



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

Community Development

Preliminary 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 \$250 plus \$2 per lot. Once the review process is complete, four (4) signed paper copies.
2. The preliminary plat shall show on it or be accompanied by the following:
 - A. The proposed name of the subdivision.
 - B. North point, scale and date.
 - C. The names and addresses of the developer and of the surveyor.
 - D. The tract designation, acreage, and other description according to the Official Public Records of Hill County, Texas.
 - E. The boundary line (accurate in scale) of the tract to be subdivided.
 - F. The names of adjacent subdivisions or the names of record owners of the adjoining parcels of unsubdivided land.
 - G. The location, widths, and names of all existing or platted streets or other public ways within or adjacent to the tract, existing permanent buildings, and other important features, such as section lines, political subdivisions or corporate lines.
 - H. All parcels of land intended to be dedicated for public use or reserved in the deeds for the use of all property owners in the proposed subdivision.
 - I. A drainage layout of the property including:
 - a. Contour lines on a basis of five (5) vertical feet in terrain with a slope of two (2) percent or more, and on a basis of two (2) vertical feet in terrain with a slope of less than two (2) percent.
 - b. Calculation of drainage areas affecting the property to be platted with design frequency, criteria for run-off, and run-off in c.f.s.
 - J. The layout and widths of proposed streets, alleys, and easements, including lot and block identification and street names.
 - K. The location, size and depth of all existing utilities shall be shown.
 - L. The proposed plan for location and size of utility lines to be constructed in the subdivision.
 - M. 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

N. Statements from the Planning and Zoning Commission and City Council that the Preliminary Plat has been approved by such Council as follows:

THE PLANNING AND ZONING COMMISSION OF HILLSBORO, TEXAS ON _____, 20__ VOTED AFFIRMATIVELY TO RECOMMEND CONDITIONAL APPROVAL OF THIS PLAT, SUBJECT TO THE CONDITIONS ENUMERATED IN THE MINUTES OF THIS DATE.

BY: _____
Chairman

ATTEST: _____
Secretary

THE CITY COUNCIL OF HILLSBORO, TEXAS ON _____, 20__ VOTED AFFIRMATIVELY TO RECOMMEND CONDITIONAL APPROVAL OF THIS PLAT, SUBJECT TO THE CONDITIONS ENUMERATED IN THE MINUTES OF THIS DATE.

BY: _____
Mayor

ATTEST: _____
City Secretary

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



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Preliminary 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: \$250.00 plus \$2 per lot
(Non-Refundable)