

**CITY OF MISSION
SUBDIVISION APPLICATION**

	PLAT FEES
Name: _____	10 ACRES OR LESS.....\$150
Address: _____	11-50 ACRES.....\$200
City: _____	51 + ACRES.....\$300
Phone: _____	P&Z Date: _____ City Council Date: _____

Urban (City) _____ Suburban ETJ _____ Rural ETJ _____
 Zone: _____ Water Dist. _____ School Dist. _____
 # of Lots: Residential _____ Non-Residential _____ Common Areas/Lots _____
 Water CCN: SWSC _____ LJWSC _____ MUD _____

<u>WATER</u>		<u>SEWER</u>	
_____ L. F. of _____	Water	_____ L. F. of _____	Sewer Lines
Lines		_____ L. F. of _____	Sewer Lines
_____ L. F. of _____	Water	Lift Sta: _____	N/A-Septic Use: _____
Lines		Other: _____	
Other: _____			
Suburban ETJ Only: MSR cost of water meters & Membership costs \$ _____		Suburban ETJ Only: MSR cost of Septic Tanks \$ _____	

<u>STREETS</u>		<u>STORM SEWER</u>	
_____ L. F. of _____	Wide Streets	_____ L. F. of _____	Storm
Lines		_____ L. F. of _____	Storm
_____ L. F. of _____	Wide Streets	_____ L. F. of _____	Storm
Lines		_____ L. F. of _____	Storm
Other: _____		Lines	

Filing Fee: \$ _____ Receipt #: _____
 *Non-Refundable

 Owner/Agent

 Date

Memo

To: TO ALL ENGINEERING FIRMS
From: CITY OF MISSION – PLANNING DEPARTMENT
Date: 12/17/2008
Re: POLICY CHANGES REGARDING SUBDIVISIONS

Effective January 1, 2005, a CD in AUTOCAD MAP 2000 format must accompany all new subdivision submittals **on the date the plat is forwarded for review**. The CD must include the utilities sheet (water, sewer, storm, streets) and plat layout. **Six complete sets stapled and folded** are to be submitted as well. Un-stapled and un-folded submittals will not be accepted – no exceptions. The DEADLINE to submit a new subdivision or revisions for review by staff is Monday by Noon.

These changes are hereby made to expedite staff's review of the subdivisions filed, and to ensure uniform enforcement of the provisions noted above. Other standard requirements for subdivision submittals are: 1.) a completed application and filing fee, 2.) a drainage report must accompany the plat, and 3.) an affidavit executed by the land owner authorizing the engineering firm or another individual to submit the plat on their behalf is also required.

Attached herewith are copies of the new rezoning and subdivision application forms for your convenience. Feel free to reproduce as many copies as you like. If you have any questions call the Planning Department at 580-8672.