

APPLICATION REQUIREMENTS FOR FINAL PLAT

General Information

A Final Plat is the one official and authentic map of a subdivision of land, prepared from actual field measurement of all identifiable points. All boundaries, corners, and curves of the land division are sufficiently described so that they can be reproduced without additional references. In accordance with Local Government Code Section 212.004, when the owner of a tract of land that is located within a City's limits divides the tract into two or more parts, the owner must make a Final Plat based on the City's development ordinances and the Local Government Code.

Final Plats for subdivisions which create no more than four lots and do not require the creation of a new street or the extension of municipal facilities may be approved by the Director of Planning and Development and the City Engineer as "Minor Plats"; all other Final Plats require approval by the Planning and Zoning Commission (P&Z).

Instructions

Staff Review All Final Plats will first be reviewed by City staff on the Development Review Committee (DRC) for compliance with City codes, regulations, and policies.

- All plans submitted shall be folded to approximately 8"x9", with the title on top.
- completed application form and check list
- application fee: \$1250 (if there are public improvements, add the greater of 5.00/acre or 3.00/dwelling unit)
- 5 copies of the Final Plat
- closure calculations of the boundaries of the property
- Certificate of Acceptable Public Improvements OR Subdivision Improvement Agreement, signed by the City Engineer
- Tax Certificate from Wise/Denton County
- Tax Certificate from Northwest Independent School District
- signatures of Utility Company representatives on Franchise Utility Company Approval forms
- LOMR documents

*The Plat application is not complete until a "**Certificate of Acceptable Public Improvements**" or a Subdivision Improvement Agreement is attached by the City Engineer. Staff will review the Final Plat only once before either is received.*

Approval Staff comments are forwarded to the applicant for preparation of a revised submittal. The revised submittal is again reviewed by the DRC, and if it conforms to City codes, regulations, and policies (or includes a request for a variance), it is certified as such. Minor Plats are then forwarded to the Director of Planning and Development and the City Engineer for their signatures.

All other Plats are placed on the P&Z agenda. The following items must be submitted to the Planning and Development Department as soon as possible for Minor Plats, and for other plats at least three (3) days prior to the P&Z meeting:

- 24"x36" folded and collated copies –5 for Minor Plats, 10 for others
- 2 – 24"x36" mylars (3 if the applicant wants one to be returned)
- 1 – 8 ½"x11" reduction
- 1 copy of the Owners Certification, Property Description, and Dedication on 8 ½"x11" or 8 ½"x14" paper

Based on the DRC's recommendation, the P&Z makes the final decision of approval, conditional approval, or denial of the Final Plat. Approved Final Plats will be filed by City staff at the County, and 1 copy of the filed Plat will then be returned to the applicant.

INFORMATION TO BE INCLUDED ON ALL FINAL PLATS

The Development Review Committee WILL NOT REVIEW any drawings that are missing any applicable check list items. Please mark all that apply and submit signed list with the application. Application will not be accepted unless this list is submitted.

Plat Layout

- Title Block near lower right corner, appropriate for the type of Plat
- City approval block
- Names, addresses, telephone and fax numbers of preparer, applicant, property owner
- Signature and seal of Plat preparer (on every submittal)
- North indicator, Graphic scale, Sheet number
- All print is to be 5' on a scale of 1 inch = 50 feet
- Vicinity map to scale
- Boundary of the site, with true bearings to nearest second and distances to nearest hundredth. Exact layout of all arc lengths, radii, deflection angles, chord lengths and bearings, and tangent lengths and bearings.
- Location, size, and purpose of all easements, including but not limited to utilities, drainage, flowage, and emergency access
- Additional documentation necessary for the dedication or conveyance of easements or rights of way as required by the City
- Lot lines with bearings and distances
- Block and Lot designations
- Square feet or acreage of each lot in a table or placed on lots
- Required building setbacks
- Accurate ties to the abstract and survey corners as required by state survey law (commencing)
- Location of correct number of property corners to be monumental (see UDC 84-441 section (5) a). Identify in a table the horizontal control data for each monument required. Include vertical control data at Final Plat.
- Grid bearing and distance to two city control monuments, for at least two separate corner monuments
- True bearing and distance to the nearest established streetline that has known and identifiable point (commencing).
- Special restrictions such as flood way, adjacent minimum finished floor elevations, and perpetual maintenance agreements for floodway and flood plain
- Outline of all property which is offered for dedication to public use, with purpose indicated
- Outline of all property that may be reserved by deed covenant for the common use of the property owners in the subdivision or addition.

Notes, Certifications (as indicated on attachments in this packet)

- Owner's Certificate and Dedication Form
- Engineer/Surveyor Attestation Form

- Impact Fee Table
- Use true bearings on plats and legal descriptions submitted to this city. Place a note that provides the rotational angle and combined scale factor for conversion from true grid to city grid.
- Perpetual Maintenance Agreement statements and filing data for offsite Perpetual Maintenance easements and agreements
- Note stating "Selling a portion of this addition by metes and bounds is a violation of City ordinance and State law and is subject to fines and withholdings of utilities and building permits."
- Entry easements to allow City inspectors to enter the property being platted for the purpose of inspecting the construction of public improvements, if required by staff

Surrounding Property and Street Information (200 feet around subject property)

- Property lines; existing right of way widths; street intersections, street names, and street center lines.
- Filing data, owner's name, easements by separate instrument, etc.
- True bearing and distance to the nearest established street line (commencing)

PLAT PREPARER'S ACKNOWLEDGEMENT:

I prepared this Plat in accordance with the City of Aurora Development Code.

Plat Preparer's Signature

Date

Printed Name Printed