



PRELIMINARY PLAT, FINAL PLAT, OR REPLAT PLANNING COMMISSION

Planning and Development Division
3015 Market, Galveston, TX 77550

409/797-3660

planning@galvestontx.gov
www.galvestontx.gov

Planning Commission Meeting Schedule – 2026 **Applications will only be accepted on the deadline date**

Deadline / Meeting	Deadline / Meeting	Deadline / Meeting	Deadline / Meeting
January 12/09.....1/6	April 3/10.....4/7 3/24.....4/21	July 6/9.....7/7 6/23.....7/21	October 9/8.....10/6 9/22.....10/20
February 1/6.....2/3 1/20..2/17 (9:00am)	May 4/7.....5/5 4/21.....5/19	August 7/7.....8/4 7/21.....8/18	November 10/6.....11/3 10/20....11/17
March 2/3.....3/3 2/17.....3/17	June 5/5.....6/2 5/19.....6/16	September 8/25.....9/22	December 11/10.....12/8

Meetings typically are 3:30pm in City Council Chambers, 2nd Floor of City Hall, 823 Rosenberg. Verify with staff prior to meeting date.

I. PROPERTY INFORMATION

Street Address/Location, or

Legal Description (Lot Number, Block Number, Subdivision)

Present Use(s) and Improvement(s) on Property

Proposed Use(s) and Improvement(s) on Property

II. APPLICANT INFORMATION

Property Owner Name

Telephone

Mailing Address

E-mail Address

Applicant/Representative Name

Telephone

Mailing Address

E-mail Address

III. DETAILED NARRATIVE AND APPLICANT'S JUSTIFICATION FOR THE REQUEST

(Attach additional pages if necessary)

IV. ACKNOWLEDGEMENTS

I certify that [] I am the legal owner on record, or [] I have secured the property owner's permission and have full authority to make this application, and that the above information is correct and complete to the best of my knowledge and ability.

Please read and initial below:

- _____ I understand that all documents submitted with this application are subject to open records requests in accordance with the Open Records Act / Texas Public Information Act.
- _____ I understand that receipt of an application does not constitute application completeness and that staff will review the application and return incomplete applications. I understand that application fees are non-refundable once an application has been accepted and processed.
- _____ I understand that if I am not present or represented at the public hearing, the Planning Commission may act on the application.
- _____ I understand that, in considering my application, the Planning Commission determines whether the proposed work complies with the Galveston Municipal Code, Land Development Regulations, Comprehensive Plan, and other specific plans.

Printed Name and Signature of Applicant

Date

Printed Name and Signature of Property Owner

Date

V. APPLICANT CHECKLIST – REPLAT AND FINAL PLAT

✓ Please provide electronic copies, if available. Other pertinent information to support said request should also be attached.

- [] **Pre-Application Meeting with City Staff** (Staff initial here if waived: _____)
- [] **Galveston County Filing Documents** – (1 Mylar and 1 blue/black lines) – all copies must be signed and notarized by all applicable parties, at the time of application. All signatures must be in **black ink**.
Filing Documents must include the following information:
- Addresses for existing and new lots (Addresses may be obtained by contacting the Public Works Department at 409-797-3643) Easements (i.e. utility, access, aerial, etc.), Building lines for each lot.
- Note: The applicant may choose to submit the Galveston County Filing Documents after approval by the Planning Commission.**
- [] **Replat Survey**, (1 copy) – The proposed lot configuration. Must include, but not be limited to:
- Scale, North Arrow, Legal Descriptions, Street Address
 - Proposed new property lines and building lines (including front, rear, and sides)
 - Location and dimension of the lot(s) and adjacent lots that may be impacted
 - Indicate existing improvements in relation to the new lot lines
- [] **Current Survey**, (1 copy) – The current lot configuration, with property lines and easements, existing improvements, developments
- [] **Current Tax Certificate(s)** for all lots included– (must be original, have embossed seal) – May be obtained from the County Tax Office, 722 Moody/21st Street.
- [] **Title Report, (1 copy)** – if property was purchased within the last 60 days.
- [] **Galveston County Filing Fee** (payable to the **Galveston County Clerk**. Check must include driver's license number and birthday) Minimum of \$74.00
- \$70 for first Mylar page, \$50 for each additional Mylar page
 - \$4 for each attachment page (including tax certificates and/or other documentation)
- [] **Non-Refundable Application Fees** (payable to the City of Galveston):
- Replat \$250.00
 - Final Plat \$750.00
 - Subdivision Variance, if required \$375.00

VI. APPLICANT CHECKLIST – PRELIMINARY PLAT

✓ *Please provide electronic copies, if available. Other pertinent information to support said request should also be attached.*

- [] **Pre-Application Meeting with City Staff** (Staff initial here if waived: _____)
- [] **Replat Survey, (1 copy)** – The proposed lot configuration. Must include, but not be limited to:
 - Scale, North Arrow, Legal Descriptions, Street Addresses
 - Proposed new property lines and building lines (including front, rear, and sides)
 - Location and dimension of the lot(s) and adjacent lots that may be impacted
 - Indicate existing improvements in relation to the new lot lines
- [] **Current Survey, (1 copy)** – The current lot configuration, with property lines and easements, existing improvements, developments
- [] **Title Report, (1 copy)** – if property was purchased within the last 60 days.
- [] **Non-Refundable Application Fee: Preliminary Plat \$750.00** (payable to the City of Galveston)