



DEPARTMENT OF DEVELOPMENT SERVICES

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

www.cityofdenton.com

Final Plat Application and Checklist

PROPERTY INFORMATION:

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

Project Address (Location): \_\_\_\_\_ Total Acres: \_\_\_\_\_

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. Waiver from Section 212.009: The Texas Local Government Code requires that the municipal authority responsible for approving plats must take action on a plat within thirty (30) days of the plat application being accepted. A plat is considered approved by the municipal authority unless it is disapproved within that period. Because 30 days is generally not enough time for a plat to be processed by City Staff and forwarded to the Planning and Zoning Commission for approval, a waiver for this section has been provided on the plat application form. If the waiver on the plat application is not signed, then it is likely that the plat will be forwarded to the Planning and Zoning Commission with a staff recommendation of denial within 30 days of the application being accepted. The waiver must be signed by the property owner or by the property owner's designee as noted on a letter of authorization.

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)



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#### GENERAL INFORMATION:

A final plat is intended to serve as the official recorded map of the property to be developed, showing thereon the boundaries, lots, public streets and easements and other significant public facilities and features which are necessary to serve the development, as required by the Denton Development Code. A final plat of the property to be subdivided or developed is required of all development to which Subchapter 16 of the Denton Development Code applies. For a development to be constructed in phases, the final plat may include only a portion of the land included in a general development plan and/or preliminary plat. The final plat shall substantially to the approved preliminary plat. For more information see Section 35.16.12 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 notarized 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.**

**Expiration of Final plat and Plans:** An approved final plat which has not been filed in the appropriate records of Denton County within two (2) years of its approval shall be considered null and void unless an extension is granted by the Planning and Zoning Commission for good cause.

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 **Final 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.
- Final 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.
- All documents are required to be PDF files, each sheet will be a single item and will be uploaded into ProjectDox.**



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#### FINAL PLAT SHALL CONTAIN:

- The date, written and graphic scale, north arrow, proposed name of the development, key map showing the location of the development in relation to existing streets and highways and dates of preparation and revisions.
- The signature block of the owner or owners of the land included within the plat, acknowledged in the form required for the acknowledgement of deeds.
- Name of the subdivider or developer, record owner and surveyor.
- Title Block containing: Proposed name of the subdivision or lot on record, acres in previously platted and unplatted land and total of those acres, survey and jurisdiction (City of Denton, County of Denton, Texas, for example).
- Proposed name of the subdivision, development or lot on record, which shall not have the same spelling or be pronounced similarly to the name of any other development located on land within the jurisdiction of the city. Developers of phased development shall use the same base name for different sections, identified by a section number.
- The development boundary lines, shown by a **continuous dark line** of sufficient width to be easily identified, as shown by a survey performed by a registered professional land surveyor describing the boundaries of the development by metes and bounds. The survey shall:
  - Locate the boundaries with respect to a corner of the survey or tract or any original corner of the original survey abstract of which it is a part (provide a note of description of the location of the survey abstract). At least one corner shall be tied by course and distance to a corner in a recorded subdivision or to a right-of-way pin at an intersection. (Note describing corner markers should be included);
  - Describe and locate all permanent survey monuments, pins, and control points and tie and reference the survey corners to the Texas State Plane Coordinate System North Central Zone 1983-1999 datum.
  - Identify the dimensions of the development with a legal description and bearings and distances on the boundary of the plat.
  - Please provide a location map showing the relation of the subdivision to streets and other prominent features.
  - Please show the names of the adjoining subdivisions or the names of the adjoining property owners, together with their respective plat or deed references.
  - Show boundaries streets and/or right of way on the plat.
  - Location of development by city, county and state.
  - The exact location, dimension and description of all existing or recorded public or private easements, and public rights-of-way within the development, intersecting or contiguous with its boundary or forming such boundary.
  - The dimensions of all existing or proposed lots and blocks within the development identified by letter or number running consecutively throughout the development.
  - The exact location, dimensions and description of all proposed public or private easements, parks, other areas, reservations, and other rights-of-way to be dedicated to the public, located within, intersecting or contiguous with its boundary or forming such boundary.
  - All proposed street right of ways or changes to be made in existing right of ways shall be described with accurate bearings or deflecting angles and radii, area and central angle, degree of curvature, tangent distance and length of all curves where appropriate, and the primary control points.
  - Approved name and dimensioned width of each street right of way. Street names are required for all newly created streets on the final plat document. Please note that street names will not be considered “reserved” prior to the submission of a final plat document.
  - Show centerline of existing streets. Dimension from centerline to edge of existing right-of-way and from centerline to edge of proposed right-of-way.
  - Existing and proposed easements – labeled, dimensioned, and instrument used to create or abandon such easements.



