



CITY OF SOCORRO PLANNING & ZONING DEPARTMENT SUBDIVISION APPLICATION

SECTION 1: APPLICATION TYPE

TYPE OF APPLICATION:

MASTER PLAN

REPLAT

PRELIMINARY PLAT

AMENDING PLAT

FINAL PLAT

SECTION 2: APPLICANT INFORMATION

NAME OF APPLICANT: _____

FIRM: _____

APPLICANT MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL: _____ PHONE: _____

SECTION 3: OWNER INFORMATION

NAME OF OWNER(S): _____

OWNER MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL: _____ PHONE: _____

SECTION 4: ENGINEER INFORMATION

NAME OF OWNER: _____

OWNER MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

EMAIL: _____ PHONE: _____

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SECTION 5: PROJECT INFORMATION

NAME OF SUBDIVISION: _____

SUBDIVISION STREET LOCATION: _____

LEGAL DESCRIPTION: _____

SIZE OF AREA TO BE SUBDIVIDED IN ACRES: _____

WHAT IS THE REASON FOR THE SUBDIVISION: _____

CURRENT ZONING: _____ OR IS THE PROPERTY IN THE ETJ: _____

WILL APPLICANT BE REQUESTING A REZONING:

YES; TO WHAT ZONING CLASSIFICATION _____ NO
(A SEPERATE APPLICATION IS REQUIRED FOR A REZONING)

WILL APPLICANT BE REQUESTING A VARIANCE:

YES NO

IF REQUESTING A VARIANCE, WHAT IS THE REASON FOR THE VARIANCE: _____

PROPOSED LAND USES:

	ACRES	SITES		ACRES	SITES
SINGLE FAMILY			OFFICE		
DUPLEX			STREET / ALLEY		
APARTMENT			INSTITUTIONAL		
MOBILE HOME			OTHER (SPECIFY)		
P.U.D.					
PARK SITE					
POND SITE					
SCHOOL					
COMMERCIAL			TOTAL # OF SITES		
INDUSTRIAL			TOTAL ACREAGE		

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NUMBER OF LOTS / UNITS: SINGLE-FAMILY _____ MULTI-FAMILY _____

COMMERCIAL LOTS _____ OTHER _____

WHICH PUBLIC IMPROVEMENTS WILL BE INSTALLED IN THE DEVELOPMENT:

PAVEMENT		WATER LINES	
SIDEWALKS		STREET NAME SIGNS	
CURBS & GUTTERS		PROTECTIVE FENCE	
STORM SEWER		GUARDRAILS	
FLOOD RETENTION POND		STREET LIGHTS	
FIRE PROTECTION		PARK SITE(S)	
SURVEY MONUMENTS		ELECTRIC LINES	
SANITARY SEWER		OTHER (SPECIFY)	

WHAT TYPE OF TELEPHONE EASEMENTS ARE PROPOSED:

Underground _____ Overhead _____ Both _____

WHAT TYPE OF ELECTRICAL EASEMENTS ARE PROPOSED:

Underground _____ Overhead _____ Both _____

WHAT TYPE OF CABLE TV EASEMENTS ARE PROPOSED:

Underground _____ Overhead _____ Both _____

WHAT TYPE OF DRAINAGE IS PROPOSED: _____

REMARKS/EXPLANATION OF SPECIAL CIRCUMSTANCES: _____

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SECTION 6: CERTIFICATIONS & SIGNATURES

ENGINEER'S CERTIFICATION

- I am authorized to practice Engineering in the State of Texas.
- I am responsible for the preparation of the engineering portions of the plan or plat submitted.
- All engineering information shown on the plan or plat is accurate and correct.
- The plat or plan comply with Chapter 38 of the City of Socorro Municode, as amended, and all other applicable City and El Paso County codes, ordinances, and rules, except for specific variances and waivers from the above regulations that are identified and requested.

Engineer's Signature

Date

SURVEYOR'S CERTIFICATION

- I am authorized to practice Surveying in the State of Texas.
- I am responsible for the preparation of the surveying portions of the plan or plat submitted.
- All surveying information shown on the plan or plat is accurate and correct.
- The plat or plan comply with Chapter 38 of the City of Socorro Municode, as amended, and all other applicable City and El Paso County codes, ordinances, and rules, except for specific variances and waivers from the above regulations that are identified and requested.

Surveyor's Signature

Date

PROPERTY OWNERS CERTIFICATION

I, _____ have checked for any information that may affect the review of this project and application to include, but not limited to the following: subdivision plat notes, deed notes, deed restrictions, restrictive covenants, zoning, and/or Chapters 38 and 46 of the City of Socorro's Municode standards.

If a conflict should result with the request I am submitting to the City of Socorro due to any of the aforementioned information, it will be my responsibility to resolve it.

