



Development Services

20025 Highway 6, Manvel, Texas | City Hall | Office: 281-0630 | Fax: 281-489-0634

PLAT SUBMITTAL REQUIREMENTS

Required Documents	Master Plan	Preliminary Plat	Final Plat, Replat, Minor Plat, Amending Plat, Development Plat
	# of Copies	# of Copies	# of Copies
Complete Plat Application Form (and Response Letter, if applicable)	3	3	3
24" x 36" Plat Copies - Folded with Title Blocks Visible	3 copies at the time of initial submittal for all plats 11 copies upon resubmittal with 2 signed mylar copies		
MUD Annexation Letter (if applicable)	3	3	3
Utility Layout	--	2	--
City Approved Preliminary Drainage Plan	--	2	--
City Approved Drainage Plan	--	--	2
Proof of Preliminary Drainage Plan Submittal to Drainage District	--	3	--
Proof of Drainage Plan Submittal to Drainage District	--	--	3
Approved Construction (Infrastructure) Plan	--	--	3
Proof of notice to utility companies and other applicable entities	--	3	--
No objection letters from utility companies and all applicable entities	--	--	3
Copy of Current Title Report/City Planning Letter	--	--	3
Copy of Paid, Certified Tax Certificate (tax certificate legal acreage must be equal to or greater than plat acreage)	--	--	1
Traffic Impact Analysis (if applicable)	3	3	3
Copy of Easements filed by separate instrument (if applicable)	--	3	3
Approved Master Plan (if applicable)	3	3	3
Copy of Previously Recorded Plat (if applicable)	1 CD or Flash Drive		
Owner's Verification Letter Confirming Compliance with Recorded Deeds and Restrictions (only Replats and Partial Replats)	--	--	1
Electronic PDF Copy of Submittal Package, including *.dwg (AutoCAD) file of the proposed plat (if applicable)	1	1	1

The Planning, Development, and Zoning Commission (PD&Z) meetings are held at 20031 Highway 6 (Manvel City Hall), Manvel, Texas 77578 at 7:00 p.m.

*Plat submittal packages will be accepted on the submittal deadline date **ONLY**, and no later than 12:00 p.m.*