



**City of Needville**  
9022 Main Street  
Needville, Texas 77461  
Phone: 979.793.4253  
Fax: 979.793.6055

## **SUBDIVISION / PLANNING** **SUBMITTAL INSTRUCTIONS**

1. ALL requests, submittals and written responses made pursuant to Chapter 78 - Subdivisions of the City of Needville Code of Ordinances will be received at City Hall, 9022 Main Street, Needville, Texas 77461. Times and dates for receipt of information are subject to closure of City Hall for holidays and other circumstances beyond the City's control.
2. Submittals must be made by the Applicant (the Landowner) or the Applicant's Agent (letter of authorization required). Complete Submittals must include: Application for Subdivision Approval, Subdivision Fee Worksheet, and Subdivision Submittal Checklist.
3. Submittals will be received between 9:00 am to 11:30 am and 1:30 pm to 4:00 pm on the 27<sup>th</sup> day (Tuesday) through the 25<sup>th</sup> day (Thursday) before the next proposed Planning Commission meeting. (See calendar for submittal dates.)
4. Submittals that do not include complete and accurate information identified in the Application Checklist will be rejected by the City. Upon receipt of a submittal, the City will review the submittal for completeness and notify the Applicant's Agent that the submittal is accepted as complete or rejected due to being incomplete, no later than the 19<sup>th</sup> day before the next scheduled Planning Commission meeting. (See calendar for submittal dates.)
5. All rejected submittals will be disposed of by the City if not retrieved by the Applicant or the Applicant's Agent within one (1) week of the City's notice that the submittal is rejected due to being incomplete.
6. Written responses by the Applicant (as defined in the Local Government Code) regarding approvals with conditions or disapprovals of a plat or plan submittal will be received between 9:00 am to 11:30 am and 1:30 pm to 4:00 pm on the 14<sup>th</sup> day before the next scheduled City Council meeting.
7. The City and or the City Engineer will review each submittal that has been accepted as complete by the City and provide a Memorandum of the review to the Planning Commission prior to the meeting. A copy of the Memorandum will be provided to the Applicant's Agent upon finalization, but not later than noon of the day of the scheduled Planning Commission meeting.
8. Engineering construction plans will be received between 9:00 am to 11:30 am and 1:30 pm to 4:00 pm on the 27<sup>th</sup> day (Tuesday) through the 25<sup>th</sup> day (Thursday) before the next proposed Planning Commission meeting. (See calendar for submittal dates.)



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**PLANNING COMMISSION**  
**SUBMITTAL SCHEDULE**

Proposed Meeting Date *	Submittal Date Start (Tuesday) *	Submittal Date End (Thursday) *	Completeness Notification Date *
Monday, January 9, 2023	December 13, 2022	December 15, 2022	December 21, 2022
Monday, February 6, 2023	January 10, 2023	January 12, 2023	January 18, 2023
Monday, March 6, 2023	February 7, 2023	February 9, 2023	February 15, 2023
Monday, April 3, 2023	March 7, 2023	March 9, 2023	March 15, 2023
Monday, May 1, 2023	April 4, 2023	April 6, 2023	April 12, 2023
Monday, June 5, 2023	May 9, 2023	May 11, 2023	May 17, 2023
Monday, July 10, 2023	June 13, 2023	June 15, 2023	June 21, 2023
Monday, August 7, 2023	July 11, 2023	July 13, 2023	July 19, 2023
Monday, September 11, 2023	August 15, 2023	August 17, 2023	August 23, 2023
Monday, October 2, 2023	September 5, 2023	September 7, 2023	September 13, 2023
Monday, November 6, 2023	October 10, 2023	October 12, 2023	October 18, 2023
Monday, December 4, 2023	November 7, 2023	November 9, 2023	November 15, 2023
Monday, January 8, 2024	December 12, 2023	December 14, 2023	December 20, 2023
Monday, February 5, 2024	January 9, 2024	January 11, 2024	January 17, 2024

\* Proposed Dates are subject to change.

Date: 01.09.2023



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**APPLICATION FOR  
 SUBDIVISION APPROVAL**

Mark type of Submittal:

- |   |  |
|---|--|
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Final Plat      |
| <input type="checkbox"/> Replat           | <input type="checkbox"/> Short Form Plat |
| <input type="checkbox"/> Land Plan        | <input type="checkbox"/> Other _____     |

1. Name of Subdivision: \_\_\_\_\_

2. Name of Land Plan that encompasses this plat: \_\_\_\_\_

3. Applicant Name (If business, list chief officer): \_\_\_\_\_

Address: _____	Telephone: _____
(Street)	(City,State/Zip)
Fax No: _____	Email: _____

4. Applicant's Agent (Company & Individual): \_\_\_\_\_

Address: _____	Telephone: _____
(Street)	(City,State/Zip)
Fax No: _____	Email: _____

5. Is Plat Inside City Limits?    Yes    No                      Inside ETJ?                      Yes    No

6. Type of Plat:            Apartment                      Townhouse                      Commercial                      Industrial  
                                  Planned Unit Development                      Standard Single Family Residential  
                                  Other (Explain): \_\_\_\_\_

