



# FINAL PLAT SUBMITTAL CHECKLIST

This checklist is provided to assist developers and design professionals in the preparation of submittals for development review and is intended to be a guideline for what is needed to facilitate the review. Additional information may be required, as indicated in your pre-application meeting or upon review of the plans.

**Public record:** A final plat is intended to serve as the official recorded map of the property to be developed, showing boundaries, lots, public streets, easements and other significant public facilities and features which are necessary to serve the development and as required by the City of The Colony Subdivision Regulations and Denton County. 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 conform to the approved preliminary plat.

**Acceptance of final plat application:** Final plat applications shall be reviewed for completeness in accordance with this checklist before they are accepted by City Staff. Failure by the applicant to provide required information or obtain a waiver from the Development Services Director constitutes grounds for refusal of plat submittal for processing; or staff recommendation of denial when the application is scheduled for consideration before the Planning and Zoning Commission.

**CIVIL DRAWINGS:** Civil Drawings need to be reviewed and approved before any Final Plat submittals are approved. Civil drawings are a completely separate submittal and should be submitted directly to the Engineering Department. They should not be submitted with Building Plans. The sealed Civil Engineering Drawings should include complete water and wastewater, grading, paving, drainage areas, drainage infrastructure and design calculations, signage, lighting etc. For a complete list of plans required and a Final Plat checklist, refer to the Engineering Design Manual for Civil Plans checklist available at <http://www.thecolonytx.gov/Depts/Engineering/EngineeringDesignManual.htm>.

APPLICATION REQUIREMENTS:		
	Applicant	Staff
<b>Universal Application Form:</b> The completed application form shall include notarized signatures of the applicant and owner(s).		
<b>Project Narrative:</b> A narrative indicating the purpose of the development and what is being proposed, in narrative form.		
<b>Copies of Final Plats:</b> Fourteen (14) copies of plat (24" X 36") individually FOLDED <b>Copies of Final Plats:</b> One (1) copy of plat (11" X 17") individually FOLDED		
<b>Fee:</b> Fee paid as described in the current Development Services Fee Schedule.		
<b>Waiver from Section 212.009:</b> The Texas Municipal 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 submitted. A plat is considered approved by the municipal authority unless it is disapproved within that period. Thirty (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, therefore a waiver for this section of the State Code has been provided on the plat application form. If the waiver on the plat application is not signed, it is likely that the plat will be forwarded to the Planning and Zoning Commission with a staff recommendation of denial within thirty (30) days of the application being accepted. The waiver shall be signed by the property owner or by the property owner's designee as noted on a letter of authorization. Signing of this waiver in no way slows the processing of the plat. Rather, it allows City Staff sufficient time to conduct a thorough review, time for the applicant to make revisions, and the necessary time to prepare the documents for approval by the Planning and Zoning Commission.		



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PLAN SPECIFICATIONS:		
	<i>Applicant</i>	<i>Staff</i>
<b>Applicant information:</b> The applicant is generally the principal design professional (e.g. a surveyor or engineer) preparing the plat document. The applicant shall include his/her name, name of company, company address, phone number, and personal email contact information on the application and on the plat. If the applicant and the property owner are the same, please note as such. All correspondence relating to the plat review and filing will be directed to the applicant designated on the application.		
<b>Owner information:</b> The plat application is required to be signed by the <b>current property owner(s)</b> . 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. The owner(s) name, address, and phone number must be shown on the plat. The plat drawing does not need to be signed and notarized until the plat has been approved.		
<b>Legibility and scale:</b> The scale of the drawings shall be in a scale that shows all the elements in sufficient detail to be legible so that City Staff and the Planning and Zoning Commission may conduct a thorough review.		
<b>Notation of the scale:</b> Engineering scale required.		
<b>Bar or graphic scale and directional arrow are required.</b>		
<b>Legend:</b> The legend shall include an explanation for any graphic symbols used on the plat.		
<b>Date:</b> The plat shall include the date of initial preparation and the date of any subsequent revisions.		
<b>Project Number:</b> After the plat has been submitted, a unique project number will be generated by City Staff. All subsequent revisions shall have this number clearly visible in subsequent title blocks.		
<b>Title block:</b> A title block including the following information shall be included on each page: <ul style="list-style-type: none"> <li>Name of the proposed project, with proposed Lot and Block designations.</li> <li>Type of Plat: "Final Plat"</li> <li>Current legal description (County and abstract OR the current subdivision name and lot and block designation)</li> <li>Acreage of the total plat.</li> <li>Project number</li> </ul>		
<b>Denton County Seal block:</b> A three (3) inch square blank block shall be provided on the bottom right-hand corner of the plat on which the Denton County filing seal will be affixed at the time of filing.		
<b>Location map:</b> A location map with the subject site clearly indicated and referenced to existing major streets and/or highways. If there is no adjacent subdivision, a scaled map showing the nearest subdivision in each direction and how the streets or highways in the submitted plat connect with those of the nearest subdivision shall be provided.		
<b>Dedication:</b> Any rights-of-way, parks, easements or other publicly owned areas shall be dedicated to the City via the plat.		
<b>Easements:</b> The plat shall show all existing easements and include the filing information for each, including separate instruments that apply to the property. The plat shall also show all proposed easements, dimensioned, with the specific type of easement called out.		
<b>Metes and Bounds Description:</b> Include the written legal description of the property.		



