

Planning & Zoning Division  
Phone: 409-983-8135  
Fax: 409-983-8137



City of Port Arthur  
300 4th St.  
P.O. Box 1089  
Port Arthur, TX 77641-1089

## PLAT APPLICATION

### APPLICATION TYPE

- Preliminary Plat \$125.00       Final Plat \$125.00       Replat \$125.00       Amending Plat/Minor Plat \$125.00

### PROPERTY OWNER INFORMATION

Property Owner Name

Phone

\_\_\_\_\_

\_\_\_\_\_

Company; if applicable

Email

\_\_\_\_\_

\_\_\_\_\_

Address

City

State

Zip Code

\_\_\_\_\_

### CONSULTANT/ENGINEER INFORMATION

Name

Title & Company/Firm Name

\_\_\_\_\_

\_\_\_\_\_

Phone Number

Agent Email

\_\_\_\_\_

\_\_\_\_\_

Address

City

State

Zip Code

\_\_\_\_\_

### DEVELOPMENT INFORMATION

Description of Request

Acres

Number of lots

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is the property platted?

Yes

Legal Description (include lot, block, subdivision name or current metes and bounds description)

No

\_\_\_\_\_

Existing Zoning & Land Use

Proposed Zoning & Land Use; if applicable

\_\_\_\_\_

\_\_\_\_\_

Address

City

State

Zip Code

\_\_\_\_\_

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## PLAT APPLICATION

### 30-DAY NOTICE FOR PLAT REVIEW/APPROVAL TIMING

\*This is to notify authorized agent(s) and property owner(s) of House Bill 3167 (HB 3167) that all plat applications must be reviewed, approved or denied within thirty (30) days of receipt to the City of Port Arthur Planning & Zoning Division. Signing below acknowledges understanding of the '30-day shot clock' regulation as established by the state of Texas.\*

*\*Signatures must be ORIGINAL and not photocopied when submitted.\**

**Agent Signature**

**Date**

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**Agent Signature**

**Date**

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**Owner Signature**

**Date**

---

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**Owner Signature**

**Date**

---

---

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## PLAT APPLICATION

### AUTHORIZED AGENT

Authorized Agent: if property owner is being represented by an authorized agent, complete the following. I hereby depose and state under the penalties of perjury that all statements, proposals and/or plans submitted with/or contained in this application are true and correct and the application is complete to the best of my knowledge and belief.

*\*Signatures and notary stamp must be ORIGINAL and not photocopied when submitted.\**

Agent Name & Title

Agent Phone

\_\_\_\_\_

\_\_\_\_\_

Agent Email

\_\_\_\_\_

Agent Signature

Date

\_\_\_\_\_

\_\_\_\_\_

Owner(s) Signature

Date

\_\_\_\_\_

\_\_\_\_\_

### **\*NOTARY STATEMENT: ALL SIGNATURES MUST BE NOTARIZED\***

Notary Statement Fee per Ordinance 90-49 is \$125

Before me, the undersigned authority, on this day personally appeared

\_\_\_\_\_  
known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he/she executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal office on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public \_\_\_\_\_

My Commission Expires \_\_\_\_\_

Seal

*\*Signatures and notary stamp must be ORIGINAL and not photocopied when submitted.\**

### STAFF USE ONLY

Application Date:	Fee:	Case No.



## PLAT SUBMITTAL INFORMATION

### SHEET FORMAT ITEMS

### CHECK IF SHOWN

- |  |                          |
|--|--------------------------|
| A. Jefferson County - all sheets 24"x36" (match lines acceptable, two or more sheets require index map on first sheet) | <input type="checkbox"/> |
| B. North arrow on top or left of sheet   | <input type="checkbox"/> |
| C. Locator or vicinity map   | <input type="checkbox"/> |
| D. Scale 1=200' or large   | <input type="checkbox"/> |
| E. Title Block - classification plat   | <input type="checkbox"/> |
| • Subdivision name   | <input type="checkbox"/> |
| • Address (lot & block)  | <input type="checkbox"/> |
| • Date of plat   | <input type="checkbox"/> |
| • Volume and page of ownership   | <input type="checkbox"/> |

### PLAT FORMAT ITEMS

### CHECK IF SHOWN

- |  |                          |
|--|--------------------------|
| A. Property lines  | <input type="checkbox"/> |
| • Bold lines   | <input type="checkbox"/> |
| • Bearings and distances   | <input type="checkbox"/> |
| • Point of beginning - inner lot   | <input type="checkbox"/> |
| • Point of commencing  | <input type="checkbox"/> |
| • Property corners - use open circles  | <input type="checkbox"/> |
| B. Other Information   | <input type="checkbox"/> |
| • Easements (use dashed lines and labels) for applicable dimensions  | <input type="checkbox"/> |
| • Bearings, distances, and curve data (defined by radius, central angle, tangent, arc, distances and bearings) for applicable dimensions                                   | <input type="checkbox"/> |
| • Street and alley right-of-ways (R.O.W.)  | <input type="checkbox"/> |
| ○ Street dedication within plat limits   | <input type="checkbox"/> |
| ○ Street names and ROW width (including centerline dimensions)   | <input type="checkbox"/> |
| ○ Alley dedication within plat limits  | <input type="checkbox"/> |
| • Square footage and acreage   | <input type="checkbox"/> |
| • Sight and visibility easements - 20' off curve   | <input type="checkbox"/> |
| • Identification systems for all lots and blocks   | <input type="checkbox"/> |
| • Identification of the streets, alleys, easements, front building setback lines, parks, other facilities as shown on the plat, and a dedication thereof to the public use | <input type="checkbox"/> |
| • Garage setback line - minimum of 20'   | <input type="checkbox"/> |



