



Application for Land Development Permit

****Incomplete applications cannot be processed****

- Zoning Change Text Change Zoning Variance Administrative Appeal
 Conditional Use Permit Subdivision Plat Preliminary Final Amending

APPLICANT INFORMATION Check appropriate box(es)

Name: _____ E-Mail: _____
 Address: _____ Fax #: _____
 City: _____
 State: _____ ZIP _____ Phone: _____

Applicant is Owner of property Agent for Owner Agent for Purchaser Purchaser City of Seabrook

If Applicant is acting on behalf of Owner in this application, Owners signature below authorizes this application.

Owner(s): _____ Signature: _____
 Date: _____ Signature: _____

Owner(s) Mailing address(es): _____ Phone #: _____
 Name: _____ Name: _____
 Address: _____ Address: _____
 City: _____ City: _____
 State: _____ Zip _____ State: _____ Zip _____

PROPERTY INFORMATION

Property Address: _____
 Legal Description: Lot _____ Block _____
 Addition _____
 (You may attached Metes & Bounds description from your Deed if available)

Current Zoning Classification: _____ (Available from Building Department)
 Current Use of Property: _____ (Be specific)
 Number of existing Driveways: _____
 General Dimensions of Property: Width: _____ Depth: _____ Land Area: _____ Sq. Feet: _____ Acres: _____
 Adjoining Uses: North _____ South _____
 East _____ West _____
 Adjacent Streets: North _____ South _____
 East _____ West _____

Is the property served with: City Water? Yes No City Sewer? Yes No

OWNER/AGENT AFFIDAVIT

I have read and understand this application. I have familiarized myself with the applicable regulations, ordinances, and procedures and submit this application and accompanying documentation for consideration by the Planning Commission, Board of Adjustment, or the City Council of the city. I certify that I am the legal owner or agent of the Owner and have written or other legal authority to make this application.

Signed: _____ Date: _____

**ALL FEES MUST BE PAID AT THE TIME APPLICATION IS SUBMITTED
FEES ARE NON-REFUNDABLE OR TRANSFERABLE**

SUBDIVISION PLAT

Subdivision Plat: Provide the following:

Proposed Name: _____ Total Acres _____
Total number of Lots: _____ Blocks: _____ Reserves: _____
Number of sections to be developed: _____
Name of Headright Survey in which the property is situated: _____
Abstract Number _____

Attach the following for:

ALL PLATS: To be submitted with Application.

- Letter of Transmittal of Plat
- Original (**RAISED**) Stamped Tax Certificates from both Galveston and Harris County Tax Appraisal Districts**
- Copy of **Original** Plat (**without amendments**)
- Original Title Certificate/Planning Letter no older than 30 days
- 1 copy of Plat (drawn to a minimum scale of 1" = 100", each sheet no larger than 24"x36")
- A digital copy – **On a Flash Drive or CD** (Adobe Acrobat – PDF Format)
- Application Fee**
- Required filing fees, as established by the county clerk's office, shall be paid by the applicant by separate corporate check or money order/cashiers check and shall be made payable to the county clerk. (Not required until time of filing)**

Please review the requirements in the City Subdivision Ordinance before submitting your Plat. Incomplete data will result in significant delays in processing.

**** Note: Original (Raised-Stamped) Tax Certificates (for all properties involved) from the Clear Creek I.S.D. Tax Office and Harris County Tax Assessor/Collector's Office are required by the Harris County Clerks Office for the recording of all plats.**

All notary stamps must be readable!

