



DEPARTMENT OF DEVELOPMENT SERVICES

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

www.cityofdenton.com

Preliminary 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. 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, including the email address, 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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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 **Preliminary 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.
- Preliminary Plat:** Plats will be drawn on a sheet size of 24" x 36", 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.
- 22" x 34" or 24" x 36" Engineering/Support Documents** if required (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.
- Tree Inventory:** Refer to Tree Inventory Checklist and sample format.
- 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.**

GENERAL INFORMATION:

A preliminary plat is intended to provide sufficient information to evaluate and review the general design of the development to ensure compliance with the Denton Plan, the Denton Development Code, and the Mobility Plan. A preliminary plat shall be required for all proposed developments or subdivisions of land, except where otherwise provided for in Subchapter 16 of the Denton Development Code. For more information see Section 35.16.11 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 contacts are 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 preliminary 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.

Expiration of preliminary plat: Pursuant to Section 35.16.11.E of the Denton Development Code, an approved preliminary plat shall become null and void twenty-four (24) months after its approval. If a final plat is approved and filed for a part of the preliminary plat within the last 6 months of that time, the expiration date for any remaining portion of the preliminary plat will be extended for a period of six (6) months after the date of approval of the final plat.

PRELIMINARY PLAT SHALL CONTAIN:

General Information:

- 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 name and address of the developer, record property owner or owners, and the planners, registered engineer, surveyor or other representatives processing the plat.



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Preliminary Plat Application and Checklist

- Any city or extraterritorial lines traversing or on the boundary of the development.
- The names of the record owners of contiguous unplatted lands or title of contiguous platted lands.
- Title Block containing: Proposed name of the subdivision or lot on record, acres in platted and unplatted land and total of those acres, survey and jurisdiction (City of Denton, County of Denton, Texas, for example).

Boundaries, Acreage, and Uses:

- The development boundary lines, shown by a **contiguous dark line** of sufficient width to be easily identified.
- The total acreage within the development, the identification of each existing and proposed type of land use, and the acreage of each use.
- All existing or proposed lots and blocks identified by letter or number within the development and the names and lot patterns of contiguous developments, shown by dotted or dashed lines.
- The location and identification of all existing buildings, parking lots, driveways, and other significant structures and whether they are to remain or be removed from the site.
- Identify all existing easements and encumbrances on the property.
- 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.

Utilities:

- The identification, location, and size of all existing and proposed public facilities, including water and sanitary sewer lines and associated easements that are proposed to serve the development.
- Provide existing and/or proposed sanitary sewer invert data to indicate that lot can be gravity sewered or provide a note that states, “NO INFORMATION HAS BEEN PROVIDED THAT THE PROPERTY CAN BE SEWERED CONVENTIONALLY”.
- Information on the means by which any alternative water or sanitary sewer service is to be provided, such as by wells or septic systems and the location and distance from nearest public facility.
- The location and routing of all existing or proposed lines, easements, and facilities for providing electrical services for the development.
- The identification, location and size of all existing gas, petroleum, or similar common carrier easements located within or on the boundary of the development.
- Provide water and sewer demand/loading calculations, if anticipated/potential number of residential units exceeds 25 and/or amount of non-residential square footage is anticipated to exceed 130,680 square feet (3 acres), based on City of Denton Water and Wastewater Design Criteria Manual.

Streets, Sidewalks and Driveways:

- The identification, location and size of all existing and proposed streets, street names and street rights-of-way located within the development or adjacent developments and any proposed roads identified on the Roadway Component of the Mobility Plan.
- Location of existing sidewalks within or adjacent to the property.
- The location of any existing or proposed driveways / curb cuts that access or are proposed to access any existing or proposed arterial or collector street located within the development, adjacent to the development or within 200 feet of the boundary of the development.
- Centerline of existing and proposed right-of-way with dimension and arrow from centerline to edge of proposed right-of-way with dimension.
- Provide anticipated trip generation table based on proposed land use and Institute of Transportation Engineers (ITE) figures. For purposes of determining if a TIA is required, trips are calculated based on the ITE Trip Generation Manual average rates



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Preliminary Plat Application and Checklist

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 areas using the ITE regression equation in lieu of using the average.

