



## PLATTING APPLICATION

- Select Application Type:
- |  |  |
|--|--|
| <input type="checkbox"/> Preliminary Plat (PP)             | <input type="checkbox"/> Final Plat (FP)   |
| <input type="checkbox"/> Minor Plat (MP)                   | <input type="checkbox"/> Amended Plat (AP)   |
| <input type="checkbox"/> Development Plat (DP)             | <input type="checkbox"/> Plat Vacation (PV)  |
| <input type="checkbox"/> Replat (RP) (with a PV)           | <input type="checkbox"/> Replat (w/o PV: SF or 2F zoning)  |
| <input type="checkbox"/> Replat (w/o PV: all other zoning) | <input type="checkbox"/> Screen Wall/Landscape Plan<br>(if required w/PP per Subdivision Ord-Sec. 5.7) |

The following items shall be included in the application submittal:

- Signed and completed Application form;
- Completed Checklist form with all required checklist items;
- Applicable fee(s), see Fee Schedule;
- Endorsement from the applicable water utility (per CCN area, if not the City); and
- Include Ellis County's Waiver of "Takings Impact Assessment" (TIA) form, if ETJ plat.

**General Location of Property:**

Site Address: \_\_\_\_\_

Parcel ID No(s): \_\_\_\_\_

Total Area (acres): \_\_\_\_\_

No. Lots Proposed: \_\_\_\_\_

No. Dwelling Units: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Lot(s): \_\_\_\_\_

Block(s): \_\_\_\_\_

Is Property in FEMA Designated Floodplain? (circle one)

Yes

No

Type of Development: \_\_\_\_\_

Development Name: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

**\*\*\* CITY TO COMPLETE ITEMS 1-6 BELOW AT TIME OF SUBMITTAL \*\*\***

1) Case Number: \_\_\_\_\_

2) Application Cycle Date: \_\_\_\_\_

3) P&Z Date (tentative): \_\_\_\_\_

4) City Council Date (tentative): \_\_\_\_\_

5) Current Zoning of Property: \_\_\_\_\_

6) Current Use of Property: \_\_\_\_\_



**Applicant (Agent):** \_\_\_\_\_ Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email: \_\_\_\_\_

**Property Owner's Signature:** \_\_\_\_\_  
(required unless provided below)

**The information contained on this application, to my best knowledge and belief, is true and correct. I certify that I obtained legal consent from the property owner to submit this application, either for myself as the property owner or as an agent on behalf of the property owner. I also understand that it is necessary for an agent of this application to be present at the Planning and Zoning Commission (P&Z) meeting(s) as well as City Council meeting(s).**

\_\_\_\_\_  
*Owner/Agent's Signature*

\_\_\_\_\_  
*Printed Name*

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

Before me, \_\_\_\_\_, on this day personally appeared \_\_\_\_\_ known to me (or  
insert the name and character of the officer  
proved to me on the oath of \_\_\_\_\_, or through \_\_\_\_\_, to be the person whose name  
description of identity card or other document  
is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Notary Public's Signature



## FINAL PLAT CHECKLIST

**\*Case Number:** \_\_\_\_\_  
\*Entered by City Staff

**Parcel ID #:** \_\_\_\_\_

**Development Name:** \_\_\_\_\_

**Check One:**    **Final Plat**    **Replat**    **Minor Plat**    **Amended Plat**

**Each application shall include the following 32 items:**

Applicant must check each box showing that the item was provided | City Staff will verify Items 1-7 at time of turn in, the remaining items will be verified during the technical Completeness Check review.

	Provided Y   N		Verified Y   N
		Initial submittal shall include:	
<input type="checkbox"/>	<input type="checkbox"/>	1      a. Two (2) 18"x24" Bond Sets of all Drawings; and b. CD with all Drawings (to scale) and Supporting Documents in PDF format.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2      Verify Construction Plans were approved by the City.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3      Original, embossed Tax Certificate demonstrating all property taxes are paid in full.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	4      Metes and bounds description of the proposed subdivision. Provide a word processing, e.g., Microsoft Word, text document on 8.5" x 11" paper with the subdivision closure.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	5      Property/homeowners association agreement consistent with State and other appropriate laws.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	6      A letter fully outlining any alterations from the approved Preliminary Plat.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	7      Proof of Land Ownership, which may be in the form of a General Warranty Deed; Special Warranty Deed; Title Policy; or other document.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	8      Plats shall be drawn to a scale of 1" = 100' or 1" = 50' unless approved in advance by the City.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	9      Add a 2"x3" blank box in upper right corner for use by County Clerk's Office for plat recording.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	10     Title or name of subdivision preceded by: 'Final Plat'; 'Replat'; 'Minor Plat', etc., as applicable.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	11     Plat Prepared and sealed by a professional surveyor or engineer or a certified land planner.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	12     Name, address, and telephone number of the owner, applicant, survey, and/or engineer.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	13     Volume and page, or deed record number, of the ownership deed from Ellis County Deed Records.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	14     Map Standards - date of preparation, written and graphic scales, vicinity map, and north arrow.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	15     Key map, if multiple sheets are needed.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	16     Boundary line of the proposed subdivision drawn with a heavy line.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	17     Computed gross acreage of the subdivision.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	18     Property Zoning for subject site and surrounding properties. Include City limits line, if applicable.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	19     Location of the subdivision with respect to a corner of the survey or tract or an original corner of the survey of which it is a part.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	20     Number each proposed lot and block. Provide the proposed number of lots and/or dwelling units.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	21     Names of adjoining subdivisions with lots and blocks shown with dashed lines and/or property owners of record for all contiguous unplatted properties (include recording information).	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	22     Public sites and open spaces provided per the City's Subdivision Ordinance, Section 4.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	23     Location, dimension, description, and recording information for all existing rights-of-way (ROW), railroad ROW, easements, or other public ways on or adjacent to the property being developed.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	24     Dimensions for all lots. Gross acreage for all non-residential lots. Square footage for areas within residential areas. Approximate acreage of streets, parks, and other non-residential uses.	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	25     Front, side and rear building setback lines. Visibility Easement(s), if applicable.	<input type="checkbox"/> <input type="checkbox"/>