**CITY OF SEABROOK
COMMUNITY DEVELOPMENT DEPARTMENT
FEE SCHEDULE**

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Zoning Change	\$300.00
Conceptual Plan Review	\$200.00
Preliminary Plat Review	\$1,000.00
Preliminary Plat Review for Replats	\$1,300.00
Final Plat Review	\$500.00
Short-form Plat Review	\$1,000.00
Amended Plat	\$300.00
Public Infrastructure Review	\$500.00
Conditional Use Permit	\$300.00
Board of Adjustment Request	\$300.00 per request
These fees are a minimum charge. In addition to the above, the applicant will be responsible for any professional fees incurred plus 10% for administrative costs.	
Professional review (prior to formal application)	\$500.00 deposit (balance due or refunded)

Example of Transmittal Letter

January 1, 2012

City of Seabrook
1700 First St.
Seabrook, TX 77586

Re: _____

Dear [Name of Planner]:

Please accept the attached as our formal submittal for the _____
and note the following:

Agent: Name
Mailing Address
City / State / Zip

Owner: Name
Mailing Address
City / State / Zip

Firm preparing plat: Name
Mailing Address
City / State / Zip

1. This plat complies with all applicable zoning and subdivision regulations.
2. The applicant is requesting a variance to the Subdivision Ordinance (name the section of the ordinance and explain the variance).

Make either statement 1 or 2 as detailed above. Do not make both statements.

Sincerely,

Signed by owner or agent

EXAMPLE OF PLANNING LETTER



Fidelity National Title
1110 N. Post Oak Rd., Suite 220
Houston, TX 77055

CITY PLANNING LETTER

GF#: FAHGS13001353
Time frame covered by this report:
to August 28, 2013

Property

Address:
City/State/Zip Code: , Texas
Legal Description:

Lots 1 through 16 and Reserve A & B, in Block 1, of , a subdivision in Harris County, Texas, according to the map or plat thereof recorded in Film Code No. 650203 of the Map Records of Harris County, Texas.

Metes and Bounds:

Based on a search of the Public Records of the County of Harris County, Texas the last instrument purporting to convey title to the land described above was:

by virtue of Deed's filed for record under Harris County Clerk's File Nos. 20130071091, and 20130073169. (As to Lots 1, 2, 5 and 6). and 20130071134. (As to Lot 3). and 20130071143. (As to Lot 4).

by virtue of Deed filed for record under Harris County Clerk's File No. 20130070882. (As to Lots 7 and Lots 12 thru 16 and Reserve's A, and E).

by virtue of Deed filed for record under Harris County Clerk's File No. 20130071120. (As to Lots 8 and 9).

Trustee's, or successor Trustees, under the dated April 17, 2013, as amended. (As to Lot 10).

, by virtue of Deed filed for record under Harris County Clerk's File No. 20130133019. (As to Lot 11).

This report hereby reports that the instruments listed below have been filed of record in the office of the County Clerk of Harris County, Texas, and are affecting title to the property above described during the time frame as set out above:

RESTRICTIONS:

Those recorded in Film Code No. 650203, of the Map Records of Harris County, Texas.



CITY PLANNING LETTER
(Continued)

EASEMENTS:

Building set back line 15 feet along the rear property lines as reflected by the recorded plat.

Building set back line 7.5 feet in width along each side of the Lot lines as reflected by the recorded plat.

Drainage easement 25 feet in width on each side of any and all gullies, ravines, draws, sloughs, or other natural drainage course as reflected by the record plat.

A utility easement 10 feet in width along the north and east property lines as reflected by the recorded plat.

Subject to the terms, conditions and stipulations of that certain drainage easement as set forth and defined in instrument recorded under Harris County Clerk's File No. P989835 and as defined in the notes of the recorded plat.

Subject to the terms, conditions and stipulations of that certain drainage easement and right-of-way as set forth and defined in instrument recorded under Harris County Clerk's File No. P989836 and as defined in the notes of the recorded plat.

Subject to the terms, conditions, and stipulations of that certain drainage easement and right-of-way as set forth and defined in instrument recorded under Harris County Clerk's File No. T217393 and as defined in the notes of the recorded plat.

Subject to the terms, conditions and stipulations of that certain drainage easement as set forth and defined in instrument recorded under Harris County Clerk's File No. T378166 and as defined by the notes of the recorded plat.