Drainage:

- The topography of the existing land included within the development as shown by contour lines of two (2) foot vertical intervals (available at the Engineering Department). Topography shall be based on NAVD 1988 datum.

Drainage Engineering Support Documents:

- Major changes in topography anticipated and resulting from the proposed development should be conceptually shown on the plat document.
- The identification, location, and approximate dimensions of all existing water courses, ponds, detention ponds, ditches, channels, floodway and floodplain boundaries, storm water improvements, or similar natural or man-made drainage facilities or features located on the property or within 200 feet of the boundaries of the development that do or will affect or impact stormwater drainage on or across the site.
- The conceptual location of all proposed drainage improvements and proposed floodplain/floodway revisions and any proposed easements associated with such drainage improvements.
- In situations where a floodplain or existing water course is proposed to remain in an existing or natural state, conceptual location of any proposed drainage easements required to contain the 100 year storm based on ultimate development of the watershed.
- A Preliminary Drainage Study performed by a registered engineer is required with the submission of a preliminary plat unless one of the following conditions is met. Developments that are accepted from the preliminary drainage study requirement are still required to provide sufficient drainage information at the final plat stage as required by the Drainage Criteria Manual to support proper sizing of any required or proposed drainage improvements or easements.
 - The proposed development, lot or lots in combination with any upstream drainage area is less than three acres.
 - The preliminary plat is for a single-family lot of five acres or more that does not contain a drainage course outside of a floodplain (Zone AE, A, AO, or shaded X) on the city's Flood Insurance Rate Map.

At a minimum, a preliminary drainage study shall contain the following components. A more detailed description of the requirements for the study is included in the Drainage Criteria Manual.

- A drainage area map at a 1"=200' scale or larger showing all proposed onsite and existing offsite drainage areas with points of concentration/discharge and contours at two foot intervals identified, proposed zoning of each drainage area, existing and proposed drainage features and systems, existing and proposed streets and alleys, proposed crests, sags, and street intersections with proposed flow arrows, existing and proposed floodplains and floodways on or adjacent to the site, any proposed topographic changes that are over 1000 square feet and will include cuts or fills of 2 or more feet, and a north arrow
- Table of runoff calculations with the following headings and subsequent information for each offsite and onsite drainage area and concentration/discharge point.
 - Drainage area designation
 - Area in acres
 - Weighted runoff coefficient based on proposed zoning
 - Time of concentration based on proposed conditions
 - Proposed 100 year intensity
 - Proposed 100 year runoff
- A general description/narrative indicating how proposed onsite and offsite drainage runoff is proposed to be handled in accordance with the City of Denton Drainage Criteria and the adequacy of the existing downstream drainage system as it relates to the proposed runoff from the site.



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- An application for a Conditional Letter of Map Revision with the associated flood study is required with the submission of a preliminary plat if modifications to any floodway in a zone AE or floodplain in a zone A are proposed as a result of the development. Specific requirements for flood studies are included in the Drainage Criteria Manual. Prior to approval of such a preliminary plat, the CLOMR application is to be approved by the city and suitable for submission to FEMA. (The application must be approved by FEMA prior to approval of a final plat.)
- Add a note on Preliminary Plat, if applicable, that states: Discharge from any detention pond outfall or storm drain outfall may require an offsite drainage easement to accommodate the flow. If an offsite drainage easement is required, a study shall be made of the off-site property to determine the size of the drainage easement to accommodate the flow.
- Add note on Preliminary Plat that states: Acceptance of the drainage features identified on the Preliminary Plat are subject to change during the final plat process and do not constitute subsequent approval of same. The City reserves the right to require additional data or studies to ensure compliance with City of Denton Subdivision and Land Regulations, Drainage Design Criteria and Comprehensive Master Drainage Plan.