<input type="checkbox"/>	<input type="checkbox"/>	26	Sizes and flowlines of existing drainage structures, 100-year floodplain and floodway and Base Flood Elevation (BFE) as defined by FEMA.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	27	Finish Floor Elevation (FFE) shall be 2-feet above the 100-year Floodplain Base Flood Elevation	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	28	Two (2) Survey Benchmarks set by site with State Plane Coord. System (Texas North Central-4202).	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	29	Proposed easements, parks, open spaces, fire lanes, other public areas, and other rights-of-way within the subdivision. Dimensions of all easements and rights-of-way.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	30	Copy Existing of Protective Covenant, if available.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	31	Final Storm Water Management Plan meeting the requirements of the Manual for the Design of Storm Drainage Systems shall be submitted with the Final Plat.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	32	Final Plat certificates and approval block as described in the Subdivision Ordinance.	<input type="checkbox"/>	<input type="checkbox"/>

**Applicant shall provide a written description for the reason any item was not provided.**

Item #: \_\_\_\_\_ Reason for Omission: \_\_\_\_\_

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Item #: \_\_\_\_\_ Reason for Omission: \_\_\_\_\_

Item #: \_\_\_\_\_ Reason for Omission: \_\_\_\_\_

Item #: \_\_\_\_\_ Reason for Omission: \_\_\_\_\_

Item #: \_\_\_\_\_ Reason for Omission: \_\_\_\_\_

Item #: \_\_\_\_\_ Reason for Omission: \_\_\_\_\_

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The final plat shall be in accordance with the preliminary plat, as approved, and shall reflect/incorporate all applicable conditions, changes, directions and additions imposed by the Planning and Zoning Commission and City Council upon the preliminary plat. The final plat shall not be approved by the City until all utilities, infrastructure, and other required improvements have been constructed according to the engineering/construction plans. At the time the developer files a final plat application with the City, he shall also file a certificate showing that all taxes have been paid on the property to be subdivided, and that no delinquent taxes exist against the property.



**Within thirty (30) days after a Plat is approved by the Planning and Zoning Commission (P&Z) and City Council, the applicant shall provide a revised plan set that incorporates all staff, P&Z, and City Council comments. City staff will review the revised plan to verify all comments were satisfied. Once verified, the applicant will be notified to submit five (5) signed, hard-copies of the final plat drawing on 18" x 24" paper. The plat shall be sealed by the Professional Surveyor and signed by the Property Owner(s) and the signatures must be notarized.**

The City of Waxahachie will obtain the signatures from the P&Z and City Council representatives and will also record the plat with Ellis County.

The Plat may be approved by the P&Z and City Council; however, the Plat will not be recorded until after all public infrastructure (Streets, Water, Sewer and Drainage) is constructed and accepted by the Public Works Director or Ellis County inspector, or his/her equivalent, if the Plat is located in the City's ETJ.

The following items are the requirements for the Director of Public Works to determine the Construction is completed and acceptable.

1	City Inspector's construction punchlist items were completed
	As-Built or Record Construction Plans submitted to the City
	a. One (1) Full Size Bond Set
	b. Two (2) Half Size Sets Bond Sets
2	c. One (1) CD with:
	• Full Size Construction plans in PDF format
	AutoCAD file with all references in one file. The AutoCAD drawing shall be in State Plane Coordinate System (North Central Texas – 4202)
	Inspection Fees
3	a. Final Construction Cost (itemized)
	Inspection fee is 2.5% of Final Construction Cost for Public Infrastructure (excluding bonds, and insurance).
4	Two-year Maintenance Bond of the Public Infrastructure or Certificate of Deposit
5	Certificate of Completion provided by the Public Works Director