LIENS:

Vendor's Lien retained in Deed, executed by

, dated February 6, 2013, filed February 14, 2013, recorded in/under Clerk's File No. 2013071091 of the Real Property Records of Harris County, Texas, securing Regions Bank in the payment of one note in the principal sum of , due and payable and bearing interest as therein provided; said Note being additionally secured by Deed of Trust to Trustee, recorded in/under Deed of Trust Clerk's File No. 20130071092 of the Real Property Records of Harris County, Texas; and all the terms, conditions and stipulations contained therein, including, but not limited to, any additional indebtedness, if any, secured by said instrument. (As to Lots 1, 2, and 5).

Deed of Trust executed by

Trustee, dated February 7, 2013, recorded in/under Clerk's File No. 2013073170 of the Real Property Records of Harris County, Texas, securing Mainland Bank in the payment of one note in the principal sum of , due and payable and bearing interest as therein provided; and all the terms, conditions and stipulations contained therein, including, but not limited to, any additional indebtedness, if any, secured by said instrument. (As to Lots 6)



CITY PLANNING LETTER
(Continued)

Additionally secured by Financing Statement filed for record under Harris County Clerk's File No. 20130073171. (As to Lot 6).

Vendor's Lien retained in Deed, executed by

, dated February 6, 2013, filed, recorded in/under Clerk's File No. 20130071120 of the Real Property Records of Harris County, Texas, securing Prosperity Bank in the payment of one note in the principal sum of \$, due and payable and bearing interest as therein provided; said Note being additionally secured by Deed of Trust to David Zalman, Trustee, recorded in/under Deed of Trust Clerk's File No. 20130071121 of the Real Property Records of Harris County, Texas; and all the terms, conditions and stipulations contained therein, including, but not limited to, any additional indebtedness, if any, secured by said instrument. (As to Lots 8 and 9).

Deed of Trust executed by Texas corporation to Trustee, dated February 7, 2013, recorded in/under Clerk's File No. 20130071135 of the Real Property Records of Harris County, Texas, securing Mainland Bank, a Texas banking corporation in the payment of one note in the principal sum of \$, due and payable and bearing interest as therein provided; and all the terms, conditions and stipulations contained therein, including, but not limited to, any additional indebtedness, if any, secured by said instrument. (As to Lot 3 in Block1).

Additionally secured by Financing Statement filed for record under Harris County Clerk's File No. 20130071136. (As to Lot 3 in Block 1).

Deed of Trust executed by Texas corporation to Trustee, dated February 7, 2013, recorded in/under Clerk's File No. 20130071144 of the Real Property Records of Harris County, Texas, securing Mainland Bank, a Texas banking corporation in the payment of one note in the principal sum of \$189,920.00, due and payable and bearing interest as therein provided; and all the terms, conditions and stipulations contained therein, including, but not limited to, any additional indebtedness, if any, secured by said instrument. (As to Lot 4 in Block1).

Additionally secured by Financing Statement filed for record under Harris County Clerk's File No. 20130071145. (As to Lot 4 in Block 1).

This report is issued for the use of and shall inure to the benefit of and is issued in consideration of paid by the benefited party named above, and no others, and to whom said sum shall be returned as agreed liquidated damages in the event of any mistakes herein. By accepting this search, the benefited party agrees that the said sum and no more shall constitute the full measure for damages against the issuing company.

SPECIAL NOTE AND LIMITATION OF LIABILITY: This report is issued with the express understanding, evidenced by the acceptance of same, that this report does not undertake to give or express any opinion as to the validity of the title hereinabove described or the authority of those executing the above listed instruments, but is simply reporting herein and hereby as to the recitals of instruments listed. The Company assumes no liability greater than the consideration paid for this certificate by reason of issuance, delivery and/or use of same, nor for any error or omissions herein.

This report does NOT reflect title to any of the oil, gas and other mineral interests affecting subject property, nor any documents creating and/or affecting said estates, nor the validity of any rights, privileges and immunities relating thereto.



CITY PLANNING LETTER
(Continued)

Further, this report does not address and no search has been performed regarding the following: claims and rights of parties in possession; discrepancies in area and boundaries; unpaid bills for labor or material in connection with repairs or new improvements; unpaid taxes; change in marital or corporate status of owner(s) since date of purchase; homestead rights or claims; easements and restrictions.