I also agree with the contents of this application and agree to provide all the necessary documents as requested by the City of Socorro.

Property Owner(s) Signature(s)

Date

Property Owner(s) Signature(s)

Date

REQUIRED DOCUMENTATION

APPLICATION: Each item on this application shall be completed and all documentation required on this form shall be submitted before this application is accepted for processing, to include all signatures. Submittal of an application does not constitute acceptance for processing until the Planning & Zoning Department reviews the application for accuracy and completeness.

PLAT: Two sets of subdivision plat or master plan. Hard copies and digital PDF files are required. Applicant shall refer to the City of Socorro's Municode to review the requirements for each of the various applications listed in this form. Socorro Municode can be access via the following:

CHAPTER 38: SUBDIVISIONS:

https://library.municode.com/tx/socorro/codes/code_of_ordinances?nodeld=PTIICOOR_CH38SU

CHAPTER 46: ZONING

https://library.municode.com/tx/socorro/codes/code_of_ordinances?nodeld=PTIICOOR_CH46ZO

PROOF OF OWNERSHIP: One copy of a certificate from title company, warranty deed, or other legal document demonstrating proof of ownership.

CERTIFIED TAX CERTIFICATE: One copy for each parcel included within the subdivision application. Certificate shall have zero balance and must be updated with the year.

PAYMENT: Application will not be processed until applicant has paid fees. This includes City of Socorro fee (see attached fee schedule) and any third-party review costs.

VARIANCES: Provide list of variances requested as part of the subdivision plat. Rezoning shall be done through a separate application and process.

ENGINEERING REPORTS (FOR PRELIMINARY PLAT)

STORM WATER DRAINAGE PLAN: For the purpose of minimizing or eliminating damage resulting from stormwater runoff, the subdivider shall furnish a preliminary plan and report for storm drainage management. Preparation of the storm drainage plan shall be done by an engineer and shall conform to the city design standards.

SOILS ANALYSIS: The subdivider shall provide a preliminary soils analysis conducted by a geodetical engineer to determine the adequacy of the soil for the proposed construction.

STREET DESIGN: Typical cross sections and construction details of proposed streets, and other proposed improvements conforming to city design standards. Traffic volume projections for roadway layouts.

SCHEDULE OF DEVELOPMENT: The subdivider shall provide an estimated schedule of lot development. In particular, the schedule shall indicate when subdivision improvements will be provided.

SPECIAL PROBLEMS ANALYSIS: For land with difficult topography or other geographic hazards to life, health, or property, a report and proposed solution shall be prepared satisfactory to the planning and zoning commission and city council.

FEMA COMPLIANCE: The subdivider shall submit to the Federal Emergency Management Agency (FEMA) any required studies or documents required for the proposed subdivision. The subdivider shall provide the city documentation that the proposed subdivision meets all requirements of FEMA.

TRAFFIC IMPACT ANALYSIS: Prepared in accordance with sections 38-59.1—38-59.5.

FOR REPLAT OR AMENDING PLAT:

COPY OF PREVIOUS PLAT: Provide a copy of the recorded plat to be amended or replatted.

FEE SCHEDULE

MASTER PLAN		
TYPE	DETAIL DESCRIPTION	FEE
Application-Master Plan	Up to 300 Acres	\$4,719 plus applicable engineering fee
Application-Master Plan	Over 300 Acres up to 600 Acres	\$6,958 plus applicable engineering fee
Application-Master Plan	Over 600 Acres up to 900 Acres	\$8,906 plus applicable engineering fee
Application-Master Plan	Over 900 Acres	\$11,651 plus applicable engineering fee

SUBDIVISIONS		
TYPE	DETAIL DESCRIPTION	FEE
Application-Subdivisions	Preliminary Plat	\$2,013 plus applicable engineering fee
Application-Subdivisions	Final Plat	\$1,902 plus applicable engineering fee
Application-Subdivisions	Resubmission Preliminary Plat	\$1,064 plus applicable engineering fee
Application-Subdivisions	Resubmission Final Plat	\$987 plus applicable engineering fee
Application-Subdivisions	Replat	\$2,013 plus applicable engineering fee
Application-Subdivisions	Amending Plat	\$668 plus applicable engineering fee
Application-Subdivisions	Variances / Waivers	\$728 plus applicable engineering fee
Application-Subdivisions	Vacation of Plat	\$2,013 plus applicable engineering fee

- **FEES ARE BASED ON RESOLUTION 588, APPROVED AND ADOPTED BY THE CITY OF SOCORRO CITY COUNCIL ON NOVEMBER 21, 2019.**
- **ALL FEES ARE NON-REFUNDABLE AND NO GUARANTEE IS MADE THAT APPLICATION WILL BE APPROVED BY THE PLANNING AND ZONING COMMISSION OR THE SOCORRO CITY COUNCIL.**