

CITY OF LUCAS

Preliminary and Final Plat Application Guidelines



665 Country Club Road
Lucas, Texas 75002

Office 972.912.1207
www.lucastexas.us



PLATTING APPLICATION

Name of Subdivision and/or Project: _____

Items Submitted	Filing Fee
<input type="checkbox"/> 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 per acre with 31 - 45 acres (i.e. \$1,025 for 45 acres)	
○ \$900 + \$5 per acre with 46+ acres (i.e. \$1,130 for 46 acres)	
▪ Estate Residential Subdivision Development	_____
○ \$1,000 + \$7 per acre for all size parcels (i.e. \$1,140 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	
<input type="checkbox"/> 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	
<i>Any additional development fees will be charged at final plat rates.</i>	
▪ 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	
○ \$1,000 + \$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)	_____
<input type="checkbox"/> Storm Water Run-Off Permit	
○ Developments 0 – 3 acres \$75	
○ Developments 4 – 10 acres \$150	
○ Developments 10+ acres \$500	_____
<input type="checkbox"/> Vacation of Plat	
○ \$500 + \$10 per acre	_____
<input type="checkbox"/> Concept Plan (Optional Land Study)	
○ \$150 per session with Planning & Zoning and/or City Council	_____
<input type="checkbox"/> Tree Survey/Conservation Plan	No Fee
<input type="checkbox"/> Tree Removal & Site Clearing Permit	_____
○ \$ 250	
<input type="checkbox"/> Park Site Dedication	_____
○ \$ 1,000 per lot or land dedication	
TOTAL	_____



PLATTING APPLICATION

Physical Location of Property:

(Address and general location – approximate distance to nearest existing street intersection)

Legal Description of Property:

(Survey/ Abstract Number and Tracts/Platted Subdivision Name with Lots/Block – Must attach metes and bounds description)

Comprehensive Zoning Designation(s):

Existing Zoning Designation(s):

Description of Project Use:

Acreage:

Existing # of Lots/Tracts:

OWNERS NAME:

Contact Number:

Applicant/Contact Person

Title:

Company Name

Street Address

Mailing Address

Phone:

Fax:

Email:

OWNERS NAME:

Contact Number:

Applicant/Contact Person

Title:

Company Name

Street Address

Mailing Address

Phone:

Fax:

Email:

ENGINEER REPRESENTATIVE:

Contact Number:

Applicant/Contact Person

Title:

Company Name

Street Address

Mailing Address

Phone:

Fax:

Email:

Read before signing below: If there is 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:

ALL APPLICATIONS MUST BE COMPLETE, ACCOMPANIED BY THE APPLICABLE CHECKLIST AND TAX CERTIFICATE SHOWING TAXES PAID BEFORE BEING SCHEDULED ON THE 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 public unless they are copyrighted.



PLATTING APPLICATION

- 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 Texas Local Government Code, Section 212.

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.”

[Notary seal]

 Owner / Agent (*circle one*)

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

Notary Public in and for the State of Texas: _____

Official Use Only:	
Planning & Zoning: _____	Date: _____
City Council: _____	Date: _____
Applicant Withdrew: Yes or No	Date: _____
Applicant Made a Written Withdrawal: Yes or No	Date: _____



PRELIMINARY AND FINAL PLAT Application Guidelines

Important Note:

Applicants are **required** to schedule a **pre-application meeting** with the Development Services Department to discuss the development review/approval process and proposed plans with City staff.

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 and mail-outs 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 website 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 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 returned to the contact person named on the application to be addressed prior to further review or acceptance.