Fidelity National Title

By: 



EXAMPLE OF TAX CERTIFICATES

TAX CERTIFICATE



MIKE SULLIVAN
HARRIS COUNTY TAX ASSESSOR-COLLECTOR
1001 PRESTON AVE., SUITE 100
HOUSTON, TEXAS 77002

Issued To:
[Redacted]
SEABROOK, TX 77586-2927

Legal Description:
[Redacted]

Parcel Address: [Redacted]
Legal Acres: .1515

>--
Account Number: [Redacted]
Certificate No: 11979672
Certificate Fee: \$10.00

Print Date: 05/06/2013
Paid Date:
Issue Date: 05/06/2013
Operator ID: DPURSLEY

TAX CERTIFICATES ARE ISSUED WITH THE MOST CURRENT INFORMATION AVAILABLE. ALL ACCOUNTS ARE SUBJECT TO CHANGE PER SECTION 26.15 OF THE TEXAS PROPERTY TAX CODE. THIS IS TO CERTIFY THAT ALL TAXES DUE ON THE ABOVE DESCRIBED PROPERTY HAVE BEEN EXAMINED, UP TO AND INCLUDING THE YEAR 2012. ALL TAXES ARE PAID IN FULL

Exemptions:
HOMESTEAD

Certified Owner:
[Redacted]
SEABROOK, TX 77586-2927

Table with 2 columns: Description and Amount. Rows include 2012 Value (100,460), 2012 Levy (\$1,046.26), 2012 Levy Balance (\$0.00), Prior Year Levy Balance (\$0.00), Total Levy Due (\$0.00), P&I + Attorney Fee (\$0.00), Total Amount Due (\$0.00).

- Certified Tax Unit(s):
40 Harris County
41 Harris County Flood Control Dist
42 Port of Houston Authority
43 Harris County Hospital District
44 Harris County Dept. of Education
76 City of Seabrook

Reference (CE) No: N/A

Issued By: [Signature]
MIKE SULLIVAN
HARRIS COUNTY TAX ASSESSOR-COLLECTOR

TAX CERTIFICATE
NO: 1780

Page: 1

Collecting Office: CLEAR CREEK ISD TAX OFFICE
PO BOX 799, LEAGUE CITY, TX 77574
WEBSITE: WWW.CCISD.NET/TAX

Collecting Taxes For: CLEAR CREEK ISD TAX OFFICE

PROPERTY OWNER

[REDACTED]

SEABROOK, TX 77586-2927

PROPERTY DESCRIPTION

[REDACTED]

0001800

[REDACTED]

[REDACTED]

ACRES: 0.1515

STATUS: -

Property Account Number: [REDACTED]

PIDN: 0951310000001

This is to certify that after a careful check of the tax records of this office, the following delinquent taxes, penalties and interest are due on the described property for this taxing unit.

Year Delinquent	Taxing Unit	Type	Base Tax Due	Delinquent Taxes, Penalties & Interest
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TOTAL DELINQUENT: \$ 0.00

***** CURRENT YEAR TAXES *****

YEAR	ENTITY	TYPE	NET VALUE	BASE LEVY	AMOUNT PAID	AMOUNT DUE
2012	910H		80,437	1,093.94	1,170.52	0.00
TOTAL DUE: \$						0.00

(if applicable) The above property has/is receiving special valuation based on its use, and additional rollback taxes may become due based on the provisions of the special valuation.

Nancy E Bradford
Signature Of Authorized Officer

FEBRUARY 28, 2013
Date of Tax Certificate

(5) *Name of person preparing and certifying.* The name and address of the person preparing and certifying the plat shall be shown. The person certifying the plat must be a professional surveyor or engineer registered in the state. A seal of registration must be placed on the plat.

(6) *North arrow.* The north arrow must indicate either true or magnetic north and shall be located near the top of the sheet.

(7) *Date.* The plat shall include a date of first submittal along with all subsequent revisions indicating month-day-year.

(8) *Vicinity map.* A vicinity map, at a minimum scale of one inch to 2,000 feet, shall be included to show the relation of the proposed subdivision to the area. The vicinity map shall include highways, railroads, watercourses, and other important features within one-half mile of the property.

