Webb County Planning Department

APPLICATION FOR PLAT APPROVAL

(PLEASE PRINT OR TYPE ALL INFORMATION)

Issue ID: _____

APPLICATION FOR PLAT APPROVAL
(PLEASE PRINT OR TYPE ALL INFORMATION)

PART "A": GENERAL INFORMATION:

Date: _____

1. Title/name of subdivision: _____

   _____

2. Title/name of owner(s) and subdivider(s): _____

   _____

3. Title/name of lien holders: _____

   _____

4. Name of Surveyor: _____
5. Name of Engineer: _____
6. Name, address and phone number of contact person(s): _____

   _____

   _____

PART "B": SUBDIVISION DATA:

7. Provide brief description of subdivision location and primary access: _____

   _____

   _____

8. Type of development (i.e., commercial, industrial, residential)? _____

   _____

9. Are there any deed restrictions (existing or proposed) governing certain uses of the tracts? _____ yes/no.

   (Attach copy of deed restrictions)

10. Total no. of lots: _____ Minimum lot size: _____
11. Total number of acreage: _____
12. Total length of street construction proposed with this plat: _____ feet/miles.

13. Are any utility improvements proposed or existing? _____ yes/no. If so, specify: _____

14. What provisions will be developed for drinking water? _____

15. What provisions will be developed for wastewater disposal? _____

16. Is this a plat of a portion of the property owned or the entire tract owned? _____

17. Is future development proposed? If so, specify: _____

18. Is this development located in the City of Laredo's E.T.J.? _____ yes/no. If so, attach copy of approval from the City of Laredo.

PART "C": REQUIRED SUPPORT DATA

PLEASE SUBMIT THE FOLLOWING - FAILURE TO SUBMIT ANY OF THE FOLLOWING ITEMS WILL RESULT IN REJECTION OF APPLICATION:

1. Two (2) copies of the preliminary plat.
2. Two (2) copies of the road and drainage improvements plans and support data.
3. Written approval of the Designated Representative for OSSF's (Webb County Sanitarian for areas located outside the Laredo corporate limits and/or Laredo Health Department for areas within Laredo's corporate limits).
4. Letter from engineer regarding drainage design.
5. Letter from engineer that certifies that adequate groundwater is available for the subdivision.
6. Construction schedule.
7. Corporate surety bond or letter of credit (for final approval).
8. Subdivision review fees and deposits as applicable (separate checks are required for fees and deposits)
9. Executed "Memorandum of Understanding" regarding subdivision review fees and deposits as applicable.
10. Copy of recorded conveyance instrument evidencing ownership of property.
11. Tax certificate showing evidence that taxes are current on the property proposed for subdividing/platting.
12. Copy of restrictive or protective covenants (if none so, state in writing).

PART "D": FEES:

MEMORANDUM OF UNDERSTANDING AND TENDER OF FEES REGARDING SUBDIVISION PLATS

I, _____ owner/developer of _____

Subdivision, containing a total of _____ lots, located in Webb County, Texas, hereby remit the amount of $ _____ with the Webb County Planning Department as subdivision plat review fees regarding my subdivision.

I fully understand that:

1.) All fees must be submitted with the **preliminary plat**.
2.) Should plat approval expire in accordance with subdivision laws or regulations, fees must be **resubmitted** along with any plats requiring re-submission.

Amounts of subdivision fees shall be calculated as follows:
Please check all fees that apply.

Standard Plat Review and Inspection Fees (Applicable to all Plats):	
☐Preliminary Plat:	**$200.00 plus $10.00 per lot**
☐Final Plat:	**- No charge -**
Plus, the following additional fees, if applicable:	
Development review fees for OSSF's	
☐Residential plats:	**$200.00 plus $10.00 per lot**
☐Commercial plats & mixed use:	**$300.00 plus $10.00 per lot**
Development review fees for water wells:	**$200 per lot plus testing fees**
If improvements are included/required as part of the plat proposal:	
☐Construction Plan Review and Inspection	**$300.00 plus $5.00 per lot**
For subdivisions impacted by floodplains:	
☐Plats w/H&H Study or LOMC	**$500.00**

*Please note that recording fees are **not** included. Applicant must verify fees with County Clerk at time of recordation.

_____
OWNER/DEVELOPER

Revised 01/26/2026

PART "E": PROCEDURE/RULES

FAILURE TO SUBMIT ALL REQUIRED INFORMATION WILL RESULT IN THE REJECTION OF YOUR APPLICATION FOR PLAT APPROVAL.

COMPLETE APPLICATIONS RECEIVED BY THE AGENDA DEADLINE WILL BE SCHEDULED FOR THE NEXT REGULAR MEETING OF THE PLANNING ADVISORY BOARD. **IT IS THE APPLICANT'S RESPONSIBILITY** TO CONTACT THE PLANNING DEPARTMENT TO FIND OUT WHEN A PLAT IS SCHEDULED FOR CONSIDERATION AND TO OBTAIN ANY COPIES OF THE AGENDA OR STAFF COMMENTS.

A SCHEDULE OF REGULAR MEETINGS AND AGENDA DEADLINE DATES CAN BE OBTAINED FROM THE PLANNING DEPARTMENT. **PLEASE BE ADVISED THAT THE SCHEDULED MEETING DATES ARE SUBJECT TO CANCELLATION WITHOUT NOTICE.** IF YOU ARE SCHEDULING PLACEMENTS ON THE AGENDA, IT IS ADVISABLE TO VERIFY DATES WITH THE PLANNING DEPARTMENT.

ALL ITEMS SUBMITTED BECOME THE PROPERTY OF WEBB COUNTY AND ARE SUBJECT TO THE OPEN MEETINGS ACT.

SUBMITTED BY:

(PRINT NAME)	SIGNATURE

PART "F": PLANNING OFFICE COMMENTS (FOR PLANNING OFFICE USE ONLY)

DATE RECEIVED: _____ **BY:** _____

INFORMATION NOT SUBMITTED:

ADDITIONAL INFORMATION REQUIRED: _____

COMMENTS: _____