

2012-2013

Preliminary and Final Plat

Guide

CITY OF LUCAS, TEXAS



City of Lucas, Texas
665 Country Club Road
Lucas Texas 75002

Office 972-727-8999
Fax 972-429-9540
www.lucastexas.us



PRELIMINARY AND FINAL PLAT Application Guide & Checklist

IMPORTANT NOTE

Applicants are **required** to schedule a **pre-application meeting** with the Community Development Department to discuss the development review/approval process and proposed plans with city staff. Application review submittal deadlines are **5 pm on the Thursday preceding the Wednesday DRC meeting**.

PLAT APPLICATION

The City is concerned about the time, expense and efforts you and City staff have or will put into your project. The checklists herein are provided to expedite the project review process, and to provide clear understanding as to what will be required, and what will be expected and evaluated. City staff is bound by City ordinance and State law regarding publishing of notices, mail-outs, etc. that will have an effect upon when your project will be heard by the approval body, which can only occur when the Plat Application and Plat are complete in all detail.

Please read the applicable checklist carefully. It is to be completed for all projects and, along with the associated Plat, is required to be complete in all details prior to acknowledgement by the City that the respective Plat is ready to proceed for approval. A Plat is considered filed with the City on the date of the hearing by the Planning and Zoning Commission or, if subject to administrative approval, when the Plat has been determined to meet all requirements. Instructions for completion are included with each checklist. Development regulations may be reviewed on the City's web site www.lucastexas.us.

The City has made every effort to evaluate historical plans and approvals to make sure that the checklist addresses all details needed on a Plan. Recognizing that no two projects sites are the same, and that Consultant's vary in their abilities, determination, experience, and quality control processes, the City may require that a plan or an element of the plan be redone, or that information not specifically addressed on the checklist be provided for a smoother review and approval process.

It is recognized that there most often will be changes needed from what is initially submitted to the City for review. City staff conscientiously examines each item on a checklist to see if the item was sufficiently addressed according to City requirements. Where deficiencies are found, the Plat will be marked up and returned to the contact person named on the application to be addressed prior to further review or acceptance.

IMPORTANT NOTICE

Due to recent legislation enacted by the 79th Texas legislature in 2005, the City is required to treat any original application, development plan or plat application as a formal permit application if the submittal gives the City fair notice of the proposed project and hence, according to Chapter 245 of the Texas Local Government Code, the City will treat such as a formal permit application as that term is defined under that Chapter and Ordinance No. 29-05. Once a permit application is received, the City will furnish a response to the applicant within 10 business days from the date of submittal to provide comments as to any deficiencies in the submittal. The applicant shall be given a total number of 45 days, commencing from the initial date of submittal, to make all corrections as noted, to provide a complete set of plans meeting submission requirements, and to correct any deficiencies. Failure of a resubmittal to meet all check list, ordinance and submission requirements upon the expiration of the 45-day period will result in the closure the file; the case shall become null and void, and the permit shall be deemed to be expired. Any further submittal will be treated as a new case and subject to existing requirements, together with required fees.

PLAT SUBMISSION REQUIREMENTS

1st or initial submittal:

- 2 (two)-24"x36" folded (approximately 8" x 12") copies of each Plan herein
- An electronic copy of the Plat and/or Exhibits in pdf format.
- 6 (six) 11" x 17" hardcopy reductions
- The completed checklist
- A completed application
- A letter requesting any variance, exception or modification to a regulation, or why an issue was not addressed
- A fee as required herein

2nd and 3rd submittals to address requirements:

- Highlight questions asked by DRC committee in bold.
- Provide response/correction directly below DRC question.
- 2 (two) 24"x36" folded copies of each Plat requiring corrections
- An electronic copy of the corrected Plat and/or Exhibits in pdf format.
- 6 (six) 11" x 17" hardcopy reductions

4th and subsequent submittal(s):

- 2 (two)-24"x36" folded (approximately 8" x 12") copies with required corrections.
- An electronic copy of the Plat and/or Exhibits in pdf format.
- 6 (six) 11" x 17" hardcopy reductions
- A fee equal to the original submission fee

When staff has determined the application is complete and accepted for final approval

- 30 (thirty) -24"x36" folded copies of Zoning Concept Plan and any/all other required Plan Exhibits
- 4 (twenty-four) -11"x17" Z folded copies.
- An electronic copy of the Plat and/or Exhibits in pdf format.
- Any changes made after Planning & Zoning review and before City Council review will require:
 - 15 – (fifteen) 24"x36" copies of each Plan, folded to approximately 8" x 12"
 - 4 (four) 11" x 17" or "12 x 18" reductions of each plan Tri or Z – folded.
 - An electronic copy of all Plans in pdf. format.

PLEASE REFER TO CITY OF LUCAS CODE OF ORDINANCE SEC.10.03.037 FOR FURTHER CLARIFICATION:

NOTES:

If a Facilities Agreement is required, such shall be approved by the City Council, and should be coordinated through the Department of Public Works – 972-727-8999x246.

Please note the signature requirements for Final Plats regarding mortgage holders, etc. At the submission of the approved Final Plat, prior to release of the Final Plat for filing with the respective County, the City shall require the following:

1. A certified copy of the Deed or Deed of Trust on file at the County Clerk's office, showing the owner of the property and, as applicable, the lien or mortgage holder(s) of the property to be platted. If the property was recently purchased and a copy of the Deed or Deed of Trust is not on file with the respective County, a signed and notarized copy of the Deed or Deed of Trust; and
2. A notarized Title Certificate issued within 14 days of Final Plat approval.



PRELIMINARY PLAT MINIMUM REQUIREMENTS CHECK LIST

Project Name _____ **Preparer** _____

This checklist is provided to assist you in addressing the minimum requirements for Preliminary Plat submission. Confirm that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue. This completed form must be returned at the time of application submittal.**

If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided both directly on the plan and on a separate sheet on letterhead with sufficient details as to allow a determination by the appropriate approving body. Additional information may be required. Reference the specific requirement.

