CITY OF PHARR

PLANNING DEPARTMENT
(956) 702-5355

SUBDIVISION PROCEDURE

The following items must be submitted for approval of plats. All items listed shall be performed by the civil engineer hired by the developer.

1. Pre-Application Layout - Project Engineer submits two (2) pre-application copies of a subdivision plat to the City Planning Department along with a utility layout. The layout should show all existing and proposed utilities: water, sewer, paving and drainage. If the subdivision has more than 1 lot, the utilities must be presented on different displays (sheets).

   A) Staff examines the plat against a checklist derived from city ordinances and mails a letter with comments to the Project Engineer so he/she may make corrections to the plat. Any additions or major modifications will require the Project Engineer to go through the pre-application process again. Approval of the pre-application layout does not guarantee approval during the preliminary plat review.

2. Preliminary Plat - Project Engineer submits eighteen (18) copies of the plat and the utility layout, one (1) set in legal or letter size and four (4) copies of the approved drainage report by Hidalgo County Drainage District to the City's Planning Department. The following items must accompany the plat:

   A) The Developer shall submit proof of ownership of the property being subdivided (warranty deed).
   B) A subdivision application should be filed with the Planning Department. The application must be signed by the owner of the property and a fee of $275.00 ($325.00 for a replat) shall accompany the plat.
   C) The Project Engineer must apply to Hidalgo County Irrigation District No. 2 for a waiver of Irrigation Service and Consent to Exclusion of the proposed subdivision, or portion thereof, not requiring raw water.
   D) The proposed subdivision plat is routed to all City Department Heads, Hidalgo County, School District, and various utility companies for their comments.
   E) A meeting is scheduled by the Planning Staff with all Department Heads and the Project Engineer to review the proposed subdivision and the utility layouts. The developer should request in writing any variances they would like the Planning and Zoning Commission to consider and the variance request should include any necessary cost estimates.

3. Preliminary Plat Approval by the Planning and Zoning Commission - The proposed plat is placed on the agenda to be considered by the Planning and Zoning

Commission for preliminary plat approval.

A) If this is a replat of an existing subdivision, it will be necessary for the City to notify all property owners within the subdivision and within a radius of 200 ft. of the proposed resubdivision. The City must also publish a legal notice of the resubdivision in the official news paper of the City of Pharr (15) days prior to the Planning and Zoning Commission's meeting.

B) If extensive changes or modifications are made to the plat by the Planning and Zoning Commission, it will be necessary to submit eighteen (18) revised copies of the final plat including utility layouts in order to schedule another preliminary plat review.

4. City Commission Preliminary Plat Approval - When the plat is given preliminary approval or denial by the Planning and Zoning Commission, it is placed on the City Commission agenda for consideration.

5. Official Notification - When the preliminary plat is given approval by the City Commission, a letter is written to the Engineer confirming approval and listing any conditions specified by the City Commission.

6. Construction Plans and Profiles - Eight (8) sets of construction plans and profiles must be submitted to the Planning Department at least two weeks prior to initiating construction. Prior to beginning any construction, a pre-construction meeting must be scheduled between the Project Engineer, the contractor and City Staff, (see requirements for pre-construction meeting). At such time the Project Engineer has satisfied all subdivision requirements, staff will issue a notice to proceed.

REQUIREMENTS FOR A PRE-CONSTRUCTION MEETING

A) Contractor's Performance and Maintenance Bond - Prior to beginning construction, the developer's contractor or sub-contractor must submit a performance bond equal to the cost of the construction of any work the contractor or sub-contractor will be undertaking. Bond must be renewed and approved by the City Attorney. All cost estimates must be submitted and approved by the City Engineer.

B) Excavation Permit - No excavations can be made in any street, alley or easement of the City without first obtaining an excavation permit. This permit is issued by the Public Utilities Department to any contractor who is licensed and bonded.

C) Inspection Fee - Two (2) copies of detailed estimates of the time and cost for installing the proposed utilities must be submitted. The estimate is used as a base to figure the 3% inspection fee which must be paid before any construction can begin. The Project Engineer is responsible for advising the contractor to notify the Planning Department 24 hours prior to starting any construction.

D) Street Lights - The Project Engineer should submit a layout depicting the

location of proposed street lights at the pre-construction meeting.