## FINAL PLAT PROCEDURES

### The following process pertains to all Final plat applications:

1. Pre-application meeting with Development Review Committee (DRC) Staff, not required. Contact the Planning Department at (469) 309-4290 for scheduling.
2. Applicant turns in application on one of the identified Application Dates.
  - a. Applications will not be accepted unless all required documentation and fees are provided.
  - b. The application will follow the City's Development Review Calendar in accordance with the Planning Application Cycle.
3. The Planning Department will notify the applicant of the application's completeness status on or before the tenth (10th) business day after the Application Date. The written notice will either identify the application as complete or specify the necessary documents or other information that was not provided and the date the application will expire if the documents or other information is not provided.
4. Within five (5) business days after the applicant is notified of a complete application, the Planning Department will send review comments to the applicant. In addition, the applicant will be invited to schedule a DRC meeting for the following Wednesday afternoon.
  - a. DRC meetings are scheduled in thirty (30) minute intervals.
  - b. Meetings are scheduled on the hour and half-hour starting at 1:30 p.m.
5. Applicant to present request before Planning and Zoning Commission (P&Z) [2<sup>nd</sup> & 4<sup>th</sup> Tuesday of each month at 7 p.m.] and City Council [1<sup>st</sup> & 3<sup>rd</sup> Monday of each month at 7 p.m.].
6. If approved by City Council, within thirty (30) days the applicant shall provide to the Planning and Zoning Department one (1) revised plan set that incorporates any outstanding staff, P&Z, or City Council comments. The following items will be required to verify revisions:
  - a. A response letter detailing how each comment was addressed; and
  - b. The revised plan set that contains the changes incorporated within the drawings.
7. Once the revised plans are provided, City staff will verify all comments were addressed satisfactorily.
  - a. If comments were not satisfied, then applicant will be notified to make corrections.
  - b. If all comments satisfied, applicant will be directed to provide five (5) signed, hard-copy plats.
8. The City of Waxahachie will obtain the signatures from the P&Z and City Council representatives and will also record the plat with Ellis County. Ellis County requires 18" x 24" drawings to record the plat.
9. If the plat is located within the City of Waxahachie's Extraterritorial Jurisdiction, then the drawings will be forwarded to the Ellis County Department of Development for County approval.



## FEE SCHEDULE

CONTACT PLANNING DEPARTMENT FOR FEE CALCULATION ASSISTANCE, IF NECESSARY

### Zoning, PD, or SUP Fees

<b>Zoning District Change:</b>	\$350 + \$10 per acre
<b>Planned Development (PD):</b>	\$350 + \$10 per acre
<b>PD Amendment:</b>	\$350 + \$10 per acre
<b>Site Plan Review:</b>	\$350 + \$10 per acre
<b>Specific Use Permit (SUP):</b>	\$350

### Platting Fees

<b>Preliminary Plat (PP):</b>	
Single-Family Residential (S-FR), Multi-Family Residential (M-FR), & Non-Residential (NR)	\$250 + \$10 per lot
<b>Final Plat (FP):</b>	
S-FR, M-FR, & NR	\$350 + \$5 per lot plus Plat Filing fees
<b>Development Plat (DP):</b>	
S-FR, M-FR, & NR	\$250 + \$25 per lot plus Plat Filing fees
<b>Replat (RP):</b>	
S-FR (with public hearing)	\$350 + \$5 per lot
S-FR (without public hearing), M-FR, & NR	\$200 + \$5 per lot plus Plat Filing fees
<b>Amended Plat (AP):</b>	\$250 + \$5 per lot plus Plat Filing fees
<b>Plat Vacation (PV):</b>	\$250 + \$5 per lot plus Plat Filing fees
<b>Minor Plat (MP):</b>	\$250 + \$5 per lot plus Plat Filing fees
<b>Plat Filing (at Ellis County):</b>	Subject to County Recording Fees
<b>ETJ Plats:</b>	Subject to Platting Fees Above + County Plat Fees (see Ellis Cnty. fee schedule)
<b>Infrastructure Inspection Fee:</b>	2.5 percent of total infrastructure cost
<b>Change Street Name</b> (after PP approval, for each name changed):	\$100
<b>Landscape/Irrigation Plan:</b>	\$100
<b>Park Land and Public Facility Dedication:</b>	
Park Land Dedication	Two (2) acres for each 100 dwelling units
Cash in lieu of Land	At City Council's Option: \$400/dwelling unit

### Impact Fees

Refer to City of Waxahachie Ordinance Number 2830, as amended, for Water, Wastewater, and Roadway Impact Fee regulations. Impact Fee Tables are also included in the City of Waxahachie's Code of Ordinances (Chapter 33, Article VII, Section 33-179). Impact fees are paid at the time of permit (roadway) or water meter (water and sewer) issuance.

In addition to any other fees, a \$2,500 deposit may be required at the time of submission of a PP, FP, or combination PP/FP for review by City Consultants of any facilities agreement or civil construction plans. At time of final approval, the deposit will be adjusted based on actual costs incurred by the City and an invoice for costs over \$2,500 or a refund to the extent actual costs are less than \$2,500 will be provided to the applicant.