

**CITY OF PORT NECHES
PROCEDURES FOR A REPLAT REQUEST**

1. You may pick up an Application for a Replat Request at City Hall from the Public Works Secretary, or you may visit the City's website (www.ci.port-neches.tx.us) and print the application from there.
2. The Applicant must submit the following items to the Building Official for review:
 - a. Completed application
 - b. Letter from applicant stating their request and reason(s) for their request
 - c. A completed "Appointment of an Authorized Representative" form (when applicable)
 - d. Approval letters from each utility company (see the attached list of utility companies for their contact information)
 - e. Engineered plat of the proposed changes; Two (2) ledger size (11" x 17") copies and two (2) letter size (8 ½" x 11") copies
 - f. One (1) Mylar
3. Once the application has been reviewed by the Building Official, turn in application to the Public Works Secretary with your payment, in the amount of \$50.00, for the application fee; the Water Department will issue you a receipt. This fee is non-refundable. The Public Works Secretary will review the application and verify that all information is complete and that all required documents have been received. She will ensure that there are no back taxes on the property and confirm with the City Secretary that there are no outstanding labor liens on the property.
4. If the replat request involves erasing property lines, it is possible that the Building Official will be able to approve the request without bringing it before the City Council (in this situation, you would proceed to Step 9). However, in the event, that any property lines are requested to be added, the replat will have to go before the City Council and will include Steps 5-9.
5. Once staff has provided the City Secretary with a written recommendation regarding the replat request, the application will be placed on the next City Council agenda that will accommodate the hearing requirement. The Public Hearing requirements are:
 - a. The Notice for the Public Hearing must be advertised in the Port Arthur News prior to the hearing, not less than 16 days prior to the hearing.
 - b. At least 16 days prior to the Public Hearing, notification will be sent to all property owners within 200 feet of the property to be replatted

6. The Public Hearing will be held at City Hall in the Council Chambers during a City Council meeting. The City Council will take action on the request after the Public Hearing has been conducted (during the same meeting). **(The Applicant or an authorized representative must attend this meeting)**
7. If the City Council approves the replat request, they will be asked to sign the Mylar after the City Council meeting. At times, not all members are present at the City Council meeting, and the Mylar will have to be held by staff until all required signatures are obtained.
8. If the City Council approves the replat request, the Applicant is then responsible to have the plat filed at the Jefferson County Courthouse.
9. Once the plat has been recorded/filed, the Applicant will then need to submit one (1) Mylar, three (3) copies of the recorded document, and a digital file copy to the Building Official.

**CITY OF PORT NECHES
UTILITY CONTACTS FOR REPLAT REQUESTS, LICENSE TO ENCROACH REQUESTS, AND MOVING
MOBILE HOMES IN/OUT OF THE CITY LIMITS**

ENTERGY

Contact Name: Pauline Oliver
Title: Sr. Engineering Assistant
Office Number: (409) 982-5830
Fax Number: (409) 785-2343
Email Address : poliver@entergy.com

Contact Name: Al J. Harrington
Title: Right of Way Agent
Office Number: (409) 785-2266
Cell Phone: (409) 828-2250
Email Address: aharrin@entergy.com

Contact Name: Chris Hutch
Title: Operation Coordinator (Oversize Loads)
Office Number: (409) 785-2317
Fax: (409) 785-2288
Email Address: chutch@entergy.com

TEXAS GAS SERVICE

Contact Name: Patrick Sam
Office Number (409) 963-7110
Fax Number: (409) 963-7134
Email Address: patrick.sam@onegas.com

TIME WARNER CABLE/CHARTER COMMUNICATIONS

Contact Name: Teri Hebert
Title: Construction Coordinator
Office Number: (409) 720-5533
Fax Number: (409) 727-5050
Email Address: teri.hebert@charter.com

Contact Name: Adam LaRive
Title: Construction Design Coordinator
Office Number: (409) 720-5565
Fax Number: (409) 727-5050
Email Address: adam.larive@charter.com

AT&T

Contact Name: Joe Graffagnino
Office Number: (409) 924-1496
Fax Number: (409) 839-6904
Email Address: jg8545@att.com

Drainage District No. 7

Contact Name: Brady Girouard
Office Number: (409) 985-4369
Fax Number: (409) 963-3101
Email Address: bgirouard@dd7.org

Note: Check with the Building Official to see if you need to contact Drainage District No. 7; it will depend on the lot location

Texas Department of Transportation (TxDOT)

Contact Name: Casey Cogswell
Office Number: (409) 924-6540
Fax Number: (409) 924-6543
Email Address: casey.cogswell@txdot.gov

Note: Check with the Building Official to see if you need to contact TxDOT



1005 Merriman Street Port Neches, Texas 77651
P. O. Box 758 Port Neches, Texas 77651
Office: 409.727.2182 fax: 409.727.8677
www.ci.port-neches.tx.us

CITY OF PORT NECHES APPLICATION FOR A REPLAT

APPLICANT'S INFORMATION

Name: _____
Mailing Address: _____

Phone Number: _____
Email Address: _____

PROPERTY OWNER'S INFORMATION (IF DIFFERENT FROM THE APPLICANT)

Name: _____
Mailing Address: _____

Phone Number: _____
Email Address: _____

PROPERTY INFORMATION

Address/Location: _____
Legal Description: _____

Number of Acres: _____

Deed Records: Vol. _____ Page _____

Please provide the reason(s) for this request: _____

OTHER INFORMATION NEEDED

Has this request been made before: Yes No

If you selected "Yes", please provide the following information:

Date of request: _____ Was the request: Approved Denied Withdrawn

Signature: _____ Date: _____

OFFICE USE ONLY

REQUIRED ITEMS THAT HAVE BEEN RECEIVED OR COMPLETED BY STAFF:

- Completed application
- Letter from the property owner stating their request
- A completed "Appointment of an Authorized Representative" form (when applicable)
- Approval letters from each of the utility companies
- Engineered plat of the proposed changes; Two (2) ledger size (11" x 17") copies and two (2) letter size (8 1/2" x 11") copies
- One (1) Mylar
- Confirm there are no back taxes on the property
- Confirm there are no outstanding labor liens filed on the property
- Payment of \$50.00 Date Paid: _____ Receipt No.: _____

MEETING DOCUMENTATION

Date of Public Hearing/City Council Meeting: _____ Action Taken: _____

Recorded File No.: _____