Plans are to be submitted complete in all detail as shown by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or marked up with needed changes.

If a Preliminary Plat is required, a Tree Survey/Preservation Plan is also required as part of the submittal requirements with and at the time of Preliminary Plat submittal. Refer to the Development Plan Application packet for the needed application and checklist.

- I have made the decision NOT to waive the statutory time limits (30 days) in accordance with section 212 of the Texas Local Government Code. I understand and acknowledge that the City may DENY my Plat Application if not complete as determined by staff within the 30-day time period.
- The required number of copies of the preliminary plat and the approved engineering and construction plans for all public infrastructure improvements in accordance with the design standards of the City, to include all streets, water mains and services, sewer system and services, and drainage systems required to develop the proposed subdivision.
- The name, address and telephone number of the owner, the surveyor, and engineer responsible for the preparation of the final plat.
- The name of the Subdivision, Vicinity Location Map showing adjacent subdivisions, street names (which shall conform, whenever possible, to existing street names and be approved by the Post Office) and lot and blocks numbers in accordance with a systematic arrangement.
- An accurate boundary survey description of the property, with bearings and distances, referenced to survey lines, existing property descriptions and established subdivisions, and showing the lines of adjacent tracts, the layout, dimensions and names of adjacent streets and alleys and lot lines shown in dashed lines.
- Existing boundary of adjacent street, and alley rights-of-way and boundaries of right-of-way (ROW) dedication are indicated, street names are labeled, and ROW widths are dimensioned.
- Scale, north point, date, lot and block numbers.
- The name and location of adjacent subdivisions or unplatted tracts drawn to scale shown in dotted lines and in sufficient detail to accurately show the existing streets, alleys and other features that may influence the layout and development of the propose subdivision. The abstract name and number, and name of the owner of the adjacent unplatted tracts should be shown.
- Exact location of lots, streets, public highways, alleys, parks and other features, with accurate dimensions in feet and decimal fractions of feet, with the length of radii and of arcs of all curves, internal angles, points of curvatures, length and bearings of the tangents, and with all other surveyor information necessary to reproduce the plat on the ground. Dimensions shall be shown from all angle points.

- All lots on building sites shall conform to the minimum standards for area, width and depth prescribed by the zoning district or districts in which the subdivision is located, and state the area size of each lot. Internal lot lines are clearly indicated, shown to scale, and labeled with bearings and distances.
- Building setback lines and the location of utility easements.
- Topographic information showing contour lines with intervals up to one (1') foot indicating the terrain, the drainage pattern of the area, and the drainage basin areas **within** the proposed subdivision. Topographic information showing contour lines with intervals up to two (2) feet indicating the terrain, the drainage pattern of the area, and the drainage basin areas **outside** the boundaries of the proposed subdivision.
- The layout and dimensions of proposed storm drainage areas, easements and rights-of-way necessary for drainage within and outside the boundaries of the proposed subdivision.
- The location and purpose of all proposed parks or other areas offered for dedication to public use.
- The location of all existing property lines, buildings, sewer or water mains, storm drainage areas, water and wastewater facilities, fire hydrants, gas mains or other underground structures, easements of record or other existing features.
- The location, size and identification of any physical features of the property, including water courses, ravines, bridges, culverts, existing structures, drainage or other significant topographic features located on the property or within one hundred fifty feet (150') of the proposed subdivision.
- Copy of any deed restrictions, restrictive covenants, special use permit or planned development district ordinance regulating the property.
- The angle of intersection of the centerlines of all intersecting streets which are intended to be less than ninety (90°) degrees.
- In accordance with the city floodplain management regulations, of the Code of Ordinances, as amended, the floodplain and floodway lines and base flood elevations as shown on the current effective flood insurance rate maps for the city shall be shown, where applicable. A notation shall be shown on the face of the preliminary plat stating: "Lots or portions of lots within the floodplain or areas of special flood hazard require a development permit prior to issuance of a building permit or commencement of construction including site grading, on all or part of those lots".
- Floodplain and floodway lines and Base Flood Elevations as shown on the current effective Flood Insurance Rate Maps for the City should be shown, where applicable.
- For a preliminary plat of land located outside the city limits where sanitary sewer does not exist or where street improvement standards vary from those specified by the city, such differences shall be noted.
- A certificate of ownership and dedication of all streets, alleys, easements, parks and other land intended for public use, signed and acknowledged before a Notary Public by the owner and lien holders of the property, along with complete and accurate metes and bounds description of the land subdivided and the property dedicated to public use.
- Receipt showing all taxes on the subject property are paid.
- Certification by a surveyor, to the effect that the Preliminary Plat represents a survey made by the Surveyor, and that all the necessary survey monuments are correctly shown thereon.
- A Preliminary Plat, provided in multiple sheets shall include a key map showing the entire subdivision at smaller scale with lot and block numbers and street names on one (1) of the sheets or on a separate sheet of the same size.
- Copy of any proposed property owner or homeowners' association agreements, covenants and restrictions.
- Front and exterior side or corner setback lines are shown and labeled.
- Abstract lines, survey lines, county lines, school ISD boundary and corporate boundaries are shown and clearly labeled.
- A title block is provided in the lower right corner that includes large, boldly printed:

(SUBDIVISION NAME)
PRELIMINARY PLAT
LOT(S) _____, BLOCK(S) _____
 (survey, abstract and tract number)

If a replat, include:

REPLAT OF LOT(S) _____, BLOCK(S) _____

- A log of submittal/revision dates since submitted to the City.
- The purpose of a Replat or Amending Plat is stated on the face of the plat document.
- If the proposal is a replat or amending plat, the existing lot numbers and block numbers or letters are shown as light dotted lines, with lot number designation followed by R for Replats or an A for Amending Plats.
- Location of property lines, owner or subdivision name(s) and recording information of abutting properties is indicated. Unplatted property or any streets or alleys within a 500-ft radius of subject property are shown and identified/labeled as appropriate.
- Medians, median openings; turn lanes, deceleration/acceleration lanes and stacking distance is indicated within 200 feet of the property. The entire median, left-turn lane and/or deceleration lane and median opening serving a site is shown.
- Each lot is dimensioned and the square footage of each lot is indicated.
- Each lot is numbered and block groups are assigned a letter. Homeowner's Association and other open space areas are identified with tract number.
- The location of existing underground and above ground utilities, flood plain boundaries and state or federally protected areas, such as wetlands, are indicated.
- The location of existing structures or other features proposed to remain and those proposed for removal.
- Existing easements are indicated by a light, dashed line and labeled indicating dimension, purpose and County recording information.
- Location, dimension, and purpose of proposed easements are indicated by a medium-weight, dashed line. Required and proposed ingress/egress or access easements are shown, clearly labeled and tied down, as appropriate.
- Existing zoning is shown.
- Location and area of parks, drainage ways, creeks and open space is indicated and labeled.
- Legal description/metes and bounds description is included.
- Include any notes required by the various affected agencies/utilities.
- Residential minor streets shall be designed and platted so that no street segment shall have a straight line for more than 1,000 feet before altering its course by at least 20 degrees.
- Sites to be reserved or dedicated for parks, playgrounds and/or other public uses are indicated and labeled.
- Preliminary water plans are included with this submittal.
- Contours are indicated with intervals of two (2) feet for property five acres or less and five (5) feet for property more than five acres.
- A note is included that states whether or not the property is in the 100-year flood plain, with the FIRM Community Panel reference number and map date.
- A note shall be added to the plat stating:

“Preliminary Plat - For Inspection Purposes Only.”

PLACE THE FOLLOWING ON ALL PLATS:

Requiring Planning and Zoning Commission Approval:

CITY APPROVAL CERTIFICATE

- ✓ This plat is hereby approved by the Planning and Zoning Commission of the City of Lucas, Texas

Chairman, Planning and Zoning Commission Date

ATTEST:

Signature Date

Name & Title

- ✓ The Director of Public Works of the City of Lucas, Texas hereby certifies that to the best of his/her knowledge or belief, this subdivision plat conforms to all requirements of the Code of Ordinances and with engineering construction standards and processes adopted by the City of Lucas, Texas as to which his/her approval is required.

Director of Public Works

Date

- ✓ The Director of Planning and Community Development of the City of Lucas, Texas hereby certifies that to the best of his/her knowledge or belief, this subdivision plat conforms to all requirements of the Code of Ordinances, or as may have been amended or modified, as allowed, by the Planning and Zoning Commission as to which his/her approval is required.

Director of Planning and Community Development

Date

SURVEYOR'S CERTIFICATION

- ✓ KNOW ALL MEN BY THESE PRESENTS:

That I, _____, do hereby certify, that I prepared this plat from an actual on the ground survey of the land as described and that the corner monuments shown thereon were properly placed under my personal supervision in accordance with the Platting Rules and Regulations of the City of Lucas Planning and Zoning Commission.

Registered Professional Surveyor

STATE OF TEXAS §

COUNTY OF *DALLAS* §

Before me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this _____ day of _____, 200__.

Notary Public in and for
the State of Texas

For Minor Plats/ Subdivisions

Approved by Director of Planning and Community Development:

CITY APPROVAL CERTIFICATE

This plat is hereby approved by the Director of Planning and Community Development of the City of Lucas, Texas, in accordance with the Lucas Development Code, Review & Approval Procedures.

Director of Planning and Community Development

Date

ATTEST:

Signature

Date

Print Name & Title

The Director of Public Works of the City of Lucas, Texas hereby certifies that to the best of his/her knowledge or belief, this subdivision plat conforms to all requirements of the Lucas Development Code and with engineering construction standards and processes adopted by the City of Lucas, Texas as to which his approval is required.

Director of Public Works

Date



FINAL PLAT MINIMUM REQUIREMENTS CHECK LIST

Project Name _____ Preparer _____

This checklist is provided to assist you in addressing the minimum requirements for Final Plat submission. An application is incomplete unless all applicable information noted below is submitted to the Department of Planning and Community Development. Confirm that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** This completed form must be returned at the time of application submittal.

If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided on a separate sheet on letterhead with sufficient details as to allow a determination by the appropriate approving body. Additional information may be required. Reference the specific requirement. All exception/modification requests must also be specifically listed on the plan/s.

Plans are expected to be submitted complete in all detail as included by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or marked up with needed changes.

If a Preliminary Plat was not required, a Tree Survey/Preservation Plan is required as part of the submittal requirements with and at the time of submittal of the Final Plat. Refer to the Development Plan Application for the needed application and checklist.

Included

- All information required for a Preliminary Plat.
- Record drawings, construction plans including one set of mylars and a digital copy in DWG or DGN format, and two sets of bluelines, where applicable.
- All information required for a preliminary plat.
- The improvement agreement and security if required, in a form satisfactory to the city attorney and in an amount established by the city council upon recommendation of the city engineer and shall include a provision that the owner shall comply with all the terms of the final plat approval as determined by the commission.
- Formal irrevocable offers of dedication to the public of all streets, alleys, utilities, easements and parks in a form approved by the city attorney.
- An owner may, at the discretion of the commission, obtain approval of a phase of a subdivision for which a preliminary plat was approved provided such phase meets all the requirements of this article in the same manner as is required for a complete subdivision.
- If applicable, copy of agreements, covenants and restrictions establishing and creating the homeowners' association approved by the commission based on recommendation of the city attorney.
- I have made the decision NOT to waive the statutory time limits (30 days) in accordance with section 212 of the Texas Local Government Code. I understand and acknowledge that the City may DENY my Plat Application if not complete as determined by staff within the 30-day time period.
- Location map clearly showing the location of the proposed Final Plat with cross streets is included. Indicate scale or not to scale (NTS) and provide north arrow.
- Written and bar graph scale and north arrow are indicated. North shall be oriented to the top or left side of the sheet.
- Abstract lines, survey lines, corporate boundaries are shown and clearly labeled.
- A title block is provided in the lower right corner that includes large, boldly printed
(SUBDIVISION NAME)
FINAL PLAT (or REPLAT, AMENDING PLAT, MINOR PLAT as applicable)
LOT(S) _____, BLOCK(S) _____
(survey, abstract and tract number)

