Village of Tiki Island

802 Tiki Drive | Tiki Island, TX 77554

409-935-1427 | 409-935-4670 Fax

Revised 9-1/2015

Procedures for Requesting a Re-plat of Land:

1. **Obtain a Re-Plat Application from the City Secretary or Building Inspector of the Village of Tiki Island, located at 802 Tiki Drive.**

2. **Return the completed application with the required documents and fees to the Village office: (*Required documents & fees are listed below as per Re-Plat Application.)***

   a. Describe the purpose, justification & proposed use of the land subject to the re-plat and attach any other pertinent information to support said request.

   b. List all variances requested or previously requested for the property.

   c. Attach a copy of **original survey** and copies of new re-plat surveys to including **(2) full size paper copies, (1) legal size paper copy and (1) full size Mylar**. The survey must show all property lines, setbacks & Build lines, drainage & utility easements & bulk head line.

   d. A **current title search** document showing the applicant as the land owner. A **Title Search** is usually done by a Title Company for the purpose of providing a report of ownership of a property and information showing any liens, judgments or encumbrances filed against the property; **however**, if the owner of the property has a Title Policy in force, the Title Company can provide a **"Nothing Further Certificate**" that states that no further liens, judgments or encumbrances have been filed against the property from the date of the issuance of the current Title Policy to present date. This certificate is accepted by the Village of Tiki Island.

   e. A **certified copy** of **current paid tax receipts** for the proposed properties. 722 21st St Galveston Texas 77553-2317

   f. Land owner must have re-plat **signed and notarized BEFORE** submitting to the Village office.

   g. Engineer/surveyor's **signature & stamp** is required.

   h. **Attach a check made out to Tiki Island, in the amount of $225.00 for the Permit Application Fee ($150.00) and the Galveston County Recording Fee* ($75.00).** ***Note:** *Only the Galveston County Recording Fee is refundable if the re-plat is **denied** by the Board of Alderman.*

3. **The City Secretary or the Building Inspector will submit the package to the Planning & Zoning (P & Z) Commission for review to insure completeness. Every re-plat application receiving final approval or disapproval by the P & Z Commission shall be submitted to the Tiki Island Board of Alderman for final consideration.**

4. **The package will be placed on the Agenda for the Regular Village Council Meeting for approval. The Council meets on the 3rd Tuesday of every month at 6:00PM, located at 747 Tiki Drive/Public Safety Building.**

Please Note: ***The owner or the owner's representative may be requested to attend.***

5. **Upon the Board of Alderman's approval of re-plat, the Building Inspector will submit the re-plat (with completion of all signatures) for recording at the Galveston County Clerk's Office.**

6. **The re-plat will not be official until recording is <u>completed by Galveston County</u>. Upon completion of recording the County will mail a copy to the Village of Tiki Island. Land owner may obtain a copy from the Galveston County Clerk's Office located at 600 59th Street, Galveston, TX 77554. The Clerk's Office charges a fee of $10.00 for each copy.**

Darrell Hunter,
Building Inspector
Email: tikiinspector@gmail.com

Brandee Lawther,
City Secretary
Email: Tikiisland@comcast.net

Permit Application Attached