



Conveyance Plat Application and Checklist

Property Information:

Project Name: Parcel(s) Tax ID# (Required):

Project Address (Location): Total Acres:

Previous Project Number (If Applicable):

Existing Zoning: # of Existing Lots: # of Existing Units:

Proposed Zoning: # of Proposed Lots: # of Proposed Units:

For Plats Only: This waiver must be completed for all Plat applications; failure to do so will result in the rejection of your application.

I waive the statutory time limits in accordance with Section 212 of the Texas Local Government Code.

SIGNATURE:

Owner Information and Authorization:

Name:

Company Name:

Address:

Telephone: Email:

CHECK ONE OF THE FOLLOWING:

- I will represent the application myself; or
I hereby designate (name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this development application. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this application.

I hereby certify that I am the owner of the property and further certify that the information provided on this development application is true and correct. By signing below, I agree that the City of Denton (the "City") is authorized and permitted to provide information contained within this application to the public. The City is also authorized and permitted to reproduce any copyrighted information submitted in connection with the application, if such reproduction is associated with the application in response to a Public Information Request.

Owner's Signature: Date:

STATE OF TEXAS COUNTY OF BEFORE ME, a Notary Public, on this day personally appeared (printed owner's name) the above signed, who, under oath, stated the following:

"I hereby certify that I am the owner, for the purposes of this application; that all information submitted herein is true and correct."

SUBSCRIBED AND SWORN TO before me, this the day of, 20.

Notary Signature

(seal)



## DEPARTMENT OF DEVELOPMENT SERVICES

Development Services Center – 215 W. Hickory Street – Denton, Texas 76201 voice: (940) 349-8541

[www.cityofdenton.com](http://www.cityofdenton.com)

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Please note that this checklist is intended to assist developers and design professionals in the preparation of submittals for DRC review and are generally what is needed to facilitate the review of the proposed **Conveyance Plat**. A submittal of a complete application will facilitate a timely review. Failure of the applicant to provide required information or obtain a waiver from the DRC Chair will result in application not being processed. Under special circumstances, additional items may be required through the Development Review Committee process prior to approval.

#### Items to be submitted:

- Application and Checklist**
- Associated Fee(s):** as listed on the **Development Review Fee Schedule**.
- Project Narrative:** Written proposal for the project.
- Conveyance Plat:** Plats will be drawn on a sheet size of 24" x 36" with a 3" x 3" clear box in the right hand corner (these are county requirement for filing). Smaller or larger sheet size may be accepted only if approved by Development Review Committee (DRC) Chair. Plats will be drawn to a scale no smaller than 1" = 100' unless otherwise approved by the DRC Chair.
- 24" x 36" **Engineering/Support Documents** if required. Engineering/support documents are required for all public improvements, including sidewalks. Engineering/support documents will be drawn to a plan view scale not smaller than 1" = 100' with exception to the drainage area map which may be a scale not smaller than 1" = 400' unless otherwise approved by the DRC Chair.
- All documents shall bear appropriate seals, stamps or other validations/certifications of work as applicable in accordance with State law and local requirements.
- Conveyance Plat Checklist:** I have reviewed the checklist and all submittals for completeness and accuracy.
- All documents are required to be PDF files, each sheet will be a single item and will be uploaded into ProjectDox**

#### General Information:

A conveyance plat may be used solely for the purpose of subdividing land and the recording of same, or recording a single existing lot or parcel created by other means. A conveyance plat may be used to convey the property or interests therein; however, a conveyance plat does not constitute approval for development of the property. A conveyance plat is an interim step in the subdivision of land and shall contain a notation that indicates that no development is intended. A conveyance plat may be used in lieu of a final plat to record the subdivision of property, provided that no portion of the development is intended for immediate development. For more information see Section 35.16.17 of the Denton Development Code.

**Applicant information required:** the applicant, owner and contact information on the application must be provided in entirety. If the applicant, property owner or contact is the same, note as such. The **contact** should be the name of the principal design professional (i.e. a surveyor or engineer) preparing the plat document. If multiple design professionals are involved in the preparation of the plat document, list the principal design professional. All correspondence relating to the plat will be directed to the contact designated on the application.

**Owner signature:** the final plat application is required to be signed by the **current property owner**. If the property owner is not available to sign the application, then a letter of authorization from the property owner is required to be submitted which empowers a designee to sign for the property owner.