7. Total Acreage: \_\_\_\_\_                      8. # of Sections: \_\_\_\_\_                      9. # of Blocks: \_\_\_\_\_

10.# of Residential Lots or # of Dwelling Units: \_\_\_\_\_                      11. # of Reserves: \_\_\_\_\_

12. Total Acreage of Areas Not Divided into Lots (Reserved for other land uses): \_\_\_\_\_

13. Lot Information    Ave. Dimensions: \_\_\_\_\_                      Ave. Square Footage: \_\_\_\_\_                      Total Number: \_\_\_\_\_

14. Block Length:            Average: \_\_\_\_\_                      Longest: \_\_\_\_\_                      Shortest: \_\_\_\_\_

15. Public Streets?    Yes    No            Private Streets?    Yes    No            Combination Public/Private?    Yes    No

16. Sanitary System:            Public?            Yes    No                      Septic Tanks?            Yes    No

Name of Municipal Utility District: \_\_\_\_\_

Address: _____	Telephone: _____
(Street)	(City,State/Zip)
	Email: _____

17. Land Distribution (in acres):	Private Street: _____	Public Street: _____
	Private Common Areas: _____	Reserves: _____
	Public Park Land: _____	Drainage: _____
	Lots, Net: _____	<b>Total:</b> _____

<b>FOR CITY USE</b>	<b>TOTAL FEE COLLECTED:</b> _____
<b>(Initial &amp; Date):</b> _____	



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## SUBDIVISION FEE WORKSHEET

Application Type	# of Lots	X	Per Lot	+	Acres not in Lots	X	Per Acre	=	Sub-Total	+	Base Fee	=	Total Fee
Land Plan		X	\$2	+		X	\$10	=		+	\$1,300	=	
Preliminary Plat		X	\$6	+		X	\$30	=		+	\$1,300	=	
Final Plat, Replat & Short Form Plat		X	\$12.50	+		X	\$80	=		+	\$1,500	=	
Minor Plat	Flat Fee										\$1,000	=	
Vacating Plat	Flat Fee										\$1,000	=	
Amending Plat	Flat Fee										\$1,000	=	
Extension of Plat Approval	Flat Fee										\$300	=	
Exemption from Platting	Flat Fee										\$300	=	

**NOTES:**

1. Lots are Residential Lots, including single-family, duplex, and townhomes lots. All other tracts and reserves are computed on a per acre basis.
2. All acreages will be rounded up to the nearest whole number. For example, 10.6541 acres would be rounded to 11 acres and 10.0541 acres would be rounded to 11 acres.
3. Plat Recordation Fees shall be paid separately by the Applicant at the rates charged by Fort Bend County.
4. Construction plan review and construction fees shall be paid based on the City's current fee schedule at the time of submittal.



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**SUBDIVISION SUBMITTAL  
CHECKLIST**

**SUBDIVISION APPLICATION SUBMITTAL ITEMS CHECKLIST**

# Copies	Revd by City	Information / Document Required	Land Plan	Preliminary	Final
15		Plat / Land Plan application form	X	X	X
15		Prints of Plat / Land Plan - 24" X 36" (folded to fit 10" X 15" mailing envelope w/ title block visible)	X	X	X
15		Plat / Land Plan reductions - 11" X 17" (folded)	X	X	X
1		Application fee	X	X	X
1		Subdivision Fee Worksheet	X	X	X
5		Copies of letters showing that Plat / Land Plan has been sent to utility companies and other entities for review		X	
5		Preliminary drainage & detention system layout	X		
5		Preliminary drainage plan and calculations		X	
5		Preliminary utility plan and calculations		X	
5		Alphabetized list of street names		X	X
5		Encumbrance certificate		X	
5		Current title opinion or City Planning Letter (max 45 days old)			X
5		Metes and bounds description signed and sealed by surveyor			X
5		Copy of current tax certificates or receipts (City, County, School District, MUD, LID, ESD, other)			X
5		Restrictive Covenants (paper and digital format in MS Word required)		X	X
5		Letter from Drainage District approving outfall drainage			X
5		Receipt or letter from Drainage District stating impact fees paid			X
1		Electronic copy of Plat / Land Plan & ALL required documents	X	X	X

**RECORDED FINAL PLATS CHECKLIST**

# Copies	Information / Document Required
1	1:100 mylar of recorded plat
5	1:100 prints of recorded plat
1	Electronic copy of recorded plat (in AutoCAD format; either DWG or DXF File) and PDF of recorded Plat
1	Electronic copy of recorded restrictive covenants
1	Paper copy of recorded restrictive covenants
5	Paper copy of recorded plat with approved addresses on all parcels/lots
1	Payment of Fees (if applicable)

Electronic copies and data shall be submitted in the required format on a flash drive or as otherwise required by the City. Recorded Final Plat Checklist items shall be accepted by the City prior to beginning construction or Issuance of a Building Permit.