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- 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.
- Boundary lines of open spaces to be dedicated or granted for use by the public or inhabitants of the development.
- Reference by record name to recorded subdivision plats or adjoining platted land with recording information.
- Label lots in or adjacent to a floodplain or adjacent to a drainage easement and in other locations if required by the City Engineer with the following: “minimum finished floor elevations required.”
- Provide a note on the plat stating: “The minimum finished floor elevations shall be provided when a building permit application is submitted. The minimum finished floor elevations shall be based on the current FEMA data. The minimum finished floor elevations shall be stated as mean sea level rather than relative based on NAVD 1988 datum.”
- All required dedication and certification statements.
- Certification that basic monumentation has been set in order to determine location of public improvements.
- Signature block for approving body.
- Provide computer generated closure sheets for the exterior boundary of the subdivision.
- Provide computer generated closure sheets for all street rights-of-way within and contiguous to and lots within the subdivision.
- For developments that will generate over 1000 vehicle trips per day or more than 100 vehicle trips during the peak hour as determined during preliminary plat or general development plan review, a Traffic Impact Analysis (TIA) must be submitted with or prior to the Final Plat submission. For purposes of determining if a TIA is required, trips are calculated based on the ITE Trip Generation Manual average rates for the proposed use and proposed or expected square footage of buildings or land area as appropriate. The applicant may also provide trip generation calculations based on the uses and square footages or land area using the ITE regression equation in lieu of using the average. (Approval of the TIA is required prior to scheduling the final plat for Planning & Zoning Commission)
- If modifications to the floodplain are proposed, show existing and proposed floodway fringe areas.

### FEES AND PERMITS:

#### STREET SIGNS

The City of Denton erects all street signs within the public right-of-way. The developer will be billed prior to final project acceptance for the necessary street signs within any subdivision.

#### STREET LIGHTING

Applicant shall contact Denton Municipal Utilities for all street lighting issues. All street lighting issues must be finalized prior to the acceptance of the subdivision. This includes any payment if applicable.

#### TEXAS DEPARTMENT OF TRANSPORTATION (TxDOT) Permits

A TxDOT Permit is required for all public improvements that are proposed in TxDOT Right of Way. As TxDOT permission may affect street layout, please be aware that no final plat will be approved until a TxDOT permit is approved for street locations. All other TxDOT permits must be applied for and received prior to commencing work in the TxDOT right of way. TxDOT permits must be submitted through the City’s right-of-way division to TxDOT for approval. Please contact the right-of-way division if a permit is required.

- 1.) Submit five sets of plans on 11" x 17" for the area where activities are proposed within the TxDOT right-of-way: plan, profile and details. TxDOT or City of Denton right-of-way shall be clearly shown and labeled as such.
- 2.) Include all necessary details and dimensions for work proposed within the right-of-way, bore pits, receiving pits, edge of pavement, borrow ditch sections, etc.
- 3.) A traffic control plan *must* be included. Traffic Control Plan must comply with the most recent edition of the Texas Manual of Uniform Traffic Control Design and be sealed by a Professional Engineer.



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- 4.) Provide a brief written summary of the proposed work. Include the linear footage, type and size of all proposed utility construction or installation. If constructing manholes, include the type and size.
- 5.) Approval letter from the Texas Department of Licensing and Regulation for all sidewalks or other pedestrian routes within the right-of-way.

**RAILROAD PERMITS** The applicant is responsible for obtaining all right-of-way permits for entry and use of railroad property. The contractor is the sole responsibility to submit the paperwork for & obtain the "Contractor's Right-of-Entry" permit, when it comes to Railroad crossings. This "Contractor's Right-of-Entry" permit is in addition to permits obtained for perpetual use of the right-of-way for utility purposes.

### REQUIREMENTS FOR RECORDING FINAL 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.

**All final plats must be recorded within two years from the date of approval or they become null and void.**