PRELIMINARY AND FINAL PLAT Submission Requirements

1st or Initial Submittal:

- Two (2) 24" x 36" folded (approximately 8" x 12") copies of each Plan herein
- An electronic copy of the Plat and/or Exhibits in PDF format
- Six (6) 11" x 17" hardcopy reductions
- Completed checklist
- Completed application
- Letter requesting any variance, exception or modification to a regulation, or why an issue was not addressed
- Fee as required herein

2nd and 3rd Submittals to Address Requirements:

- Highlight questions asked by the Development Review Committee (DRC) in bold
- Provide response/correction directly below DRC question
- Two (2) 24" x 36" folded copies of each Plat requiring corrections
- Electronic copy of the corrected Plat and/or Exhibits in PDF format
- Six (6) 11" x 17" hardcopy reductions

4th and Subsequent Submittal(s):

- Two (2) 24" x 36" folded (approximately 8" x 12") copies with required corrections
- Electronic copy of the Plat and/or Exhibits in PDF format
- Six (6) 11" x 17" hardcopy reductions
- Fee equal to the original submission fee

When Staff has Determined the Application is Complete and Accepted for Final Approval:

- Seven (7) 24" x 36" folded copies of zoning Concept Plan and any/all other required Plan Exhibits
- Seven (7) 11" x 17" Z folded copies
- An electronic copy of the Plat and/or Exhibits in PDF format

Note:

If an improvement agreement * (sometimes referred to as a facilities agreement) is required, it shall be approved by the City Council, and should be coordinated through the Development Services Director. Please refer to City of Lucas Code of Ordinance Section 10.03.037 for further clarification.

Signature requirements for final plats regarding mortgage holders. 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.

* Construction & engineering plans for public infrastructure improvements



PRELIMINARY AND FINAL PLAT Minimum Requirements Checklist

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 and 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, 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.



PRELIMINARY AND FINAL PLAT Minimum Requirements Checklist

- 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-foot radius of subject property are shown and identified/labeled as appropriate.



PRELIMINARY AND FINAL PLAT Minimum Requirements Checklist

- 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 Development Services Director 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.

Development Services Director 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 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 _____, _____.

Notary Public in and for the State of Texas



MINOR PLATS/SUBDIVISIONS
 Approved by Development Services Director

CITY APPROVAL CERTIFICATE

This plat is hereby approved by the Development Services Director of the City of Lucas, Texas, in accordance with the Lucas Code of Ordinances, review and approval procedures.

 Development Services Director 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 Lucas Code of Ordinances 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/City Engineer Date

ATTEST:

 Signature Date

 Name & Title



FINAL PLAT

Minimum Requirements Checklist

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 Development Services Department. 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 plans.

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.**

Items to be 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 name, address and phone number, gross and net areas as applicable, submission date, and a log of submittal/revision dates since submitted to the City.



FINAL PLAT Minimum Requirements Checklist

- 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:
 - Curve number
 - Delta
 - Radius
 - Tangent length
 - Tangent offset
 - Arc length
 - 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.



FINAL PLAT

Minimum Requirements Checklist

- 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

Development Services Director

Date

Director of Public Works

Date



**PLACE THE FOLLOWING ON FINAL PLATS
AS APPLICABLE:**

SAMPLE OWNER’S CERTIFICATE
(If no homeowners’ association in involved)

STATE OF TEXAS }
COUNTY OF COLLIN }

WHEREAS, John Doe and Jane Doe 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, Jane Doe*, 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 _____, 20_____.

Jane Doe, 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 Jane Doe*, 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 _____, 20_____.

Notary Public in and for
the State of Texas

MORTGAGE HOLDER CERTIFICATION
(If no homeowners’ association in 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



**PLACE THE FOLLOWING ON FINAL PLATS
AS APPLICABLE:**

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 _____, 20____.

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 _____, 20____.

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 Jane Doe* 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, Jane Doe*, 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



**PLACE THE FOLLOWING ON FINAL PLATS
AS APPLICABLE:**

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(s)

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 Jane Doe*, 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 _____, 20____.

Notary Public in and for The State of Texas

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



**PLACE THE FOLLOWING ON FINAL PLATS
AS APPLICABLE:**

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 _____, 20_____.

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 _____, 20_____.

Notary Public in and for the State of Texas

City Filing Requirements:

- Three (3) 24" x 36" mylar with original seals and signatures, stamped with County recording information
- Four (4) 11" x 17" black and white copies
- One (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.



Lucas Code of Ordinances

Procedures for Preliminary Plat

Section 10.03.037(e) Procedure for preliminary plat

City of Lucas Code of Ordinances states the following requirements for preliminary plats:

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).