If a replat, include:

REPLAT OF LOT(S) _____, BLOCK(S) _____

- The owner and surveyor's names, addresses and phone numbers, gross and net areas as applicable, submission date, and a log of submittal/revision dates since submitted to the City.
- Location of property lines, owner or subdivision name(s) and recording information of abutting properties is shown.
- Abutting properties are indicated by a light solid line.
- Existing boundary of street rights-of-way adjacent to the property and boundaries of right-of-way dedication are indicated by a medium weight solid line, intermittent with two dashed lines, and widths are dimensioned.
- Existing and proposed internal alleys and streets ROW are indicated by a medium weight solid line, intermittent with two dashed lines.
- Streets are named and ROW dimensioned.
- Streets and alleys ROW within 200 feet of the subject property boundary are accurately located, dimensioned, and named/labeled.
- Residential minor streets shall be designed and platted so that no street segment shall have a straight line for more than 1,000 feet before altering its course by at least 20 degrees.
- The length and bearing of all straight lines, radii, arc lengths, tangent length and central angles of all curves are indicated along the lines of each lot. The curve data pertaining to block or lot boundary may be placed in a curve table at the base of the plat and prepared in a tabular form with the following information:
 - a. Curve number
 - b. Delta
 - c. Radius
 - d. Tangent length
 - e. Tangent offset
 - f. Arc length
 - g. Chord
- The description and location of all survey monuments placed in the subdivision or immediately adjacent to it are shown.
- In all subdivisions, corners are established at the corner of each block in the subdivision consisting of an iron rod or pipe not less than three-quarter inches (3/4") in diameter and twenty-four inches (24") deep, flush with the top of the sidewalk or other paving, surface, etc. All lot corners shall be installed prior to the final inspection of the subdivision.
- Lot corner monuments are placed at all lot corners except corners which are also block corners, consisting of iron rods or pipes of a diameter of not less than one-half inch (1/2") and eighteen inches (18") deep set flush with the top of the sidewalk. All lot corners shall be installed prior to the final inspection of the subdivision.
- Curve point markers are established using the same specifications as lot corners. All lot corners shall be installed prior to the final inspection of the subdivision.
- Internal lot lines are clearly indicated and shown to scale.
- Each lot is dimensioned with bearings and distances, as applicable, and the square footage of each lot is indicated.
- Each lot is numbered and block groups are assigned a letter.
- The location of flood plain boundaries and state or federally protected areas, such as wetlands, are indicated.
- Existing easements are indicated by a light, dashed line and labeled indicating dimension, purpose, and County recording information.
- Proposed easements are indicated by a medium weight, dashed line and labeled indicating dimension and purpose.
- Required cross access or ingress/egress easements are shown, dimensioned, labeled, and properly tied down.
- Existing zoning of the subject property is indicated.
- Location and area of parks, drainage ways, and open space is indicated. Open space/Homeowner's Association (HOA) areas are to be labeled with tract number/s.

- A legal description/metes and bounds description is included.
 - Include any notes required by the various affected agencies/utilities.
 - Sites to be reserved or dedicated for parks, playgrounds and/or other private or public use are indicated.
 - A note is included that states whether or not the property is in the 100-year flood plain, with the F.I.R.M. Community Panel reference number and map date indicated.
 - Applicable notes have been added to the plat. Any change from the wording shown herein shall be approved by the City of Lucas.
 - The Improvement Agreement and security, if required, in a form satisfactory to the City Attorney and in an amount established by the City Council upon recommendation of the City Engineer and should include a provision that the owner will comply with all the terms of the Final Plat approval as determined by the Commission.
 - At the discretion of the Commission, obtain approval of a phase of a subdivision for which a Preliminary Plat was approved provided such phase meets all the requirements of the subdivision ordinance.
 - Copy of agreements, covenants and restrictions establishing and creating the homeowners' association approved by the Commission based on recommendation of the City Attorney. (if applicable)
 - The purpose of a Replat or Amending Plat is specifically noted on the face of the drawing.
 - Homeowner Association Covenants, Conditions, and Restrictions (CCR's) are submitted for review and include statements for perpetual maintenance and provisions for maintenance by City of Lucas should the Homeowner's Association (HOA) dissolve.
-
- The Improvement Agreement and security, if required, in a form satisfactory to the City Attorney and in an amount established by the City Council upon recommendation of the City Engineer and should include a provision that the owner will comply with all the terms of the Final Plat approval as determined by the Commission.
 - The following certificates shall be placed on the final plat in a manner that will allow them to be clearly visible on the final plat.

APPROVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY
OF LUCAS, TEXAS, ON THE ____ DAY OF _____, _____.
ATTEST:

Chairperson, Planning and Zoning Commission

Zoning Secretary

“Approved for Preparation of Final Plat”

Chairman, City of Lucas,
Planning and Zoning Commission

Date

Director of Planning and Community Development

Date

Director of Public Works

Date

PLACE THE FOLLOWING ON FINAL PLATS AS APPLICABLE:

SAMPLE OWNER'S CERTIFICATE (If no homeowners' association is involved)

STATE OF TEXAS §
COUNTY OF COLLIN §

WHEREAS, John Doe and Joe Dokes are the Owners of a tract of land situated in the J. Foreman Survey, Abstract No. 483, Dallas County, Texas and being out of a 40 acre tract conveyed to them by Joe Smith and Tom Smith and a 0.54 acre tract conveyed to them by Jim Henry and being more particularly described as follows:

(Enter accurate property description here)

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That I/we, *John Doe, Joe Dokes*, Owners, do hereby bind themselves and their heirs, assignees and successors of title this plat designating the hereinabove described property as *New Town Estates*, an addition to the City of Lucas, and do hereby dedicate to the public use forever the streets, alleys, and right-of-way easements shown thereon, and do hereby reserve the easement strips shown on this plat for the mutual use and accommodation of garbage collection agencies and all public utilities desiring to use or using same. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths that in any way endanger or interfere with the construction, maintenance or efficiency of its respective systems on any of these easements strips, and any public utility shall at all times have the right of ingress and egress to and from and upon the said easement strips for the purpose of constructing, reconstructing, inspecting, patrolling, without the necessity at any time of procuring the permission of anyone. Additionally, I/we certify that I/we (*indicate correct options*) are the sole owners of the dedicated property and that no other's interest are attached to this property unless otherwise indicated on the required Mortgage Holder Certification that is included on this plat. This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Lucas, Texas.

Witness our hands at *LUCAS*, Texas, this _____ day of _____, 200__.

Joe Dokes, Owner

John Doe, Owner

STATE OF TEXAS §
COUNTY OF COLLIN §

Before me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared *John Doe and Joe Dokes*, Owners, known to me to be the persons whose names are subscribed to the foregoing instrument and acknowledged to me that they each executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this _____ day of _____, 200__.

Notary Public in and for
the State of Texas

MORTGAGE HOLDER CERTIFICATION (If no homeowners' association is involved)

That I, _____, hold a mortgage or represent holders of a mortgage on the described property herein, do hereby consent to the submission and filing of this plat designating the hereinabove described property as *New Town Estates*, an addition to the City of Lucas and do hereby dedicate to the public use forever the streets, alleys, and right-of-way easements shown thereon and do hereby reserve the easements shown on this plat for the mutual use and accommodation of garbage collection agencies, public utilities desiring to use or using same and fire and access easements. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths which in any way endanger or interfere with the construction, maintenance or efficiency of its respective systems on any of these easements and any public utility shall at all times have the right of ingress and egress to and from and upon the said easement strips for the purpose of constructing, reconstructing, inspecting, patrolling, without the necessity at any time of procuring the permission of anyone. This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Lucas, Texas.

Witness our hands at, Texas, this _____ day of _____, 200__.

Signature

Title

Company
STATE OF TEXAS §
COUNTY OF COLLIN §

Before me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purpose and considerations therein expressed. Given under my hand and seal of office, this _____ day of _____, 200 ____.

Notary Public in and for the State of Texas

**SAMPLE OWNER'S CERTIFICATE
(If a homeowners' association is involved)**

STATE OF TEXAS §
COUNTY OF COLLIN §

WHEREAS, *John Doe and Joe Dokes* are the Owners of a tract of land situated in the *J. Foreman Survey, Abstract No. 483, Dallas County, Texas* and being out of a *40 acre tract conveyed to them by Joe Smith and Tom Smith* and a *0.54 acre tract conveyed to them by Jim Henry* and being more particularly described as follows: 15

(Enter accurate property description here)

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That I/we, *John Doe, Joe Dokes*, Owners, do hereby bind themselves and their heirs, assignees and successors of title this plat designating the hereinabove described property as *New Town Estates*, an addition to the City of Lucas, and do hereby dedicate to the public use forever the streets, alleys, and right-of-way easements shown thereon, and do hereby reserve the easement strips shown on this plat for the mutual use and accommodation of garbage collection agencies and all public utilities desiring to use or using same. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths that in any way endanger or interfere with the construction, maintenance or efficiency of its respective systems on any of these easements strips, and any public utility shall at all times have the right of ingress and egress to and from and upon the said easement strips for the purpose of constructing, reconstructing, inspecting, patrolling, without the necessity at any time of procuring the permission of anyone. Additionally, I/we certify that I/we are the sole owners of the dedicated property and that no other's interest is attached to this property unless otherwise indicated on the required Mortgage Holder Certification that is included on this plat.

Furthermore, as the owner of the property described herein, and in consideration of establishing the subdivision described herein, I/we agree to the following:

- Every owner of fee simple title to every individual lot within the subdivision shall be a member of the homeowners' association;
- The homeowners' association shall have the authority to collect membership fees;
- As applicable as it pertains to conditions shown herein, the homeowners' association shall be responsible for the maintenance of all common areas, screening walls, landscaped areas, private streets and alleys.
- The homeowners' association shall grant the City the right of access to any areas to abate any nuisances on such areas, and attach a lien upon each individual lot for the prorated costs of abatement.
- The homeowners' association shall indemnify and hold the City harmless from any and all costs, expenses, suits, demands, liabilities, damages, or otherwise, including attorney fees and costs of suit, in connection with the City's maintenance of common areas.
- The homeowners' association shall, where additional rights-of-way has been dedicated for the purpose of providing landscaping, additional areas for sidewalks, walls or other amenities, enter into a license agreement with the City and shall be responsible for the installation and maintenance of all landscape areas in the public rights-of-way.

This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Lucas, Texas.

Signature of Owner
STATE OF TEXAS §
COUNTY OF COLLIN §

Before me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared *John Doe and Joe Dokes*, Owners, known to me to be the persons whose names are subscribed to the foregoing instrument and acknowledged to me that they each executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this _____ day of _____, 200 ____.

