



MINOR 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: The minor plat designation is used under the following certain circumstances that are proscribed by state law:

- The plat involves four or fewer lots;
- Each of the lots has frontage on an existing street;
- No new streets constructed to serve the lots; and
- No extension of municipal facilities (such as water, sewer, street widening and/or right-of-way dedication).

If all four of the above criteria exist, a minor plat may be approved by the Development Services Director, after determining that the regulations of City of The Colony Subdivision have been met.

Acceptance of plat application: A minor plat application shall be reviewed for completeness in accordance with this checklist before it is 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

APPLICATION REQUIREMENTS:		
	Applicant	Staff
Universal Application Form: The completed application form shall include notarized signatures of the applicant and owner(s).		
Project Narrative: A narrative indicating the purpose of the development and what is being proposed, in narrative form.		
Copies of Minor Plats: Fourteen (14) copies of plat (24" X 36") individually FOLDED Copies of Minor Plats: One (1) copy of plat (11" X 17") individually FOLDED		
Fee: Fee paid as described in the current Development Services Fee Schedule.		
Waiver from Section 212.009: 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 occasionally not enough time for a plat to be processed by city staff. 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 denied by the Development Services Director. 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 and time for the applicant to make revisions, as requested by Staff.		

PLAN SPECIFICATIONS:		
	Applicant	Staff
Applicant information: 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.		



MINOR PLAT SUBMITTAL CHECKLIST

<p>Owner information: The minor plat application is required to be signed by the current property owner(s). 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 minor plat. The minor plat drawing does not need to be signed and notarized until the plat has been approved.</p>		
<p>Legibility and scale: 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.</p>		
<p>Notation of the scale: Engineering scale required.</p>		
<p>Bar or graphic scale and directional arrow are required.</p>		
<p>Legend: The legend shall include an explanation for any graphic symbols used on the plat.</p>		
<p>Date: The minor plat shall include the date of initial preparation and the date of any subsequent revisions.</p>		
<p>Project Number: After the minor 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.</p>		
<p>Title block: A title block including the following information shall be included on each page:</p> <ul style="list-style-type: none"> • Name of the proposed project, with proposed Lot and Block designations. • Type of Plat: "Minor Plat" • Current legal description (County and abstract OR the current subdivision name and lot and block designation) • Acreage of the total plat. • Project number will be assigned when the application is submitted - the revisions require the project number to be shown in the title block. 		
<p>Denton County Seal block: A three (3) inch square blank block shall be provided on the bottom right-hand corner of the minor plat on which the Denton County filing seal will be affixed at the time of filing.</p>		
<p>Location map: 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.</p>		
<p>Metes and Bounds Description: Include the written legal description of the property.</p>		
<p>Dedication: Any rights-of-way, parks, easements or other publicly owned areas shall be dedicated to the City via the plat.</p>		
<p>State plane coordinates: The plat shall contain two (2) state plane coordinates on the subject property.</p>		
	<i>Applicant</i>	<i>Staff</i>
<p>Existing and Proposed Changes: Any proposed change to the minor plat shall be shown with normal line types; existing features that are to be changed (such as former lot lines, lot numbers, dedication locations, easements to be abandoned, etc.) shall be shown as a "ghosted" line, along with the current filing information.</p>		



MINOR PLAT SUBMITTAL CHECKLIST

<p>Existing and proposed utility service: The location and size of existing water and/or sanitary sewer mains, culverts, storm drains, fire hydrants, and other underground facilities and/or infrastructure within 200 feet of the subject property shall be shown on a separate utility plan. The preliminary layout of water and sanitary sewer mains, culverts, storm drains, fire hydrants, and other underground facilities and/or infrastructure which are required to ensure adequate service and fire protection to the proposed lots shall also be shown on a separate utility plan. Please refer to Appendix D of Engineering Design Manual for Utility Plan checklist available at http://www.thecolonytx.gov/Depts/Engineering/EngineeringDesignManual.htm</p>		
<p>Storm water retention/detention: shall be shown on the plat, as required by the Engineering Department. The location of any existing streams or waterways and/or proposed drainageways shall also be shown on the plat. Please refer to Appendix D of Engineering Design Manual for Drainage Plan checklist available at http://www.thecolonytx.gov/Depts/Engineering/EngineeringDesignManual.htm</p>		
<p>Floodplain: 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.</p>		
<p>Easements: 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.</p>		
<p>Existing and proposed access: 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.</p>		
<p>Visibility triangles: 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.</p>		
<p>Proposed layout: 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.</p>		
<p>Proposed lot and block labeling: 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.</p>		
<p>City boundary lines: The plat shall show the location of city limit lines and/or the outer border of the City's extraterritorial jurisdiction (ETJ).</p>		



MINOR PLAT SUBMITTAL CHECKLIST

<p>Adjacent property information: 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."</p>		
<p>Finished floor elevations: The plat shall show the finished floor elevations for each lot on the minor plat.</p>		
	<i>Applicant</i>	<i>Staff</i>
<p>Contours/elevations: The plat shall show the contours (ghosted) with elevation notes at intervals of two (2) feet or less.</p>		
<p>Acreage detail: 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.</p>		
<p>Setback Exhibit: 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>Line and Curve Table: Each line and each curve radii shown on the plat shall be detailed in a table.</p>		
<p>Signature blocks and statements: 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 minor plat has been approved by the Development Services Director.</i></p> <ul style="list-style-type: none"> • Owner's certificate with associated notary block required • Surveyor's or Professional Engineer's certificate with associated notary block required 		
<p>Approval Block:</p> <p style="text-align: center;">CITY SIGNATURE BLOCK</p> <p>"On the _____ day of _____, 20_____, this plat was duly approved by the Development Services Director of the City of The Colony. Signed: _____ Planning Director Attest: _____ City Secretary</p>		
<p>Standard Note: 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." Additional standard notes may be required.</p>		



MINOR PLAT SUBMITTAL CHECKLIST

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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