E) An amount of 3% of the total construction cost should be submitting to the City of Pharr to cover the actual cost of testing by a lab designated by the City. Any amount not paid to the testing lab will be refunded to the developer or engineer.

F) If a Notice to Proceed is not issued, one of the following shall govern:

1) The project engineer will resubmit new plans for another pre-construction meeting in accordance with the preliminary plat requirements approved by City Commission.
2) The engineer/developer may request to be placed back on the Planning and Zoning and City Commission for reconsideration of proposed changes.

7. Final Plat Approval by the Planning and Zoning/City Commission – Once a notice to proceed is issued, the City will place the subdivision on the Planning and Zoning/ City Commission agenda for final plat approval.

REQUIREMENTS FOR RECORDATION

A) Water and Sewer Tapping Fees - Along with the inspection fee, there will be a water and sewer tapping fee **which must be paid prior to the utility construction**. The cost for a water tap is one hundred dollars ($100.00) per acre for 0 to 40 acres or a portion thereof; and the cost for a sewer tap is seventy-five ($75.00) per acre for 0 to 40 acres or a portion thereof. The fee decreases if the acreage is greater than forty acres. A copy of the ordinance is available upon request.

B) Street Sign Materials - Within the corporate limits of the city, the Project Engineer shall pay to the City of Pharr such sum as computed by the Traffic Safety Division for street sign material.

C) Engineer's Certificate - Upon completion of construction, a certificate signed by the Project Engineer shall be provided to the city, acknowledging that all improvements have been completed in accordance with the approved construction plans.

D) Utilities Construction Approval - An inspector for the City will inspect the utility construction and inform the Planning Department whether it conforms to the approved construction plans and installed according to city specifications. If satisfactory, the inspector will issue a clearance memorandum to the Planning Department. The Planning Department will notify the developer or engineer the utilities have been accepted as part of the overall system of the City of Pharr. The City will then assume operations and maintenance.

E) As-built Construction Plans - The Project Engineer must submit to the Planning Department 6 sets of as-built construction plans. The City will not record the subdivision until as-builts have been received (6 bluelines and 1 disk on autocad 2004).

A final inspection is scheduled by the Planning Staff with all Department Heads and the Project Engineer at the site. If everything complies with the City of Pharr requirements, the recordation process continues. Otherwise, another final inspection

will occur until all requirements are met. A charge of $300.00 will be paid by the project engineer for additional final inspection meetings.

F) Tax Certificates - Developer or agent must submit tax certificates (not tax receipts) from the City of Pharr, School District, Water District and County Tax offices and forward them to the City Planning Department. Tax certificates must be current, including the year prior to recording the plat.

8) Posting of Security - The construction of the required utilities and improvements. This must be completed, or a security must be filled in the form of a performance bond, a trust agreement, or a letter of credit for the total amount of improvements must be done before the plat is recorded. Each of these three items are explained in the City of Pharr Subdivision Ordinance. Examples are provided at the end of the manual.

9) Hidalgo County Irrigation District No. 2 Approval - Project Engineer takes original plat to the Hidalgo County Irrigation District No. 2 for their approval. The plat must be submitted a week prior to the meeting in order to be placed on the agenda. They will not sign on any plat for which the owner has not applied and obtained a waiver of Irrigation Service and Consent to Exclusion and paid the necessary processing fees.

10) Original Plat - Engineer will address the final plat (addresses to be provided by City of Pharr), submit original plat and return it to the City for necessary signatures and for recording of the plat.

11) Record - City takes original plat to courthouse for recording along with tax certificates and approved drainage statement.

12) County Commissioners' Approval - Hidalgo County Right-of-Way Office places the plat on the agenda for the next County Commissioners' meeting for their approval.

13) Volume & Page Number - If approved by the County Commissioners, the plat is reviewed by the County Engineer and a volume and page number is assigned.

14) Building Permits - No building permits will be issued until the recorded plat is returned to the Planning Department from the County Clerk's Office.

15) Return of Original Plat - City mails original recorded plat to the project engineer.

From the time of submitting plats for review, the procedure for final plat approval should be from 6 to 8 weeks. The actual construction will vary depending on the requirements for particular development.