



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
Signed Plat Application & Agenda Request Form	PDF Only		
Response Letter (final submittal & resubmittal)	PDF Only		
24" x 36" Plat Copy	<u>Initial Submittal: PDF copy</u> at the time of Initial Submittal for all plats.		
	<u>Final Submittal & Resubmittals: 1 paper copy</u> folded with Title Blocks Visible; 2 signed mylar copies; and PDF copy of signed mylar. Board Mounted Prints upon final approval for Master Plans .		
Paid, Certified Original Tax Certificate (tax certificate legal acreage must be equal to or greater than plat acreage) from Brazoria County and MUD (if applicable)	--	--	Original document & PDF Copy
MUD Annexation Letter (if applicable)	PDF Only		
Phasing Plan/ Schedule (if applicable)*	PDF Only	PDF Only	
Utility Layout*	--	PDF Only	--
Preliminary Drainage Plan (if applicable)	--	PDF Only	--
Proof of Preliminary Drainage Plan Submittal to Drainage District*	--	PDF Only	--
Approved Construction (Infrastructure) Plan (if applicable)	--	--	PDF Only
Approved Drainage Plan (if applicable)	--	--	PDF Only
Proof of Drainage Plan Submittal to Drainage District*	--	--	PDF Only
Proof of notice to utility companies (CPE, Comcast etc.,) and other applicable entities	--	PDF Only	--
No objection letters from utility companies (CPE, Comcast etc.,) and all applicable entities	--	--	PDF Only
Copy of Current Title Report/CPL	--	--	PDF Only
Traffic Impact Analysis (if applicable) *	PDF and 3 paper copies		
Copy of Easements filed by separate instrument (if applicable)	--	PDF Only	
Approved Master Plan (if applicable) *	PDF Only		
Copy of Previously Recorded Plat (if applicable)	PDF Only		
Owner's Verification Letter Confirming Compliance with Recorded Deeds and Restrictions (only Replats and Partial Replats)	--	--	PDF Only
ArcGIS Shapefiles/ CAD *.dwg Files	Electronic file via email		
<p>Send electronic files via email to permits@cityofmanvel.com Paper copy submittal at: 20031 Highway 6 (Manvel City Hall), Manvel, Texas 77578</p>			

IMPORTANT: Review "Plat Submittal Schedule" available of City of Manvel website (Planning Dept page) for submittal dates, PD&Z Commission meeting dates and other relevant information.

*Indicates document not required per Section 62-120 (Proposition B by City Election held on May 6, 2023).

Submittal packets will be accepted on the specified date **ONLY**, and **no later than 12:00 p.m.** For **Friday submittal** dates, submittal packets will be accepted **no later than 11:00 am.**