MORTGAGE HOLDER CERTIFICATION
(If a homeowners' association is involved)

That I, _____, hold a mortgage or represent holders of a mortgage on the described property herein, do hereby consent to the submission and filing of this plat designating the hereinabove described property as *New Town Estates No. 2*, an addition to the City of Lucas and do hereby dedicate to the public use forever the streets, alleys, and right-of-way easements shown thereon and do hereby reserve the easement strips shown on this plat for the mutual use and accommodation of garbage collection agencies and all public utilities desiring to use or using same. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths which in any way endanger or interfere with the construction, maintenance or efficiency of its respective systems on any of these easements strips and any public utility shall at all times have the right of ingress and egress to and from and upon the said easement strips for the purpose of constructing, reconstructing, inspecting, patrolling, without the necessity at any time of procuring the permission of anyone. This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Lucas, Texas, and to requirements placed on the homeowners' association as indicated herein and remedies to the abatement of nuisance and liens on properties therein and as required.

Witness our hands at, Texas, this _____ day of _____, 200__.

Signature

Title

Company

STATE OF TEXAS §

COUNTY OF COLLIN §

Before me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this _____ day of _____, 200__.

Notary Public in and for
The State of Texas

City Filing Requirements:

- 3 (three)-24"x36" mylar with original seals and signatures, stamped with County recording information
- 4 (four) 11" x 17" black and white copies
- 1-Original tax certificate for the platted property
- Collin County Plat Recording Requirements (Verify with the Collin County Clerk at 972-542-4185) and applicable fees plus 15% administrative fee.



PLAT APPLICATION

Office Use Only:

Date Received

Received by

Name of Subdivision and/or Project: _____

ITEMS SUBMITTED

Filing Fee

Preliminary Plat

- Single Family Residential Subdivision Development
 - \$750 + \$5 per acre with 20 acres or less (i.e. \$850 for 20 acres) excluding minor plats of five (5) acres or less.
 - \$750 + \$5 per acre with 21-30 acres (i.e. \$900 for 30 acres)
 - \$800 + \$5 acre with 31-45 acres (i.e. \$1025 for 45 acres)
 - \$900 + \$5 per acre with 46+ acres (i.e. \$1130 for 46 acres)
- Estate Residential Subdivision Development
 - \$1000 + \$7 per acre for all size parcels (i.e. \$1140 for 20 acres)
- Minor Plats
 - \$500 + \$5 per acre with 5 acres or less (i.e. \$525 for 5 acres)
- Non-residential District Plats
 - \$800 + \$10 per acre with 30 acres or less
 - \$850 + \$10 per acre with 31 – 45 acres
 - \$950 + \$10 per acre with 46+ acres

Final Plat

- Single Family Residential Subdivision Development
 - \$800 + \$5 per acre with 30 acres or less
 - \$850 + \$5 per acre with 31 – 45 acres
 - \$950 + \$5 per acre with 46+ acres

Any additional development fees will be charged at final plat rates.
- Estate residential Subdivision Development
 - \$950 + \$7 per lot for all size parcels
- Minor Plat
 - \$350 + \$5 per acre with 5 acres or less
- Non-residential District Plats
 - \$850 + \$10 per acre for up to 30 acres
 - \$900 + \$10 per acre with 31 – 45 acres
 - \$1000 + \$10 per acre with 46+ acres
- Replat
 - Minor Plat (5 acres or less) \$450 + \$5 per acre (\$475 for 5 acres)
 - All others - \$600 + \$10 per acre
- Amended Plat
 - Minor Plats (5 acres or less) - \$300 + \$7 per acre (i.e. \$300 for an amended plat for 5 acres)
 - All others - \$500 + \$10 per acre (i.e. \$700 for an amended plat for 20 acres)

Vacation of Plat

- \$500 + \$10 per acre

Concept Plan (Optional Land Study)

- \$150 per session with Planning & Zoning and/or Council

Tree Survey/Conservation Plan

N/A

Tree Removal & Site Clearing Permit

- \$ 250

Park Site Dedication

- \$ 1,000 per lot or land dedication per Lucas City Ordinance Sec. 10.01.122



PLAT APPLICATION, cont.

Physical Location of Property: _____
(Address and General Location – approximate distance to nearest existing street corner)

Brief Legal Description of Property (must also attach accurate metes and bounds description):

(Survey/Abstract No. and Tracts; or platted Subdivision Name with Lots/Block)

Comprehensive Zoning Designation/s: _____

Existing Zoning Designation/s: _____

Description of Project Uses: _____

Acreage: _____ Existing # of Lots/Tracts: _____

OWNER'S NAME: _____ **Contact Phone:** _____

Applicant/Contact Person: _____ **Title:** _____

Company Name: _____

Street/Mailing Address: _____

Phone: (____) _____ **Fax:** (____) _____ **Email:** _____

ENGINEER/REPRESENTATIVE': _____

Applicant/Contact Person: _____ **Title:** _____

Company Name: _____

Street/Mailing Address: _____

Phone: (____) _____ **Fax:** (____) _____ **Email:** _____



PLAT APPLICATION, cont.

Name of Subdivision or Project: _____ cont.

ALL APPLICATIONS MUST BE COMPLETE, ACCOMPANIED BY THE APPLICABLE CHECKLIST AND TAX CERTIFICATE SHOWING TAXES PAID, BEFORE THEY WILL BE SCHEDULED FOR P&Z AGENDA. It is the applicant's responsibility to be familiar with, and to comply with, all City submittal requirements (in the Zoning & Subdivision Ordinances, and any separate submittal policies, requirements and/or checklists that may be required from City staff), including the number of plans to be submitted, application fees, etc. Please contact City staff in advance for submittal requirements. [Drawings will not be returned to applicant.]

ALL PARCELS/PROPERTIES MUST MATCH IN ACREAGE ALL OTHER DOCUMENTS SUBMITTED WITH NO AMBIGUITY.