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<b>Floodplain:</b> The plat shall show the limits of the Ultimate Flood Plain and the FEMA 100 Year Flood Plain and clearly label both with reference to FIRM map panel number.		
<b>Existing and proposed access:</b> The location, dimension, name and description of all existing public and/or private rights-of-way and/or easements, including streets, alleys, medians, and curb cuts within the subject property shall be shown on the plat. The plat shall also show the dimensions of public and/or private rights-of-way, including streets and alleys which abut, intersect, or form part of the proposed subdivision boundary. The surveyor/consultant shall submit a list of the street names proposed for use in the subdivision which will be reviewed against The Colony's existing street names currently found in the Geographic Information System (GIS) street name database. Any similar names are then flagged and reviewed by Planning, GIS, Engineering, and the Fire Marshal to determine if a different street name should be substituted and used. Street names shall be shown for all public and/or private rights-of-way. Street names Reference the Subdivision Ordinance, Master Thoroughfare Plan and the City's <i>Engineering Design Manual</i> for right-of-way dedication requirements.		
<b>Visibility triangles:</b> Visibility triangles shall be shown at all street and alley intersections on the plat. Visibility triangles shall be in accordance with the regulations of Section 18-605 of the Zoning Ordinance.		
<b>Proposed layout:</b> The location, size (square footage), description and purpose of all proposed blocks, lots, parks, open spaces, common areas and/or public areas shall be included on the plat. The proposed lots shall be labeled with dimensions and bearings.		
<b>Proposed lot and block labeling:</b> The proposed lots shall be labeled with numbers and the proposed blocks shall be labeled with letters on the plat (e.g. Lots 1, 2, and 3, Block A). Block letters may not cross a street or alley; lot numbers must be continuous.		
<b>City boundary lines:</b> The plat shall show the location of city limit lines and/or the outer border of the City's extraterritorial jurisdiction (ETJ).		
<b>Adjacent property information:</b> If the subject property is adjacent to existing residential lots, parks, and/or public areas, the location, size, ownership and filing information shall be indicated on the plat within a minimum of 200 feet from the subject property. Each adjacent subdivision showing alleys, streets, easements, adjacent lot lines, subdivision name, ownership, filing and current zoning information shall be indicated on the plat. If the adjacent property is unplatted, the plat shall show the property lines, ownership information, County and abstract number, and the note "Not platted."		
<b>State plane coordinates:</b> The plat shall contain two (2) state plane coordinates on the subject property.		
<b>Finished floor elevations:</b> The plat shall show the finished floor elevations for each lot on the final plat.		
<b>Contours/elevations:</b> The plat shall show the contours (ghosted) with elevation notes at intervals of two (2) feet or less.		
<b>Acreage detail:</b> The final plat shall show net and gross acreage for each lot on the plat, the proposed number of residential lots, the area in residential use, the approximate area in parks and the area in other non-residential uses.		



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<p><b>Setback Exhibit:</b> If the plat includes residential lots, one (1) separate exhibit showing the required setbacks shall be submitted to aid the review of residential building plans. In addition, a table showing the square footage of each lot shall be included in the setback exhibit to ensure that minimum lot sizes have been achieved, according to Section 11, Area Regulations, of the Zoning Ordinance.</p>		
<p><b>Line and Curve Table:</b> Each line and each curve radii shown on the plat shall be detailed in a table.</p>		
<p><b>Signature blocks and statements:</b> Signature blocks shall be included on the plat. Those signature blocks that require a notary seal shall include a notary block beneath the signature block. <i>These signature blocks shall not be signed or notarized until the plat has been approved by the Planning &amp; Zoning Commission.</i></p> <ul style="list-style-type: none"> <li>• Owner's certificate with associated notary block required</li> <li>• Surveyor's or Professional Engineer's certificate with associated notary block required</li> </ul>		
<p><b>Approval Block:</b></p> <p style="text-align: center;"><b>CITY SIGNATURE BLOCK</b></p> <p>On the _____ day of _____, 20____, this plat was duly approved by the Planning and Zoning Commission of the City of The Colony.          Signed: _____          Chairman of the Planning and Zoning Commission          Attest: _____          City Secretary</p>		
<p><b>Standard Note:</b> Include the following standard note on a final plat: "Selling off a portion of this addition by metes and bounds description, without a replat being approved by the City of The Colony, is a violation of city ordinance and state law and is subject to fines and withholding of utilities and building permits."</p> <p>Additional standard notes may be required.</p>		



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## Filing Procedure:

- Submit one (1) Mylar copy, one (1) paper "originals," and as many paper or Mylar copies as needed/desired by the applicant. Each sheet shall have the original notarized signature of EACH owner and the engineer, surveyor or other professional who created the plat, along with associated notary signatures and seals. They will be distributed as follows:
  - One (1) Mylar copy– to the Engineering Department
  - One (1) paper original – to the Planning Department
  - Other originals - to the Applicant
- Provide current tax certificates with a raised seal (NOT a tax receipt) from all the applicable taxing authorities of the subject property (e.g. Denton County, Lewisville ISD, City of The Colony, etc.)
- Provide the Denton County fee as follows:
  - \$50 initial fee for the first sheet (for a multi-page plat, each additional page requires a \$50 fee)
  - \$.25 (twenty-five cents) for each additional sheet
  - The check, made out to "Denton County," will be delivered to City Staff, along with the required copies for the county and the city as well as any additional copies desired by the applicant.
- Staff will file the plat in the Denton County Clerk's Office and advise the applicant when the personal copies (stamped as "recorded" by the County) as well as the transaction receipt are ready to be picked up.

### DEVELOPMENT SERVICES DEPARTMENT

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