**Acceptance of plat application:** All plat applications will be reviewed for completeness in accordance with this checklist before they are accepted by City Staff. **Failure of applicant to provide required information or obtain waiver from DRC Chair constitutes grounds for refusal of plat acceptance for processing; or staff recommendation of denial when application is scheduled for consideration.**

**Standards for approval and approval procedure:** The Planning and Zoning Commission of the City of Denton shall approve the conveyance plat if it complies with the standards for approval listed in Section 35.16.17.2(B) of the Denton



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Development Code. The Planning and Zoning Commission must approve, approve with conditions that insure compliance with the Denton Development Code, or deny a conveyance plat within thirty (30) days of its date of application. A conveyance plat qualifying as a minor plat shall be reviewed and acted upon by the Development Review committee. See Section 35.17.17.2(C)(2) for filing procedures.

**Expiration of Conveyance Plat:** any conveyance plat, which has not been filed with the county within one hundred eighty one (181) days of the date of approval, shall become null and void.

#### Conveyance Plat Shall Contain:

- North arrow, written and graphic scale, and date of preparation, key map showing the location of the development in relation to existing streets and highways and dates of preparation and revisions.
- The boundary lines with accurate distances and bearings to the exact location and width of all existing or recorded streets intersecting the boundary of the tract.
- True bearings and distances to the nearest established official monuments or state plane coordinates, which shall be accurately described on the plat; municipal, township, county or section lines accurately tied to the lines of the subdivision or addition by distances and bearings.
- An accurate location of the subdivision or addition with reference to the abstract and survey records of the County.
- The exact layout including:
  - Street names (if known or proposed).
  - The length of all arcs, radii, internal angles, points of curvature length, and bearings of the tangents.
  - Easements and rights-of-way specifying their provision by dedication or reservation.
  - All lot numbers and lines with accurate dimensions in feet and hundredths of feet with bearings and angles to street and alley lines.
- The identification, location and size of all existing gas, petroleum, or similar common carrier easements located within or on the boundary of the development. If no easements or pipelines are located on the property, add a note to that effect.
- The accurate location, material, and approximate size of all survey monuments and corners.
- The accurate outline of all property that is offered for dedication for public use with the purpose indicated thereon.
- Proposed name of the subdivision or addition.
- Name and address of the property owner.
- Certification by a registered professional land surveyor to the effect that the plat represents a survey made by him or her and that all the monuments shown thereon actually exist, and their location, size and material description are correctly shown.
- The applicant shall also submit the following with his or her application for approval of a conveyance plat:
  - Certificates to properly dedicate easements or rights-of-way as may be necessary.
  - A certificate of ownership and dedication of all street and alley rights-of-way to public use forever, signed and acknowledged before a notary public by the owner and lien holder, if any, of the land along with complete and accurate description of the land subdivided and streets dedicated, where applicable, except as provided in Section 35.16.17.2(B)(2).
  - Acknowledgement to be placed on plat. All conveyance plats must be titled “Conveyance Plat” and carry the following text:
    - “A conveyance plat is a record of property approved by the City of Denton for the purpose of sale or conveyance in its entirety or interests thereon defined. No building permit may be issued, nor development begin, nor permanent public



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utility service provided until a final plat is approved, filed of record and public improvements are accepted in accordance with the provisions of the Subdivision and Land Development Regulations of the city of Denton. Selling a portion of this property by metes and bounds, except as shown on an approved, filed and accepted conveyance plat, final plat or replat is a violation of the city ordinance and state law.”

- All documents shall bear appropriate seals, stamps or other validations/certifications of work as applicable in accordance with State law and local requirements.

### Requirements for Recording Plat:

Plats shall be filed prior to formal acceptance of any public improvements and prior to issuance of building permits. In order to comply with the county’s plat filing requirements, the following must be completed on the final plat document.

- All documents shall bear appropriate seals, stamps or other validations/certifications of work as applicable in accordance with State law and local requirements.
- All stamps and seals must be legible.
- Tax certificates are required with the filing of each plat from all taxing entities.
- All property owner signatures must be original and acknowledged (notary public) and each name must be printed below each signature.
- A 3” X 3” box in the bottom right-hand corner is requested on the plat in order to print recording information.
- A fee of \$50 is required for each page of the plat filed plus \$0.25 for each page of each copy the applicant requests returned.

Once the execution package is received, all items will be reviewed. Any discrepancies in the plat documents or development contracts may delay the filing of the final plat. Development contracts must be approved prior to filing the final plat at the county courthouse. Any omission of the above listed items may delay the filing of the final plat. Staff will obtain signatures from the City Secretary and the Planning and Zoning chairperson prior to filing.