



Plat Vacation Certification Checklist

(Must be accompanied by a Replat or Final Plat Application)

- ☐ **CLOUDPERMIT ONLINE APPLICATION** must register for an account if first time applicant.
- ☐ **APPLICATION FEE** must be submitted at the time application is submitted, (see adopted Fee Schedule).
- ☐ **PROOF OF OWNERSHIP** including but not limited to certified tax certificate, copy of deed, etc.
- ☐ **LEGAL METES & BOUNDS** (field notes) on an 8 ½" by 11" sheet including surveyor seal and signature.
- ☐ **LETTER OF INTENT** must include all letter of intent requirements including waiver requests and signature of the owner or applicant (separate digital file).
- ☐ **PLAT EXHIBIT** formatted and scaled to a 18" x 24" page size (separate digital file).



114 S. Echols Street
Caldwell, Texas 77836
979-567-3271 ext. 104
development@caldwelltx.gov

LETTER OF INTENT REQUIREMENTS

- Header

Date

City of Caldwell
Development Services Department
114 S. Echols St. Caldwell, TX 77836
979-567-3271 ext. 104

Letter Contents:

- Define acreage of subject property.
- Specify existing and/or proposed zoning district.
- Describe in detail the location of the property.
 - ***(Example: approximately 125 feet South of Main Street or distance from an intersection.)***
- Specify proposed uses with specific operations defined.
- Please specify if the proposed development will be developed in phases.
- Special considerations such as waivers, or variances.
- **The Letter of Intent must provide the signature and contact information of the owner or owner's authorized agent.**

VACATING PLAT TECHNICAL CHECKLIST

<u>Vacating Plat Sheet</u>	<u>Applicant</u>
Location / Vicinity map with north arrow and scale and showing all City and County limits where applicable	
Title block located in the <i>lower right hand corner</i> containing the subdivision name, acreage, complete legal description including survey name and abstract number, City, County and preparation date	
Legend, if abbreviations or symbols are used	
Name, address, and phone number of the property owner, surveyor and engineer	
North arrow	
Graphic and written scale. Scale of 1"=20' to 1" = 100"	
Property boundaries with bearings and distances which match accompanying legal metes and bounds field notes	
Drawings of area being vacated matching the existing recorded plat, including all bearings and distances, easements, with recording information, right-of-way with recording information	
Lot dimensions including bearings and distances	
Provide lot and block numbers for every lot (numbers only)	
List the total number of buildable lots	
Subdivision name and recording information for all adjacent properties	
Any additional information as requested to clarify the proposed development	



Acknowledgement / Certification Notes To Be Used	Applicant
Certification by City Engineer: I, the undersigned, City Engineer of the City of Caldwell, Texas hereby certify that this subdivision plat conforms to all requirements of the subdivision regulation and the City as to which this approval is required. Dated this _____ Day of _____, 20____. _____ City Engineer	
Development Services Acknowledgement (when plats are administratively approved): This plat of _____ Subdivision Name _____ has been submitted to and considered by the City of Caldwell and is hereby approved. Dated this _____ Day of _____, 20____. _____ City Authorized Agent	
Development Services Acknowledgement (when plats are approved by the City Council): This plat of _____ Subdivision Name _____ has been submitted to and considered by the City of Caldwell City Council and is hereby approved by the governing body of the City of Caldwell, Texas. Dated this _____ Day of _____, 20____. _____ Mayor _____ (SEAL) City Secretary	