



City of Hillsboro
214 East Elm Street / P.O. Box 568
Hillsboro, TX 76645

Community Development

Final Plat Application Instructions

1. Application is received from the applicant or representative along with a PDF of the plat for review purposes and a nonrefundable application fee of \$325 plus a \$100 filing fee. Once the review process is complete, four (4) signed paper copies and one (1) Mylar copy will be required for Final Plats.
2. The final plat shall show on it or be accompanied by the following:
 - A. The exact location, dimensions, name and description of all existing or recorded streets, alleys, reservations, easements, or other public rights-of-way within the subdivision, intersecting or contiguous with its boundary or forming such boundary, with accurate dimensions, bearing or deflecting angles and radii, area, and central angle, degree of curvature, tangent distance and length of all curves where appropriate.
 - B. The exact location, dimensions, description and name of all proposed streets, alleys, drainage structures, parks, other public areas, reservations, easements or other rights-of-way, blocks, lots, and other sites within the subdivision with accurate dimensions, bearing or reflecting angles with radii, area, and central angles, degree of curvature, tangent distance and length of all curves where appropriate.
 - C. The accurate location, material, and approximate size of all monuments.
 - D. Written approval from the City on plans and specifications for water, sewer, paving and drainage.
 - E. All deed restrictions that are to be filed with the plat shall be shown on or filed separately with the plat.
 - F. Statement that all taxes have been paid up to current date and for all previous years.
 - G. Plan-profile sheets of all proposed streets, sanitary and storm sewers, with grades, pipe sizes, manholes, cleanouts, inlets and vaults indicated.
 - H. Water layout sheet showing an overall plan of the proposed water distribution system showing pipe sizes and the location of valves, fire hydrants, and water service lines.
 - I. Sewer layout sheet showing an overall plan of the proposed sewage collection system showing pipe sizes, the location of manholes, cleanouts and sewer service lines.
 - J. Two (2) complete sets of construction plans and specifications for water, storm sewer, streets and drainage, which have been prepared by an engineer and each sheet of which shall bear the seal and signature of an engineer.
 - K. Owner's acknowledgement of the dedication to public use of all streets, alleys, parks, and other public places shown on such plat as follows:

STATE OF TEXAS)
COUNTY OF _____) OWNER'S ACKNOWLEDGEMENT AND DEDICATION

I (we) the undersigned, owner(s) of the land shown on this plat within the area described by metes and bounds as follows:

(Metes and Bounds Description of Boundary)

and designated herein as the _____ subdivision to the City of Hillsboro, Texas, and whose name is subscribed hereto, hereby dedicated to the use of the public forever all streets, alleys, parks, water courses, drains, easements, right-of-way and public places thereon shown for the purpose and consideration therein expressed.

Owner

STATE OF TEXAS)
COUNTY OF _____) OWNER'S ACKNOWLEDGEMENT AND DEDICATION

BEFORE ME, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein stated.

Given under my hand and seal of office this _____ day of _____ 20____.

Notary Public _____ County, Texas

L. Statements from the Planning and Zoning Commission and City Council that the final plat has been approved by such Council as follows:

THE PLANNING AND ZONING COMMISSION OF HILLSBORO, TEXAS ON _____, 20___ VOTED AFFIRMATIVELY TO ADOPT THIS PLAT AND APPROVE IT FOR FILING OF RECORD.

BY: _____
Chairman

ATTEST: _____
Secretary

THE CITY COUNCIL OF HILLSBORO, TEXAS ON _____, 20___ VOTED AFFIRMATIVELY TO ADOPT THIS PLAT AND APPROVE IT FOR FILING OF RECORD.

BY: _____
Mayor

ATTEST: _____
City Secretary

M. A certification by the surveyor or engineer responsible for the preparation of the final plat and supporting data, attesting to its accuracy as follows:

STATE OF TEXAS) CERTIFICATE OF SURVEYOR OR ENGINEER
COUNTY OF _____) WHO PREPARED PLAT

I, the undersigned, a (registered professional engineer/public surveyor) in the State of Texas, hereby certify that this plat is true and correct and was prepared from an actual survey of the property made under my supervision on the ground.

(Engineer or Surveyor’s Seal)

Registered Professional Engineer or
Registered Public Surveyor

3. Notice of the Planning and Zoning Commission meeting is posted in the Reporter Newspaper before the next meeting. The meetings are scheduled for the second and fourth Monday of each month. A meeting is not held if there are no items for consideration.
4. The Planning and Zoning Commission reviews the application and hears public comments on the application at their meeting and forwards their recommendation to the City Council.
5. The City Council reviews the application and hears public comments at their next regular meeting. The City Council meets every first and third Tuesday. The Council votes on a resolution to either approve or disapprove the application.

Questions regarding the final plat process can be directed to Richard S. Reinhardt, Jr. at (254) 582-2119. Email: reinhardt@hillsborotx.org



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Hillsboro, TX 76645
Community Development

Final Plat Application

File No _____

Date _____

1. Name of Applicant _____

2. Applicant's Address _____

3. Telephone Number Home _____ Work _____

4. Name and Address of Representative _____
(If different from Applicant)

5. Representative Telephone Number _____

6. Subdivision Name _____

7. Subdivision Legal Description _____

8. Names of utility companies that provide service to the area being platted
(Attach letters of consent):

1. _____

2. _____

3. _____

Property Owner/ Representative Signature

Filing Fee: \$325.00 per plat, plus \$100.00 recording fee with Hill County Clerk
(Non-Refundable)