



# CITY OF RIESEL

## Subdivision Plat Application

City of Riesel · Development Services Department · (254) 896-6501  
104 N. Hwy 6 · PO Box 249 · Riesel, Texas · 76682

**Preliminary Plat**  
(\$405 + \$5/Lot + \$1,000 Deposit 6 lots or less  
\$2,500 deposit for 7 lots or more)

**Minor Plat**  
(\$350 + \$1,000 Deposit 6 lots or less \$2,500  
deposit for 7 lots or more)

**Final Plat**  
(\$500 + \$10/Lot + \$1,000 Deposit 6 lots or less  
\$2,500 deposit for 7 lots or more)

**Replat or Amended Plat**  
<10 lots (\$350 + \$5/Lot + \$1,000 Deposit)  
>10 lots(\$450 + \$10/Lot + \$1,000 Deposit)

**Name of Applicant:** \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

**Name(s) of Property Owner(s):** \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Primary Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

**Name of Proposed Plat:** \_\_\_\_\_

Location of Property to be Platted: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Number of Lots: \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Printed Name: \_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Printed Name: \_\_\_\_\_

*NOTE: An application is not deemed filed pursuant to Texas Local Government Code Chapters 212 & 232 until all prerequisite authorizations and all documents required by and prepared in accordance with the requirements of the City of Riesel Subdivision Regulation Ordinance #2021-05 are complete and received by the City of Riesel.*

**SUBMIT DIGITAL PLAT APPLICATIONS TO:** Alisha Flanary at [citysecretary@cityofrieseel.org](mailto:citysecretary@cityofrieseel.org)

Intake Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Received by: \_\_\_\_\_

Amount Paid: \$ \_\_\_\_\_ MO #: \_\_\_\_\_ Receipt #: \_\_\_\_\_

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## Subdivision Plat Application CHECKLIST

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*Subdivision Plat requirements are outlined in City of Riesel Subdivision Ordinance #2021-05*

*The following items are required for subdivision plat application submittals:*

- Completed Subdivision Plat Application
  - Application must be signed by the property owner, or in the case of a corporation or partnership, documentation must be provided authorizing a single party to sign on behalf of the corporation or partnership
  
- Application Fee – *varies based on type of plat*
  - Cashier's check, money order, or credit card; payable to the City of Riesel
  - Deposit for professional & engineering fees (See Ordinance #2023-01)
  
- Plat Drawing, including the following information:
  - Proposed name of subdivision
  - Date, scale, location map, and north arrow
  - Owners' names and property lines of property within 300 feet of plat boundary
  - Lot area, width, and depth
  - The location of all public utility and drainage easements
  - Proposed street names
  - Location of any floodplain or floodway
  - Dedication statements
  - Applicable signature blocks

*The following items are required prior to recordation of the plat:*

- Two (2) signed originals (18" x 24") of the plat
- One (1) signed MYLAR original (18" x 24") of the plat
- Tax Certificates from McLennan County Tax Office
  - Tax certificate shall show a zero balance
  
- City Council Approval