____		
City: _____	State: _____	Zip: _____
Phone: _____	Fax: _____	E-mail: _____

**Owner Information - must attach letter of authorization if not the owner**

Name: _____	Company: _____	
Mailing Address: _____		
City: _____	State: _____	Zip: _____
Phone: _____	Fax: _____	E-mail: _____

**Purpose (Required):** \_\_\_\_\_  
 \_\_\_\_\_

**Site Plan Application Submittal Requirements:** Please refer to *Plat Application Checklist on reverse*

**FEES**

<b>Preliminary Plat</b>		<b>\$130 plus \$2 per lot</b>
<b>Final Plat</b>	<b>Residential:</b>	<b>\$130 plus \$2 per lot</b>
	<b>Non-Residential:</b>	<b>\$130 plus \$20 per acre</b>
<b>Re-Plat</b>		<b>\$130 plus \$2 per lot</b>

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<i>For Office Use Only:</i>	<b>County Clerk filing information:</b>
<b>Date Filed:</b> _____	<b>Receipt Number:</b> _____ \$ _____
<b>Pending Plat:</b> _____	<b>Staff Initials:</b> _____

Entered into Master Permit Log

## PLAT APPLICATION CHECKLIST

### 10.204 Pre-Submission Conference

Before beginning the platting process, the developer should conference with Development Services staff to discuss proposed land use, water supply, sewage disposal, drainage, streets, zoning, and effects the development will have on existing or proposed schools, parks, and other public uses.

### Plat Submittal Requirements

- Completed Plat Application with first draft of plat (*see reverse*).
- The development should be designed within the requirements for the specific zoning district within which the property is located. Any required change in zoning for the development must be adopted by the City Council before the approval of the preliminary plat.
- Five (5) copies printed from the original must be filed with the City by the developer's registered professional surveyor at least three (3) weeks before the meeting of the Planning and Zoning Commission. The plat should meet the following standards:
- Drawn to scale of one inch equals one hundred feet (1" = 100') or larger with all figures and letters legible.
- Includes name or names of owner and developer.
- Includes name of registered professional who prepared the preliminary plat.
- Includes the north point, date, acreage of lot, and scale.
- Includes a vicinity sketch or key map at a scale of not more than one thousand (1000) feet to the inch which shows all existing developments, streets, and tracts of acreage in the area.
- Show outline of tract that is proposed for development, with boundary dimensions and any zoning prefix designation.
- Include proposed plan of development, showing streets, sidewalks, alleys, squares, parks, building lines, etc. with principal dimensions.

### Preliminary Plat Only

- Includes location, width, and names of existing streets and blocks, lots, alleys, easements, building lines, water courses, floodplain, boundary of tree cover, or other natural features in the effected area, with principal dimensions, and all other significant information on all sides for a distance of not less than one hundred (100) feet.
- Shows the nearest existing sewer, water, and gas mains, and other public utilities, if any.
- Include a general plan for drainage to include calculation of one hundred (100) year storm for any stream, creek, or channel and the limits of any floodplain designated by FEMA or limits as determined by the owner's civil engineer. (Drainage plan includes a topographical map, preliminary plans for drainage improvements, and calculations relation to the design of the drainage plan and its impact downstream.)
- Indicates in the proposed plan of improvements the street widths and utility line sizes and location of all existing utilities within the development.

### Final Plat Only

- Include all dedications and acknowledgements

### Final Plat Submittal (*all fees are due once plat has been approved by City Council and before filing with County Clerk*)

- Proper blanks for certification of approval to be filed by the City Council
- Two (2) originals on Mylar signed and approved by all parties involved (*seven (7) paper copies printed from signed original will be required after approval by City Council and before filing with County Clerk.*) and a digital file of the final plat in Adobe Systems PDF format on compact disc.
- Tax Certificates (\$10 each) from each taxing entity for each original lot showing that all taxes are paid and payment for plat application are due upon approval and prior to filing plat with the County Clerk.