SUBMISSIONS: Failure to submit all materials to the City with this application will result in delays scheduling the agenda date.

NOTICE OF PUBLIC RECORDS: The submission of plans/drawings with this application makes such items public record, and the applicant understands that these items may be viewed by the general public. Unless the applicant expressly states otherwise in writing, submission of this application (with associated plans/drawings) will be considered consent by the applicant that the general public may view and/or reproduce (i.e., copy) such documents.

****READ BEFORE SIGNING BELOW:** If there should be more than one property owner complete a separate sheet with the same wording as below. The City requires all Original Signatures. If applicant is other than the property owner a "Power of Attorney" with original, notarized signatures are required. (Notaries are available)

ITEMS REQUIRED PRIOR TO FINAL PLAT APPROVAL:

- Applicant agrees to pay any and all monies due to the City including but not limited to Park Site fee, Tree Removal Permit fee, 3% of Construction cost (developer to provide contracts for verification) and including but not limited to other fees that may be required prior to final plat approval.
- Maintenance Bond for City Improvements, 2 year – 10% Bond to be verified by submitting contract.
- Construction as-built record drawings (mylar)
- Engineering construction test reports.
- Walk-through with Public Works personnel completed with satisfactory outcome.
- HOA (covenants, conditions & restrictions) documentation approved by City Attorney before submittal to Planning & Zoning.

By signing this application, staff is granted access to your property to perform work related to your case. I waive the statutory time limits in accordance with Section 212 of the Texas Local Government Code.

STATE OF TEXAS ()

COUNTY OF COLLIN ()

BEFORE ME, a Notary Public, on this day personally appeared _____ the undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, (**proof must be attached, e.g. "Power of Attorney"**) for the purposes of this application; that all information submitted herein is true and correct. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial."

Owner / Agent (circle one)

[Notary seal]

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, _____.

Notary Public in and for the State of Texas: _____

Official Use Only:

Action Taken

Planning & Zoning: _____ Date: _____

City Council: _____ Date: _____

Applicant Withdrew: Yes or No

Applicant Made a Written Withdrawal: Yes or No

Date: _____



Lucas Code of Ordinances

Sec. 10.03.037 Procedure for preliminary plat

(e) Preliminary plats shall be distributed by city staff to city departments. The owner shall be responsible for the distribution of copies of the preliminary plats to the agencies listed below. The city staff shall give the owner and such agencies a specific date by which to return written responses. The owner and the agencies listed below shall be provided an opportunity to attend a developer/city staff conference for the purpose of notifying the developer of necessary corrections.

- (1) Independent school districts affected by the plat (one copy).
- (2) City utility departments (two copies).
- (3) Public utility companies and franchise utility companies that serve or will provide service to the proposed subdivision (two copies).
- (4) County commissioner and county public works director if the subdivision is outside the city limits (one copy each).

Dear Land Owner,

Below is a list of contacts compiled to help you comply with the City of Lucas Code of Ordinance, Sec. 10.03.037. This list was compiled only as a guide, proof of compliance falls with you, the owner.

- (1) Independent school districts affected by the plat (one copy).

I. **Allen ISD:**

Tim Carroll - Director of Public Information
972-727-0510 ext. 217
tim_carroll@allenisd.org
601 E. Main Street
Allen, TX 75002

II. **Lovejoy ISD:**

Dennis Womack – Director of Communication
469-742-8017
Dennis_womack@lovejoyisd.net
259 Country Club Road
Allen, TX 75002

III. **McKinney ISD:**

Nancy James – Assistant Superintendent for Support Services
469-742-4113
nsjames@mckinneyisd.net
1 Duvall Street
McKinney, TX 75069

IV. **Plano ISD:**

Richard Matkin – Assistant Superintendent of Finance
469-752-8113
richardmatkin@pisd.edu
2700 W. 15th Street
Plano, TX 75075

V. **Princeton ISD:**

Phillip Anthony – Superintendent
469-952-5400
panthony@princetonisd.net
321 Panther Parkway
Princeton, TX 75407

VI. **Wylie ISD:**

Susan Dacus – Director of Communications & Community Relations
972-429-3019
Susan.dacus@wylieisd.net
P.O. Box 490
Wylie, TX 75098

- (2) City utility departments (two copies).

Facilitated by City of Lucas Staff

- (3) Public utility companies and franchise utility companies that serve or will provide service to the proposed subdivision (two copies).

Grayson-Collin Electric:

Michael Lauer – Project Manager & Manager of Economic Development
903-482-7183
Michael.lauer@grayson-collin.coop
P.O. Box 548
Van Alstyne, TX 75495

TXU Energy:

Brian Neitzel – Director of Real Estate & Development
214-812-4600
frianneitzel@txu.com
1601 Bryan Street
Dallas, TX 75201

North Texas Municipal Water District

Bobby Schalf – Assistant Planning Officer
Phone (Local): 972-442-5405
Fax: 972-295-6440
bschalf@ntmwd.com
505 East Brown Street
Wylie, TX 75098

Co-Serve

Lance Ehler – Business Developer Manager
Phone: 940-321-7862
Fax: 940-321-7814
lehler@coserv.com
7701 South Stemmons
Corinth, TX 76210-1842

- (4) County commissioner and county public works director if the subdivision is outside the city limits (one copy each).

Phyllis Cole – Collin County Commissioner
Phone: 972-424-1460 ext. 4628
Fax: 972-548-4699
pcole@collincountytx.gov
Collin County Government Center
210 S. McDonald St.
Suite 626
McKinney, TX 75069

Jon Kleinheksel - Collin County Public Works
Phone (Local): 972-548-3700
Phone (Metro): 972-424-1460 ext. 3700
Fax: 972-548-3754
pubworks@collincountytx.gov
700 A. Wilmeth Rd
McKinney, TX 75069

Tracy Homfeld - Collin County Engineering
Phone (Local): 972-548-3733
Phone (Metro): 972-424-1460 ext. 3733
Fax: 972-548-5555
thomfeld@collincountytx.gov
825 North McDonald Street
Suite 160
McKinney, TX 75069

Please sign and fax to staff at 972-429-9540.