## PLAT SUBMITTAL INFORMATION

### PLAT FORMAT ITEMS

### CHECK IF SHOWN

#### C. Boundary lines outside of property being platted

- County lines, if applicable
- City limit lines, if applicable
- Abstract lines and names, if applicable
- Adjacent subdivision name(s) with volumes and pages and with dotted lines of abutting (if adjoining land is not platted it should be shown as such)
- Abutting property owners from Jefferson County Tax Office or Orange County Tax Office
- Show no change in deed restrictions of a submitted replat

#### D. Owner's Certificate

- Metes and bounds description including a calculation of total acreage (must tie to a corner - the original survey abstract of which is a part of Texas State Law)
  - A description of all moments, both found and set, which mark boundaries of the property
  - A description of all control monuments in conducting the survey
- Standard dedication statement (Exhibit "E")
- Owner(s) signature(s) and notarization
- Surveyor
  - Signature
  - Seal
  - Statement by the land surveyor that the survey was performed by him or under his direct responsibility, supervision, and checking
  - Notarization

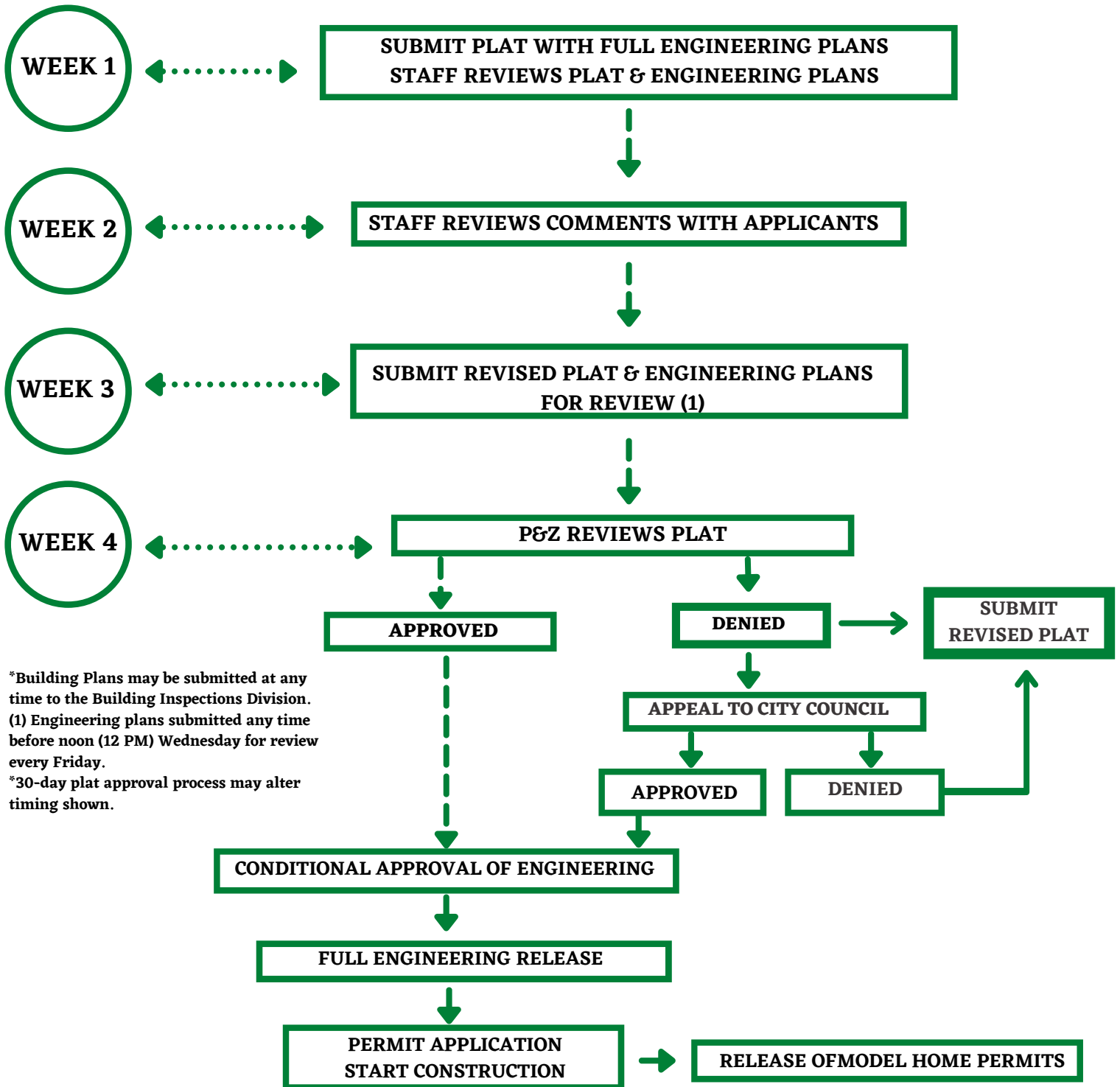
  
  
  
  
  
  
  
  

#### E. Miscellaneous

- Owner(s) name, address and phone number
- Name of the design/survey firm, contact person, address and phone number
- Delineation of the one hundred (100) year floodplain the effective date thereof and the same is subject to change, if applicable
- Closure calculation
- Reproducible reproduction at 8 1/2"x14" of each plat page



# PLAT REVIEW PROCESS



\*Building Plans may be submitted at any time to the Building Inspections Division.  
 (1) Engineering plans submitted any time before noon (12 PM) Wednesday for review every Friday.  
 \*30-day plat approval process may alter timing shown.