



### Plat Submission Checklist

**Preliminary Plat/ Development Plat/ Minor Plat/ Plat Vacation:**

- Complete Application
- Fees
- Original Tax Certificates
- 15 Copies of Prints (see Section 2 of the City Subdivision Ordinance for plat submittal requirements)

**Replat:**

- Complete Application
- Fees
- Original Tax Certificates
- 15 Copies of Prints (see Section 2 of the City Subdivision Ordinance for plat submittal requirements)
- List of Property Owners within subdivision (if Deed Restrictions exist)

**Amended Plat:**

- Complete Application
- Fees
- Original Tax Certificates
- 5 Copies of Prints (see Section 2 of the City Subdivision Ordinance for plat submittal requirements)

**Final Plat:**

- Complete Application
- Fees
- 15 Copies of Prints (see Section 2 of the City Subdivision Ordinance for plat submittal requirements)

**Corrected Final Plat/ Re-Plat/ Minor Plat/ Plat Vacation:**

- 12 Copies of Prints (w/original signatures)
- Mylars (w/ original signatures)
- Digital file of plat (AutoCAD-compatible, .dwg or .dxf file, release 12 or later)

***All Prints (Plats, Surveys, Drawings, etc.) must be folded into no larger than 8 ½" x 11" with project information facing out. Submissions not presented in this manner will be rejected.***

# Plat Submission Information and Application Packet

Revised 04/29/05



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## PROCESSING OF PLATS

**PRE-PLATTING CONFERENCE** - Applicant may request a pre-platting conference with City Staff by contacting the Planning Department at (972) 937-7330 ext. 220 for an appointment.

**PRE-SUBMITTAL "CHECK PRINTS"**- Applicant may submit three (3) "Check prints" of proposed Plat to the Building & Development Department for review. Prints are returned to applicant with comments within Fifteen (15) working days.

**PLATTING SUBMITTAL** - Applicant submits completed application, fees and prints in compliance with all current subdivision ordinances at time of submission to the Building & Development Department. NOTE: A plat is not considered officially submitted until all required review information is provided. A 10-day review period may be utilized to assess the completeness of submittal. An incomplete plat submittal may delay the processing of the plat.

**PRELIMINARY PLAT** – Applicant provides an application, tax certificates\*, fees and fifteen (15) prints to City Building & Development Department. Complete submission must be received not less than twenty-eight (28) days prior to a scheduled P&Z meeting, but no more than thirty (30) calendar days, unless the applicant waives the thirty (30) day review time as provided for in the application. A proposed preliminary plat is submitted by City Staff with comments to the Planning and Zoning Commission and City Council for consideration. Applicant will be notified of specific time, date, and location of scheduled meetings and should be in attendance otherwise the plat most likely will be denied by P&Z Commission.

**FINAL PLAT** – Upon the installation of all subdivision infrastructure, a final plat shall be submitted to the City for review and approval. Applicant provides an application, fees and fifteen (15) prints to City Building & Development Department. Complete submission must be received not less than twenty-eight (28) days prior to a scheduled meeting, but no more than thirty (30) calendar days, unless the applicant waives the thirty (30) day review time as provided for in application. Proposed final plat is submitted by City Staff with comments, to the Planning and Zoning Commission for consideration. The Planning and Zoning Commission makes recommendations to City Council and the City Council approves, conditionally approves or denies the request. Applicant will be notified of specific time, date and location of scheduled meeting and should be in attendance otherwise the plat most likely will be denied by P&Z Commission.



**DEVELOPMENT PLAT** - Applicant provides an application, tax certificates\*, fees and fifteen (15) prints to City Building & Development Department. Complete submission must be received no less than twenty (28) days prior to a scheduled meeting, but not more than thirty (30) calendar days, unless the applicant waives the thirty (30) day review time as provided for in application. Proposed Development Plat is submitted by City Staff with comments, to the Planning and Zoning Commission for consideration. The Planning and Zoning Commission reviews and makes recommendation to the City Council and the City Council approves, conditionally approves or denies the plat. Applicant will be notified of a specific time, date, and location of scheduled meeting.

**RE-PLAT** - Applicant provides an application, tax certificates\*, fees, fifteen (15) prints and list of property owners within 200 feet of subject property to City Building & Development Department. Complete submission must be received not less than twenty-eight (28) days prior to a scheduled meeting, but not more than thirty (30) calendar days, unless the applicant waives the thirty (30) day review time as provided for in application. Proposed re-plat is submitted by City Staff with comments, to the Planning and Zoning Commission for consideration. The City Council approves, conditionally approves or denies the plat. Applicant will be notified of specific time, date, and location of scheduled meeting. Due to public hearing requirements, a re-plat may take up to sixty (60) days.

**AMENDED PLAT** - The City Manager or Designee may approve an amending plat. Applicant to provide application, tax certificates\*, fees, and five (5) prints for review and approval or denial by City Manager or designee. Applicant will be notified of action.

**PLAT VACATION** - Applicant provides an application, tax certificates\*, fees and fifteen (15) prints to City Building & Development Department for review by City Staff. Staff submits comments to the Planning and Zoning Commission for consideration. The City Council then approves, conditionally approves or denies the plat. Applicant will be notified of specific time, date and location of scheduled meeting.