I have complied with Lucas City Ordinance Sec. 10.03.037

Development Name

Signature

Date



STACEY KEMP, COUNTY CLERK

LAND RECORDING FEES

EFFECTIVE 9-21-2005

NO COURIERS AFTER 4:00 PM

OFFICE HOURS 8:00 AM - 4:30 PM MONDAY-FRIDAY

PHONE: 972-548-4185 or METRO 972-424-1460 EXT. 1+4185

Warranty Deed, Deed of Trust, Oil and Gas Leases, Mechanic Liens, Releases, Affidavit, Power of Attorney, Lis Penden, Bill of Sale, Abstract of Judgment, Hospital Lien, State Tax Lien, or Release and Other Instruments Placed in Land Records.....

First Page.....\$16.00

Each Additional Page (The File Stamp needs to be the last thing on the page).....\$4.00

Each Name to be Indexed in Excess of 5 Names.....\$00.25

Any Marking on the Back Side of Any Page is Considered an Extra Page. If the space at the end of document is not adequate for the file stamp, add \$4.00 for an additional page. Filing information shall be the last marking on the document.

Make Sure There is a Return Address on the Instrument, which states:

"RETURN TO" OR "AFTER RECORDING RETURN TO":

UCC Filed in Real Estate Records Standard Form.....\$24.00

For Each Additional Debtor.....\$ 5.00

UCC Non-Standard Form.....\$39.00

For Each Additional Debtor.....\$ 5.00

For Each Attachment.....\$ 4.00

IF ADDENDUM IS ADDED THIS WILL MAKE IT NON-STANDARD, BUT THERE IS NOT A CHARGE FOR THE EXTRA PAGE.

The County Clerk File Data has to be the last thing on the Page.....\$ 4.00

Federal Tax Lien or Release.....\$21.00

Plat Filing for 1st Page.....\$21.00

Plat Filing for Each Additional Page.....\$10.00

One Copy is File Marked.....FREE

Any Additional Copies that are File Marked (Per Page).....\$.50

Plus an Original Tax Certificate From each Taxing Unit with Jurisdiction of the Real Property Indicating that no Delinquent Ad Valorem Taxes are Owed on the Real Property.

For Each Tax Certificate Filed.....\$ 2.00

Tax Certificates Obtained from the Collin County Tax Office.....\$ 10.00

All Searches (Name, Legal, Document Type).....\$10.00

Copies (Per Page).....\$.50

Certified Copies.....\$.50 Per Page, Plus \$5.00 for Certification

the File Page has to be counted as a page. We will be happy to return a Filed Marked Copy to you, if you include the Copy and a Returned Stamped Envelope.

Any Additional Copies File Marked are \$.50 Each. All Copies should be Marked "COPY".

**MAIL DOCUMENTS TO: STACEY KEMP, COUNTY CLERK, 200 S. MCDONALD, SUITE 120, ANNEX "A",
MCKINNEY TEXAS 75069**

**REFUNDS WILL BE MADE FOR FILING FEES IN EXCESS OF \$10.00 - ALL CHECKS MUST CLEAR BANK,
BEFORE WE WILL ISSUE A REFUND.**



COLLIN COUNTY

Office of County Clerk
200 S. McDonald, Ste. 120
McKinney, Texas 75069
(972) 548-4150
Metro (972) 424-1460 Ext 4150

PLAT FILING REQUIREMENTS FOR COLLIN COUNTY REVISED JANUARY 2006

- **One Mylar 24 x 36 (white or clear)**
- **Owner signature and notary acknowledgement**
- **Surveyor seal and notary acknowledgement**
- **Legal description**
- **Approved and signed by County Judge, if outside City limits**
- **Addition name in dedication must match name in lower right-hand corner**
- **There should be no blank spaces in dates or signatures (Exception: some Cities use stamp for their info)**
- **Tax certificates from each taxing entity (signed and sealed from County Tax Office. School and City taxes are not handled through the County Tax Office may not have a seal, but must be signed.**
- **Tax certificates must be no older than 30 days.**

[Home](#) | [Departments](#) | [County Clerk](#) | [Land Recordings](#) | [FAQ](#)

Land Recordings: FAQ

WHERE CAN I PICK UP A DEED TO MY PROPERTY?

In the [County Clerk's Office](#) at 200 South McDonald, Annex "A", Suite 120, McKinney, TX 75069.

CAN I FIND OUT OVER THE PHONE WHO OWNS A PIECE OF PROPERTY?

No, we do not do searches over the phone. You **must** come into the office where we can assist you in your sea

I HAVE QUESTIONS REGARDING LIENS (STATE, FEDERAL, HOSPITAL, MECHANICS, JUDGEMENTS).

We can not do searches over the phone for lien information.

WHAT DO I DO WITH THE RELEASE OF LIEN THAT I HAVE RECEIVED FROM MY MORTGAGE COMPAN'

You can either bring the document into the [County Clerk's Office](#) or you can mail it to the address above. Pleas [Land Recording Fee Schedule](#) for the cost of filing a land document.

WHEN IS MY DOCUMENT RECORDED?

Documents are recorded at the time we receive them. They will show up on the public stations for anyone doin approximately 7-10 business days. They will be returned in 2-3 weeks.

CAN I GET A VOLUME AND PAGE NUMBER AT THE TIME I RECORD MY DOCUMENT?

No, But you will get a document number, which can be used as your reference number for any other recording

DO I NEED TO BE PRESENT TO FILE MY DOCUMENT?

No, you do not need to be present to file. Documents may be mailed in.

DO YOU ACCEPT LEGALEZE?

No.