



# CITY OF PHARR - Subdivision Follow-Up

Name: \_\_\_\_\_ Date \_\_\_\_\_

Acreage: \_\_\_\_\_ File No.: SUB# \_\_\_\_\_

## Step I: Pre-Application Phase

DUE ITEM	DESCRIPTION	DATE REC'D or DATE ISSUED
1	2 Pre-Application Plans	
2	Acknowledgement letter sent out	

## Step II: Preliminary Phase

DUE ITEM	DESCRIPTION	DATE REC'D or DATE ISSUED
1	Application	
2	Subdivision Filing fee: Resid. (\$ _____ Comm. =\$ _____)	
3	Proof of Ownership (Warranty Deed)	
4	Four (4) approved drainage statements/reports	
5	One (1) 8½ x 11 plat & utility layout	
6	Eighteen (18) plat review plans (FOLDED)	

## Step III: PreConstruction Phase

DUE ITEM	DESCRIPTION	DATE REC'D or DATE ISSUED
1	Eight (8) construction plans (FOLDED)	
2	Cost estimate signed & sealed by Engineer.	
3	Elevation Certificate	
4	Utility cost & time estimate (4 sets)	
5	Excavation permit (from Public Utilities)	
6	Street cut permit (from Public Works)	
7	Water Bacteria Tests	
8	Fire Hydrant Inspection	

## Step IV: As-Built Phase

DUE ITEM	DESCRIPTION	DATE REC'D or DATE ISSUED
1	Six (6) As-Built construction plans (FOLDED)	
2	Electronic File on CD	
3	Project Engineer's Certificate of Approval	

## Step V: Recordation Phase

DUE ITEM	DESCRIPTION	DATE REC'D or DATE ISSUED
1	Waiver of Irrigation & Consent to Exclusion	
2	Tax Certificates ( ) City, ( ) County, ( ) School, ( ) Irrig.	
3	Original Plat	
4	Letter of Credit	
5	Inspection Fee (3% infrastructure construction cost)	
6	3% Street Testing Fee	
7	Subdivision Water Fee (\$100/acre)	
8	Subdivision Sewer fee (\$75/acre)	
9	Street sign material contribution (\$175/sign)	
10	Park Land Dedication fee (\$ _____)	
11	Fire Hydrant Blue Reflectors & Ring Fee (\$50.00 ea.)	
12	Deed Restrictions & Covenants	
13	Homeowner's Association Document	
14	Hidalgo County Drainage District Fee (\$250.00)	
15	Hidalgo County Clerk Filing Fee (\$96.00 full size / \$53.50 18x34)	
16	Reimbursements:	

Comments: \_\_\_\_\_  
\_\_\_\_\_