(9) *Covenants.* All restrictive covenants or deed restrictions shall be made a part of the final plat and filed for record with the county.

(Ord. No. 2010-15, § 2, 9-7-2010)

Sec. 80-54. Statement regarding compliance with comprehensive zoning ordinance.

The following statement shall be on all plats:

"This plat is in conformance with the City of Seabrook's Comprehensive Zoning Ordinance. Additional requirements may be contained in the Zoning Ordinance which are not shown on the plat. If the Comprehensive Zoning Ordinance is subsequently amended, and by amendment, conflicts with the filed plat, the more stringent conditions shall apply."

(Ord. No. 2010-15, § 2, 9-7-2010)

Sec. 80-55. Dedication and certification language.

Dedications and certifications shall be shown on final plats and shall be worded as follows:

- (1) Separate statements may be made for each owner, or a joint statement may be made for all owners.

State of Texas §

County of Harris §

I (or We), (name of owner or names of owners, or in the case of corporations, name of president and secretary, together with words "President and Secretary respectively of name of company"), owner (or owners) of the property subdivided in the above and foregoing map of the (name of subdivision), do hereby make subdivision of said property (in case of corporation, use words "for and on behalf of said/name of company,") according to the lines, streets, alleys, parks and easements herein shown, and designate said subdivision as (name of subdivision) in the (name of survey) survey, abstract (abstract number), an addition to the City of Seabrook, Harris County, Texas; and (in case of corporations, use words "on behalf of said/name of company/; and") dedicate to public use, as such, the streets, alleys, parks and easements shown thereon forever except where noted on the map for private streets; and do hereby waive any claims for damages occasioned by the establishing of grades as approved for the streets and alleys dedicated, or occasioned by the alteration of the surface of any portion of streets or alleys to conform to such grades; and do hereby bind myself (or ourselves), my (or our) successors and assigns to warrant and forever defend the title of the land so dedicated.

There is also dedicated for utilities an unobstructed aerial ease-

ment five feet wide from a plane 20 feet above the ground upward located adjacent to each side of all utility easements shown hereon.

I (or We) do hereby dedicate forever to the public a strip of land 25 feet wide on each side of any and all gullies, ravines, draws, sloughs, or other natural drainage ~~easements~~ ^{courses} shown located in or adjacent to said subdivision as easements for drainage purposes, giving the City of Seabrook and/or any other public agency the right to enter upon said easement at any and all times for the purpose of constructing and/or maintaining drainage work and/or structures.

Further, I (or We) hereby relinquish all rights of access to major or larger streets or highways shown hereon except by way of the platted streets shown.

I (or We) certify that the plat of this subdivision complies with all the City of Seabrook's Ordinances including the subdivision ordinance and comprehensive zoning ordinance.

Witness my (or our) hand in _____, Harris County, Texas, this _____ day of _____ (month), _____ (year).

/s/ _____
Signature of Owners
Name of Owners

/s/ _____
Signature of Owners
Name of Owners

- (2) Notary acknowledgment. May use separate acknowledgment for each owner or joint acknowledgment as applicable.

State of Texas §

County of Harris §

Before me, the undersigned authority on this day personally appeared (name of owner or owners) known to me to be persons whose

names are subscribed to the foregoing instrument, and acknowledged to me that they executed the same for the purposes and considerations therein expressed, and in the capacity therein and herein set out.

Given under my hand and seal of office, this _____ day of _____ (month), _____ (year).

/s/ _____
Notary Public in and for
Harris County, Texas

SEAL

- (3) May use a separate statement for each lien holder or joint statement as shown below.

I (or We), (name of mortgagee or names of mortgagees), owner and holder (or owners and holders) of a lien (or liens) upon said property, do hereby ratify and confirm said subdivision and dedication, and do hereby in all things subordinate to said subdivision and dedication the lien (or liens) owned and held by me (or us) against said land. (Signature of lien holder or signatures of lien holders to appear below that of owners and to be duly acknowledged.)

Witness my (or our) hand in _____, Harris County, Texas, this _____ day of _____ (month), _____ (year).