**MINOR PLAT** - The City Manager or Designee may approve a minor plat. Applicant provides an application, tax certificates\*, fees and fifteen (15) prints to City Building & Development Department. City Staff reviews and provides comments to the applicant. If application is denied, then the plat shall be referred to the Planning and Zoning Commission and/or City Council for consideration within the time period required by State Law. Applicant will be notified of action and/or specific time, date, and location of scheduled meeting.



## SUBMISSION REQUIREMENTS

**\*Original Certified Tax Certificates** - ORIGINAL CERTIFIED TAX CERTIFICATES from all affected taxing entities (with fee for recording at County Clerk's office) must also be submitted indicating that no delinquent taxes are owed on the real property. These original certified tax certificates can be obtained at the County Tax Office, 115 W. Franklin Street.

**Recording Plats** – Upon approval of City Council, applicant submits a reproducible Mylar and twelve (12) prints, all with original signatures, to the City Building and Development Department. Final review for compliance is conducted and forwarded to City Secretary for recording action and distribution to respective departments and agencies. Recording copies shall be 18" X 24" in size. The following instances are required to be filed and may require additional submitted items:

**RE-PLAT  
AMENDED PLAT  
PLAT VACATION  
MINOR PLAT  
FINAL PLAT**

**Recording copies must be submitted within thirty (30) days after City Council approval.**



**Fee Schedule:**

The following fees are for the processing of development/subdivision applications, as governed by the Subdivision Ordinance of the City of Waxahachie, Texas (fees are subject to change without notice):

**Preliminary Plat** (Single-Family Residential and Multi-Family Residential and Nonresidential).....\$250 plus \$10/lot

**Final Plat** (Single-Family Residential and Multi-Family Residential and Nonresidential).....\$350 plus \$5/lot

**Development Plat** (Single-Family Residential).....\$250 plus \$25/lot

**Replat** (Single-Family Residential and Multi-Family Residential and Nonresidential).....\$350 plus \$5/lot

**Amended Plat**.....\$250 plus \$5/lot

**Plat Vacation**.....\$250 plus \$5/lot

**Minor Plat**.....\$250 plus \$5/lot

**County Plat Filing**.....\$61 for page #1 and \$25 for page #2  
(County Plat Filing fee not required on Preliminary Plats)

**County Tax Certificates Filing** .....\$16/page

**Infrastructure Inspection Fee**.....2.5% of total infrastructure cost

**Change Street Name** (after preliminary plat approval)...\$100/name

**Landscaping/Irrigation Plan** (required for landscaping and proposed living screen, subdivision entrances, right-of-way or median landscaping, etc.).....\$100

# Plat Application

Case No.: \_\_\_\_\_

Date Received: \_\_\_\_\_



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(please type or print legibly in black ink)

## **Type of Plat:**

\_\_\_ Preliminary Plat

\_\_\_ Amended Plat

\_\_\_ Final Plat

\_\_\_ Development Plat

\_\_\_ Replat

\_\_\_ Minor Plat

\_\_\_ Plat Vacation

## **General Information:** (Staff review comments will be sent to each of the following individuals)

Current Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Owner Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

E-mail to Receive Review Comments: \_\_\_\_\_ (optional) \_\_\_\_\_

## **Property Information:**

\_\_\_\_\_

Address or General Location of Site

Subdivision

Block

Lot(s)

Acres

\_\_\_\_\_

Legal Description of Property

Proposed Use of Property: \_\_\_\_\_

Within Corporate City Limits: YES \_\_\_ NO \_\_\_

Current Zoning of Property: \_\_\_\_\_

Is this the appropriate zoning for proposed use?: YES \_\_\_ NO \_\_\_

Does the subdivision require the vacation of any streets, alleys or easements? YES \_\_\_ NO \_\_\_ If yes, has application of approval been made? YES \_\_\_ NO \_\_\_

## **Proposed Improvements:** (check any applicable & note providing entity)

Water Supply: \_\_\_\_\_ Sanitary Facilities: \_\_\_\_\_

Storm Drainage: \_\_\_\_\_ Streets: \_\_\_\_\_



**Fees\*:**

Application Fee	\$ _____
Number of Lots _____ X \$ ____/Lot	\$ _____
County Filing Fee (not req'd. for prelim. plats)	\$ _____
Tax Certificates Filing Fee ____ X \$16.00/page	\$ _____
<b>TOTAL</b>	<b>\$ _____</b>

\* See attached fee schedule

**30-day Waiver:**

I, \_\_\_\_\_ (print name) \_\_\_\_\_, hereby waive the 30-day review period recognizing that some applications may require additional time due to the level of complexity or because it lacks complete information.

\_\_\_\_\_  
Applicant Signature

Note: The City of Waxahachie will make every effort to process applications within a 30-day timeframe. Applications that require a public hearing, applicant should anticipate up to 60 days.

I hereby certify that all the above information and related supporting documents being submitted herewith are true and accurate to the best of my knowledge.

\_\_\_\_\_(Date)\_\_\_\_\_ (Signature of Applicant)\_\_\_\_\_

**Notarization:**

**BEFORE ME**, the undersigned, a Notary Public in and for \_\_\_\_\_ County and the State of Texas, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument.

**GIVEN UNDER MY HAND AND SEAL OF OFFICE** this, the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
**NOTARY PUBLIC**