



DEVELOPMENT SERVICES

20025 HIGHWAY 6
 MANVEL, TX 77578
 P: 281-489-0630

FEE CALCULATION WORKSHEET

PLAT TYPE	APPLICATION FEE	BASE FEE	No. ACRES	No. LOTS		TOTALS
Master Plan	\$1,000.00	--	50 to 100	--	=	\$1,000.00
	\$2,000.00	--	101+	--	=	\$2,000.00
Final Plat	\$750.00 + \$25/lot & \$15/ac (or fraction in reserves)	\$750.00	+ ____ acres	+ ____ lots	=	\$ _____.____
Replat	\$750.00 + \$75 ad fee & \$1 per mailing	\$750.00	--	--	=	\$ _____.____
Development Plat	\$750.00 + \$15/ac	\$750.00	+ ____ acres	--	=	\$ _____.____
Preliminary Plat	\$750.00 + \$10/lot & \$15/ac (or fraction in reserves)	\$750.00	+ ____ acres	+ ____ lots	=	\$ _____.____
Minor or Amending Plat	\$500.00	--	--	--	=	\$500.00
Preliminary Plat Extension	--	--	--	--	=	No Cost
Proposition B Plat	--	--	--	--	=	No Cost



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SUBMITTAL CHECKLIST

So that we may efficiently review your project in a timely manner, it is important that all required documents and fees listed on the “**Submittal Checklist**” below are submitted with your application. One or more of the required documents may be waived due to the nature of the development; however, it is incumbent upon the applicant to inquire about these documents for your project **before** submitting an application. Answers to plat applications can be obtained by attending a pre-development meeting with our Development Review Committee (DRC) prior to submitting a formal application. Submit the application and accompanying documents to the Permits Department per the [Plat Submittal Requirements Checklist](#) and [Plat Submittal Schedule](#).

PLAT SUBMITTAL CHECKLIST ITEMS	PLEASE CHECK
Completed Plat Application (with all signatures)	
Agenda Request Form (if applicable)	
PDF Copy of Plat	
Paid, Certified Original Brazoria County Tax Certificate and MUD (if applicable)	
MUD Annexation Letter (if applicable)	
Phasing Plan / Schedule (if applicable) *	
Utility Layout (if applicable) *	
Preliminary Drainage Plan (if applicable)	
Proof of Preliminary Drainage Plan Submittal to Drainage District*	
Approved Construction (infrastructure) Plan (if applicable)	
Approved Drainage Plan (if applicable)	
Proof of Drainage Plan Submittal to Drainage District*	
Proof of notice to utility companies (CPE, Comcast etc.,) and other applicable entities	
No objection letters from utility companies (CPE, Comcast etc.,) and all applicable entities	
Copy of Current Title Report/CPL	
Traffic Impact Analysis (if applicable) *	
Copy of Easements filed by separate instrument (if applicable)	
Approved Master Plan (if applicable) *	
Copy of Previously Recorded Plat (if applicable)	
Owner’s Verification Letter Confirming Compliance with Recorded Deeds and Restrictions (only Replats and Partial Replats)	
ArcGIS Shapefiles/ CAD *.dwg Files	
Paid Application Fee	

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



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APPLICANT CERTIFICATION

By signing below, I acknowledge that I have reviewed the Submittal Checklist and have included the required submittal items and reviewed them for completeness and accuracy. I also acknowledge that my application will be rejected if it is deemed incomplete.

Applicant Signature

Date



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LETTER OF AUTHORIZATION

Have property owner complete and sign, if applicant differs from property owner.

Owner Name

Owner Address

Owner City, State Zip

Date

Development Services Department
20025 Highway 6
Manvel, TX 77578

Dear City of Manvel Development Services,

I, _____, certify that I am the owner of the project property located at _____ and that the forgoing statements and answers made and all data, information, and evidence herewith submitted are in all respects to the best of my knowledge and belief, true, and correct. I appoint _____ with the company _____ (if applicable) to act as my representative for this project. I agree to be responsible for payment of bills due to the City of Manvel related to this application. Furthermore, I understand that any material misrepresentation of this application, failure to comply with ordinances, and /or failure to remit payment for services can lead to delays in this project – up to and including rejecting the project and forfeiting any fees paid.

Please contact me directly at _____ if you have any questions.

Sincerely,

Owner Name _____

Owner Signature _____