Below is a list of contacts to assist you with complying with the City of Lucas Code of Ordinance, Section 10.03.037. This list is only a guide, proof of compliance falls with you, the owner.

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

Allen ISD:
Tim Carroll - Director of Public Information
972.727.0510 ext. 217
tim_carroll@allenisd.org
601 E. Main Street
Allen, TX 75002

Lovejoy ISD:
Dennis Womack – Assistant Superintendent of Operations
469.742.8017
Dennis_womack@lovejoyisd.net
259 Country Club Road
Allen, TX 75002

McKinney ISD:
Nancy James – Assistant Superintendent for Support Services
469.742.4113
nsjames@mckinneyisd.net
1 Duvall Street
McKinney, TX 75069

Plano ISD:
Steve Fortenberry – Chief Financial Officer, Business Services
469.752.8023
steve.fortenberry@pisd.edu
2700 W. 15th Street
Plano, TX 75075



Lucas Code of Ordinances Procedures for Preliminary Plat

Pam Moreland - Administrative Assistant-Student Records
469.752.8080
pam.moreland@pisd.edu
2700 W. 15th Street
Plano, TX 75075

Princeton ISD:
Phillip Anthony – Superintendent
469.952.5400
panthony@princetonisd.net
321 Panther Parkway
Princeton, TX 75407

Wylie ISD:
Ian Halperin – Director of Communications & Community Relations
972.429.3019
ian.halperin@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
972.442.5405
Fax: 972.295.6440
bschalf@ntmwd.com
505 East Brown Street
Wylie, TX 75098



Lucas Code of Ordinances

Procedures for Preliminary Plat

Co-Serve:
Lance Ehler – Business Developer Manager
940.321.7862
Fax: 940.321.7814
lehler@coserv.com
7701 South Stemmons
Corinth, TX 76210-1842

Oncor:
Steve Elk – Area Manager
972.569.1205
Fax: 972.569.1299
Steven.elk@oncor.com
4600 State HWY 121
McKinney, TX 75070

4. County Commissioner and County Public Works Director if the subdivision is outside the city limits (one copy each).

Phyllis Cole – Collin County Commissioner
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
972.548.3700 or 972.424.1460 ext. 3700
Fax: 972.548.3754
pubworks@collincountytx.gov
700 A. Wilmeth Rd
McKinney, TX 75069

Tracy Homfeld - Collin County Engineering
972.548.3733 or 972.424.1460 ext. 3733
Fax: 972.548.5555
thomfeld@collincountytx.gov
825 North McDonald Street, Suite 160
McKinney, TX 75069

I have complied with Lucas Code of Ordinances, Section 10.03.037

Development Name

Date

Agents Signature

Date

Notary

Date



OPTIONAL LAND STUDY

Name of Subdivision and/or Project: _____

Items Submitted	Filing Fee
<input type="checkbox"/> 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 per acre with 31 - 45 acres (i.e. \$1,025 for 45 acres)	
○ \$900 + \$5 per acre with 46+ acres (i.e. \$1,130 for 46 acres)	
▪ Estate Residential Subdivision Development	_____
○ \$1,000 + \$7 per acre for all size parcels (i.e. \$1,140 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	
<input type="checkbox"/> 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	
<i>Any additional development fees will be charged at final plat rates.</i>	
▪ 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	
○ \$1,000 + \$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)	_____
<input type="checkbox"/> Storm Water Run-Off Permit	
○ Developments 0 – 3 acres \$75	
○ Developments 4 – 10 acres \$150	
○ Developments 10+ acres \$500	_____
<input type="checkbox"/> Vacation of Plat	
○ \$500 + \$10 per acre	_____
<input type="checkbox"/> Concept Plan (Optional Land Study)	
○ \$150 per session with Planning & Zoning and/or City Council	_____
<input type="checkbox"/> Tree Survey/Conservation Plan	No Fee
<input type="checkbox"/> Tree Removal & Site Clearing Permit	_____
○ \$ 250	
<input type="checkbox"/> Park Site Dedication	_____
○ \$ 1,000 per lot or land dedication per Lucas City Ordinance Sec. 10.01.122	
TOTAL	_____



OPTIONAL LAND STUDY

Physical Location of Property:

(Address and general location – approximate distance to nearest existing street intersection)

Legal Description of Property:

(Survey/ Abstract Number and Tracts/Platted Subdivision Name with Lots/Block – Must attach metes and bounds description)

Comprehensive Zoning Designation(s):

Existing Zoning Designation(s):

Description of Project Use:

Acreage:

Existing # of Lots/Tracts:

OWNERS NAME:

Contact Number:

Applicant/Contact Person

Title:

Company Name

Street Address

Mailing Address

Phone:

Fax:

Email:

OWNERS NAME:

Contact Number:

Applicant/Contact Person

Title:

Company Name

Street Address

Mailing Address

Phone:

Fax:

Email:

ENGINEER REPRESENTATIVE:

Contact Number:

Applicant/Contact Person

Title:

Company Name

Street Address

Mailing Address

Phone:

Fax:

Email:

Read before signing below: If there is 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:

ALL APPLICATIONS MUST BE COMPLETE, ACCOMPANIED BY THE APPLICABLE CHECKLIST AND TAX CERTIFICATE SHOWING TAXES PAID BEFORE BEING SCHEDULED ON THE 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 public unless they are copyrighted.



OPTIONAL LAND STUDY

- 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 Texas Local Government Code, Section 212.

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.”

[Notary seal]

 Owner / Agent (*circle one*)

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

Notary Public in and for the State of Texas: _____

Official Use Only:	
Planning & Zoning: _____	Date: _____
City Council: _____	Date: _____
Applicant Withdrew: Yes or No	Date: _____
Applicant Made a Written Withdrawal: Yes or No	Date: _____



Concept Plan Minimum Requirements (Optional Land Study)

Project Name _____ Preparer _____

This checklist is provided to assist you in addressing the minimum requirements for an Optional Land Study 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.

Prior to submission of a preliminary plat and after meeting with the city staff, the owner may file an application for approval of an optional land study with the commission, which shall meet the following minimum requirements:

Items to be Included:

- The application shall include all contiguous holdings of the owner with an indication of the portion which is proposed to be developed or offered, sold or leased, accompanied by an affidavit of ownership, which includes an address and telephone number of an agent.
- The optional land study shall be drawn to scale of 1" = 100' or larger.
- The lower right-hand corner of the optional land study shall contain a title block clearly showing the proposed name of the subdivision or addition, the name and address of the owner, engineer or surveyor responsible for the design or survey, the scale of the drawing, the date the drawing was prepared, and the location of the tract according to the abstract and survey records of the county.
- The optional land study shall clearly show the limits of the tract and scale distances. True north shall be clearly indicated and shall be to the top or left of the study.
- The optional land study shall show the names of adjacent subdivisions or additions or the name of record owners or [of] adjoining parcels of unplatted land.
- The optional land study shall contain the existing zoning on adjoining land, the location, width, and names of all existing or platted streets or other public ways within or adjacent to the tract, existing permanent buildings, railroad rights-of-way, and topography with existing drainage channels or creeks, and other important features such as tree groupings, vegetation, political subdivisions or corporate limits and school district boundaries.
- The optional land study shall show the layout, names and width of proposed streets, alleys and easements.
- The optional land study shall show a general arrangement of land uses including but not limited to park and school sites, municipal facilities, private open space, floodplains and drainage ways, phasing plan, and proposed nonresidential and residential uses and densities.
- The optional land study shall show layout, numbers, and approximate dimensions of proposed lots and all building lines.
- The optional land study shall show the location of proposed screening walls and/or other forms of screening shall be clearly indicated.
- The optional land study shall show existing contours of the tract in intervals of two feet or less, referred to sea level datum.
- The optional land study shall show existing sewers, water mains, culverts, or other underground structures within the tract and immediately adjacent thereto with pipe sizes and locations indicated.
- The optional land study shall show proposed water, sanitary sewer and storm sewer pipelines with culverts, bridges, and other appurtenances or structures shown.
- The optional land study shall show storm water retention or detention basins as required.
- The optional land study shall show erosion mitigation of lots or roads next to creeks and drainage ways according to drainage and erosion guidelines from the engineering department.
- Record drawings, construction plans including one set of mylars.