

PLANNING AND ZONING CHECK LIST



105 Ballard Drive • Lindale, TX 75771 • 903.882.6861 • 903.881.8170 (fax)

www.lindaletx.gov

FOR SUBMITTAL OF A SUBDIVISION OF LAND OR REPLAT OF A SUBDIVISION IN THE CITY OF LINDALE OR IN THE CITY'S EXTRATERRITORIAL JURISDICTION

Please make sure you have all items listed below and completed before you submit your application to Planning and Zoning.

- A completed application shall be submitted 10 days prior to a Planning and Zoning Meeting
- We will not accept any incomplete applications.

CHECK LIST:

- _____ Completed Application for a subdivision of land or replat of a subdivision
- _____ Certified Tax Certificates showing all property taxes have been paid to the current year
- _____ Final Plat Fee Paid by cash, check, or credit card
- _____ Preliminary Plat/Final Plat Submitted
- _____ (2) Final Plat Mylar's submitted (18 x 24)

In order for your plat to be legally recorded and filed with the City of Lindale the following requirements have to be followed:

- Within fifteen days after the Final Plat is released for recording by the Administrative Officer, the owner of the property shall cause the Final Plat and related documents including easements and Dedicatory instruments to be recorded in the records of the Smith County Clerk's Office.
- Within thirty days after the Final Plat has been released for recording with Smith County, the owner of the property shall provide to the City of Lindale one certified copy of the recorded Final Plat.

Certificate of Action by Planning and Zoning Commission on a Subdivision Application



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Applicant/Contact: _____ Date: _____

Name of Subdivision: _____ () Subdivision Plat () Replat

Address: _____ Total Acreage: _____ # Lots: _____

Type of Subdivision: () Residential () Non-residential Located in the () City Limits () ETJ

Property Owner: _____ Phone: _____

Address: _____ City/State/ Zip _____

Land plan

Date submitted to the Commission: _____

Date reviewed by the Commission: _____

Preliminary Subdivision Plat

Date submitted to the Commission: _____

Date decided: _____

The Preliminary Plat was:

() Approved
() Approved conditioned on the following changes or additions to be included in the Final Plat to be submitted to the Commission _____

() Disapproved. The following changes or additions must be made to the Preliminary Subdivision Plat before the Plat is resubmitted to the Commission: _____

P & Z Chairman

The Final Plat was:

() Approved
() Approved conditioned on the following changes or additions to be included in the Final Plat before it is submitted to the City Council: _____
() Disapproved

P & Z Chairman