



## Subdivision Plat Procedures

### 1. What type of plat is this?

- Administrative Plat (go to #2)
  - 4 or fewer lots created, and
  - All lots have access to existing public right-of-way, and
  - No new right-of-way dedicated, and
  - All lots conform to zoning ordinance standards
- Preliminary or Final Plat (go to #3)
  - More than 4 lots created, or
  - Replat of all or a portion of an existing subdivision zoned R-1, R-2, or R-3
  - Public right-of-way being dedicated
  - One or more lots do not conform to zoning ordinance standards

### 2. Procedures for Administrative Plat

- Provide the Planning Department with a paper or electronic version of the plat
- After City staff provide comments, provide:
  - Mylar copy of the plat, signed by owners and surveyor
  - City filing fee
    - \$100
    - Cash or Check
  - County filing fee
    - \$150
    - Cashier's check or money order
    - Or you may pay the City this filing fee as well with cash or check, and the City will cut a check for the county fee. This option may delay the filing of your plat up to ten days.
  - Original copy of tax certificate showing no taxes are owed for the most recent tax year
- Upon final review, City staff will file the plat at the County Clerk's office and will call you with the volume and page information.
- The review process takes approximately 5 business days.

### 3. Procedures for Preliminary or Final Plat

- Provide the Planning Department with:
  - Paper or electronic version of the plat
  - Completed plat application
  - City filing fee
    - \$325
    - Cash or Check
- After City staff review, the a public hearing to consider the plat will be placed on the next available Planning and Zoning Commission agenda. Typically, the third Friday of each month is the deadline to be placed on the following month's agenda.

#### **City of Nacogdoches**

202 E. Pilar – PO Drawer 635030 – Nacogdoches, TX 75963  
936-559-2567 Fax 936-559-2910 [www.ci.nacogdoches.tx.us](http://www.ci.nacogdoches.tx.us)  
Home of Stephen F. Austin State University [www.sfasu.edu](http://www.sfasu.edu)

# Nacogdoches

*the oldest town in Texas*



- If the proposed plat is a replat of an existing R-1, R-2, or R-3 subdivision, all real property owners within 200 feet of the proposed plat and within the original subdivision, as well as the applicant will receive a notice of the public hearing.
- Upon approval of a final plat, please provide
  - Mylar copy of the plat, signed by owners and surveyor
  - County filing fee
    - \$150
    - Cashier's check or money order
    - Or you may pay the City this filing fee as well with cash or check, and the City will cut a check for the county fee. This option may delay the filing of your plat up to ten days.
  - Original copy of tax certificate showing no taxes are owed for the most recent tax year
- Upon final review, City staff will file the plat at the County Clerk's office and will call you with the volume and page information.

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