

ORDINANCE NUMBER 26-538

AN ORDINANCE OF THE CITY OF RICHWOOD, TEXAS, AMENDING CHAPTER 32, "SUBDIVISIONS," ARTICLE II, "PLATS AND PLAT APPROVAL," OF THE CODE OF ORDINANCES TO CLARIFY APPLICABILITY TO LOT COMBINATIONS; TO AUTHORIZE ELECTRONIC SUBMISSION OF PLATS AND RELATED MATERIALS; TO REQUIRE TWO (2) PRINTED MYLARS FOR FINAL PLAT RECORDATION; TO ASSIGN RESPONSIBILITY FOR RECORDING AND FILING FEES TO THE REQUESTOR; PROVIDING A REPEALER; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The City of Richwood has transitioned to digital recordkeeping and electronic plan review; and

WHEREAS, The City Council desires to modernize plat submission requirements while maintaining compliance with Texas law and county recording practices; and

WHEREAS, Clarification is necessary to ensure that subdivision regulations apply equally to the division and combination of lots;

WHEREAS, Texas Local Government Code Chapter 212 permits municipalities to establish reasonable procedures for plat submission and approval;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS:

Section 1: Section 32-37, "Approval of plat required," is hereby amended by adding the following sentence:

For purposes of this article, the term "plat" includes subdivision plats, replats, amending plats, lot line adjustments, and plats that combine or reconfigure existing lots, whether such action increases or decreases the number of lots.

Section 2: Section 32-65, "Submittal," is hereby amended to read as follows:

Sec. 32-65. Submittal.

All persons desiring to subdivide land within the area of jurisdiction of this chapter shall prepare and submit to the planning and zoning commission and the city engineer, not less than 14 days prior to any meeting at which the plat is to be considered, the following information:

1. An electronic copy of a preliminary plat, submitted in a digital format acceptable to the city, covering all contiguous land owned or controlled by the subdivider intended to be developed at any time. The preliminary plat shall comply with all applicable provisions of this chapter.
2. Electronic copies of preliminary plans for water, sanitary sewer, storm sewer, and drainage facilities, including required topographic information.
3. A letter of transmittal, submitted electronically, stating the name and address of the owner or agent and the person who prepared the plat.
4. A title certification or attorney's letter, submitted electronically, meeting the requirements of this section.
5. Payment of the applicable fee as shown in appendix B.

6. Electronic copies of instruments establishing private easements or fee strips, when applicable.
7. A preliminary submittal shall be required for all replats containing major changes in physical layout unless waived by the planning and zoning commission.

Section 3: Section 32-94 (1), “Submittal – Final Plat,” is hereby amended to read as follows:

- (1) The subdivider shall submit two (2) printed mylar originals of the final plat, meeting all applicable requirements of this chapter and certified by a professional engineer or land surveyor registered by the State of Texas, along with an electronic copy of the final plat in a format acceptable to the city.

The printed mylars shall be used for official signatures and recordation with the county clerk. All other copies required for review, distribution, or recordkeeping shall be submitted electronically unless otherwise required by the city.

Section 4: Section 32-94 is further amended by adding subsection (6) as follows:

- (6) All costs associated with the review, approval, filing, and recordation of a plat, including but not limited to county clerk recording fees, filing fees, and reproduction costs for required mylars, shall be the responsibility of the applicant or requestor.

Section 5: Section 32-97(f) is hereby amended to read as follows:

Sec. 32-97. Approval, authorization to file.

(f) After final approval has been obtained and prior to recordation, any corrected or revised plats required by the planning and zoning commission or the city council shall be submitted electronically, unless a revised printed mylar is required for execution or filing.

Section 6: Repealer

All ordinances or parts of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 7: Severability

If any section, subsection, sentence, clause, or phrase of this ordinance is held invalid, such invalidity shall not affect the remaining portions of this ordinance.

Section 8: Effective Date

This ordinance shall take effect immediately upon adoption and publication as required by law.

PASSED AND ADOPTED THIS 9th day of February 2026.

Michael Durham, Mayor

ATTEST:

Kirsten Garcia, City Secretary