/s/ _____
Signature of Lien holder(s)
Name of Lien holder(s)

/s/ _____
Signature of Lien holder(s)
Name of Lien holder(s)

- (4) Notary acknowledgment. May use a separate statement for each lien holder or the joint statement shown below as applicable.

State of Texas §

County of Harris §

Before me, the undersigned authority on this day personally appeared (name of president) and (name of secretary), secretary of the (name of company) known to me to be persons whose names are subscribed to the foregoing instrument, and acknowledged to me that they executed the same for the purposes and considerations therein expressed, and in the capacity therein and herein set out, and as the act and deed of said corporation.

Given under my hand and seal of office, this _____ day of _____ (month), _____ (year).

/s/ _____
Notary Public in and for
Harris County, Texas

SEAL

(5) Engineer's or surveyor's certification.

This is to certify that I, (name of engineer or surveyor), a registered engineer (or licensed surveyor) of the State of Texas, have platted the above subdivision from an actual survey on the ground; and that all block corners, angle points and points of curve are properly marked with iron rods (specify rod length and size), and that this plat correctly represents that survey made by me.

I also certify that the plat of this subdivision complies with the City of Seabrook's subdivision ordinance and comprehensive zoning ordinance.

Date

/s/ _____
Signature of Engineer
or Surveyor
Printed Name and Title
Texas Registration No.

SEAL

(6) Director of public works and city engineer certification.

We, Director of Public Works and City Engineer for the City of Seabrook, do hereby certify that the plat of this subdivision complies with the City of Seabrook's subdivision ordinance and comprehensive zoning ordinance.

Date

/s/ _____
Signature of Director
of Public Works
Printed Name and Title

Date

/s/ _____
Signature of City Engineer
Printed Name and Title

(7) Commission's certification.

This is to certify that the Planning and Zoning Commission of the City of Seabrook, Texas on motion made and seconded and adopted, has approved this plat and subdivision of (name of subdivision) as shown hereon, and ordered said plat filed on record in the office of the county clerk of Harris County, Texas this _____ day of _____ (month), _____ (year).

/s/ _____
Signature of City Secretary
Printed Name and Title

/s/ _____
Signature of Chairperson
Printed Name and Title

(8) County clerk's certification.

State of Texas §
County of Harris §

I, (name of county clerk), Clerk of the County Court of Harris County, Texas, do hereby certify that the

FOR AMENDING PLATS
ONLY

(7) Seabrook's certification

This is to certify that the City of Seabrook, Texas has approved this plat and subdivision of (name of subdivision)

_____ as
shown herein, and ordered said plat be filed on record in the office of the county clerk of Harris County, Texas this ____ day of _____, _____.

Michele Glaser, City Secretary

Sean Landis, Director of Planning & Community Development.

Applicant is requesting a: Zoning Variance Administrative Appeal

VARIANCE REQUEST

Variance Request: Refer to the City Zoning Ordinance Section 10.04.02 and state the exact, specific facts that provide grounds for the Appeal or Variance on the property. *Applicants may wish to consult with a qualified attorney as this procedure is a quasi-judicial hearing and has implications.*

Appeal of Decision of: _____ (Title of City Official)

Section of Ordinance(s) being appealed: _____

Grounds for Appeal: _____

Section of Ordinance for which a **Variance** is being requested: _____

As per City Code, Section 10.04.02, "the issuance of a variance may not be granted unless the board shall determine that the following criteria have been met. Please explain how the request variance meets each of the following criteria:

A. That special conditions and circumstances exist which are peculiar to the land, structure or building involved which are not applicable to other lands, structures or buildings in the same district.

B. That literal interpretation of the provisions of this ordinance would deprive the applicant of rights commonly enjoyed by other property owners in the same district under the terms of this ordinance.

C. That the special conditions and circumstances do not result from the actions of the applicant.

D. That granting the variance requested will not confer on the applicant any special privilege that is denied by this ordinance to other lands, structures, or buildings in the same district.

E. That a literal enforcement of the provisions of this ordinance would result in unnecessary hardship.
