



PLATTING APPLICATION

# CITY OF LUCAS

## Preliminary and Final Plat Application Guidelines and Checklist





# PLATTING APPLICATION

Name of Subdivision and/or Project: \_\_\_\_\_

Items Submitted	Filing Fee
<input type="checkbox"/> <b>Preliminary Plat</b>	
▪ 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. \$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"/> <b>Final Plat</b>	
▪ 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"/> <b>Storm Water Run-Off Permit</b>	
○ Developments 0 – 3 acres \$75	
○ Developments 4 – 10 acres \$150	
○ Developments 10+ acres \$500	_____
<input type="checkbox"/> <b>Vacation of Plat</b>	
○ \$500 + \$10 per acre	_____
<input type="checkbox"/> <b>Concept Plan (Optional Land Study)</b>	
○ \$150 per session with Planning & Zoning and/or City Council	_____
<input type="checkbox"/> <b>Tree Survey/Conservation Plan</b>	No Fee
<input type="checkbox"/> <b>Tree Removal &amp; Site Clearing Permit</b>	_____
○ \$250	
<input type="checkbox"/> <b>Park Site Dedication</b>	_____
○ \$1,000 per lot or land dedication	
<b>TOTAL</b>	_____



# PRELIMINARY AND FINAL PLAT Application Guidelines

## LOCATION AND CONTACTS

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:

Acres:

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)



## PRELIMINARY AND FINAL PLAT Application Guidelines

### 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.



# PRELIMINARY AND FINAL PLAT Application Guidelines

- Applicant agrees to pay any and all required fees due to the City including but not limited to Plat application fee, Park dedications fee, Tree Removal Permit fee, \$1500 per lot public improvement inspection fee 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, I hereby grant the Development Services Director and City staff access to my property to perform work related to this Preliminary and Final Plat Application.

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: \_\_\_\_\_

<b>Official Use Only:</b>	
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 influence when your project will be heard by the approval body, which can only occur when the Plat Application and Plat are complete and all required documentation, which may include reports, surveys, studies, analysis or other reviews by land development professionals, consultants, or engineers.

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](http://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:**

- 24" x 36" An electronic copy of the Plat and/or Exhibits in PDF format
- 11" x 17" An electronic copy of the Plat and/or Exhibits in PDF format
- Completed Checklist
- Completed Preliminary and Final Plat 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
- 24" x 36" An electronic copy of the Plat and/or Exhibits in PDF format
- 11" x 17" An electronic copy of the Plat and/or Exhibits in PDF format

## **4th and Subsequent Submittal(s):**

- 24" x 36" An electronic copy of the Plat and/or Exhibits in PDF format
- 11" x 17" An electronic copy of the Plat and/or Exhibits in PDF format
- Fee equal to the original submission fee

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

- Two (2) 24" x 36" folded copies of the Plat and/or Exhibits
- Two (2) 11" x 17" Z folded copies of the Plat and/or Exhibits
- 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.

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\* Construction & engineering plans for public infrastructure improvements



# PRELIMINARY AND FINAL PLAT

## Minimum Requirements Checklist

Project Name \_\_\_\_\_ Preparer \_\_\_\_\_

This Minimum Requirements Checklist (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 this 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.

- Plat Preparer Contact Information.** The name, address and telephone number of the owner, the surveyor, and engineer responsible for the preparation of the final plat.
- Subdivision Information.** 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.
- Survey.** 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.
- Right-of-Way.** 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.
- Plat Legend Aids.** Scale, north point, date, lot, and block numbers.
- Adjacent Property Details:**
  - 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 proposed subdivision. The abstract name and number, and name of the owner of the adjacent unplatted tracts should be shown.
  - 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.
- Plat Details.** 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.
- Lot Size and Zoning Requirements.** 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.
- Setbacks.** Building setback lines and the location of utility easements.
  
- Topography:**
  - 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





## PRELIMINARY AND FINAL PLAT Minimum Requirements Checklist

- 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 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.
  - 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.
- Drainage.** 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.
- Dedications:**
- The location and purpose of all proposed parks or other areas offered for dedication to public use.
  - Sites to be reserved or dedicated for parks, playgrounds and/or other public uses are indicated and labeled.
- Existing Detail:**
- 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 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.
- Deed Information.** Copy of any deed restrictions, restrictive covenants, special use permit or planned development district ordinance regulating the property.
- Intersections.** The angle of intersection of the centerlines of all intersecting streets which are intended to be less than ninety (90°) degrees.
- Flood Plain Information:**
- 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".
  - 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.
- Sewer and Streets in ETJ.** 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.
- Certificate of Ownership and Dedication Information.** 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.
- Tax Receipt.** Receipt showing all taxes on the subject property are paid.
- Surveyor Certification.** 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.
- Summary Sheet.** 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.
- HOA Agreement.** Copy of any proposed property owner or homeowners' association agreements, covenants and restrictions.
- Other Boundaries.** Abstract lines, survey lines, county lines, school ISD boundary and corporate boundaries are shown and clearly labeled.
- Title Block.** A title block is provided in the lower right corner that includes large, boldly printed:

(Subdivision Name)



## PRELIMINARY AND FINAL PLAT Minimum Requirements Checklist

Preliminary Plat

Lot(s) \_\_\_\_\_, Block(s) \_\_\_\_\_ (survey, abstract and tract number)

If a replat, include:

Replat of Lot(s) \_\_\_\_\_, Block(s) \_\_\_\_\_

- Submittal Log.** A log of submittal/revision dates since submitted to the city.
- Purpose Statement.** The purpose of a replat or amending plat is stated on the face of the plat document.
- Replat/Amending Plat Information.** 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.
- Roadway Details:**
  - 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.
  - 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.
- Lots:**
  - 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.
- Utilities and Protected Areas.** The location of existing underground and above ground utilities, flood plain boundaries and state or federally protected areas, such as wetlands, are indicated.
- Easements and Ingress/Egress.** 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.
- Zoning.** Existing zoning is shown.
- Open Space.** Location and area of parks, drainage ways, creeks and open space is indicated and labeled.
- Legal Description.** Legal description/metes and bounds description is included.
- Notes.** Include any notes required by the various affected agencies/utilities.
- Water.** Preliminary water plans are included with this submittal.
- A note shall be added to the plat stating: **“Preliminary Plat - For Inspection Purposes Only.”**

### Items that may be required after preliminary plat submittal and prior to final plat submittal:

Any other information that is unique to a proposed development or the Development Services Director, engineering department, fire department, Planning and Zoning Commission or City Council determines necessary for a complete review of the proposed development, which may include, but is not limited to additional information or drawings, operating data, expert evaluation, or testimony concerning the location, function, or characteristics of any building or proposed use. Including but not limited to traffic impact analysis, geotech report, conditional letter of map revision, letter of map revision, and flood plain study.



# REQUIRED PLAT CERTIFICATIONS

## CITY APPROVAL CERTIFICATE

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

\_\_\_\_\_  
Tommy Tolson Chairman,  
Planning and Zoning Commission

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name & Title

The Public Works Director/City Engineer 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.

\_\_\_\_\_  
Scott Holden, 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.

\_\_\_\_\_  
Joseph Hilbourn, 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



# REQUIRED PLAT CERTIFICATIONS

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



# REQUIRED PLAT CERTIFICATIONS

The following certificate is applicable for all minor plats/subdivisions that may be approved by the 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.

\_\_\_\_\_  
Joseph Hilbourn 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.

\_\_\_\_\_  
Scott Holden 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:

- Preliminary Plat.** All information required for a Preliminary Plat.
- Drawings and Plans.** Record drawings, construction plans including one set of mylars and a digital copy in PDF, and DWG format, and two sets of blacklines, where applicable.
- Improvement Agreement.** 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.
- Dedication Documentation.** Formal irrevocable offers of dedication to the public of all streets, alleys, utilities, easements and parks in a form approved by the City Attorney.
- Phases.** 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.
- HOA Agreement.** 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.
  - 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.
- 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.**
- Map.** 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.
- Legend and Scale.** Written and bar graph scale and north arrow are indicated. North shall be oriented to the top or left side of the sheet.
- Boundary Lines.** Abstract lines, survey lines, corporate boundaries are shown and clearly labeled.
- Title Block.** 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) \_\_\_\_\_



# FINAL PLAT

## Minimum Requirements Checklist

- Contact, Acres, and Filing Information.** 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.
- Property Information.** Location of property lines, owner or subdivision name(s) and recording information of abutting properties is shown.
- Abutting Property Information.** Abutting properties are indicated by a light solid line.
- Existing ROW Information.** 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.
- Proposed Street and ROW Information:**
  - 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.
- Lot Lines:**
  - 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
  - Internal lot lines are clearly indicated and shown to scale.
- Survey Markers and Monuments:**
  - 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.
- Lots:**
  - 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.
- Flood Plain:**
  - The location of flood plain boundaries and state or federally protected areas, such as wetlands, 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

- Easements:**
  - 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.
- Ingress/Egress.** Required cross access or ingress/egress easements are shown, dimensioned, labeled, and properly tied down.
- Zoning.** Existing zoning of the subject property is indicated.
- Parks and Open Space.** 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.
- Legal Description.** A legal description/metes and bounds description is included.
- Utility/Governmental Notes.** Include any notes required by the various affected agencies/utilities.
- Reservations/Dedications.** Sites to be reserved or dedicated for parks, playgrounds and/or other private or public use are indicated.
- Notes.** Applicable notes have been added to the plat. Any change from the wording shown herein shall be approved by the City of Lucas.
- Improvement Agreement.** 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.
- Phases.** 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.
- Replat/Amending Plat.** The purpose of a Replat or Amending Plat is specifically noted on the face of the drawing.
- Certificates.** 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:

\_\_\_\_\_  
Tommy Tolson, Chair  
Planning and Zoning Commission

\_\_\_\_\_  
City Secretary

“APPROVED FOR PREPARATION OF FINAL PLAT”

\_\_\_\_\_  
Tommy Tolson, Chair  
Planning and Zoning Commission

\_\_\_\_\_  
Date

\_\_\_\_\_  
Joseph Hilbourn, Development Services Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Scott Holden, Public Works Director/City Engineer

\_\_\_\_\_  
Date





**FINAL PLAT**  
**Minimum Requirements Checklist**

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

STATE OF TEXAS        }  
COUNTY OF COLLIN   }

WHEREAS, \_\_\_\_\_ are the Owners of a tract of land situated in the

*(Enter accurate legal description here)*

and being more particularly described as follows:

*(Enter accurate metes and bounds here)*

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That I/we, \_\_\_\_\_, Owners, do hereby bind themselves and their heirs, assignees and successors of title this plat designating the hereinabove described property as \_\_\_\_\_, 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 easement 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\_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_, Owner

\_\_\_\_\_  
\_\_\_\_\_, 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 \_\_\_\_\_, 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



# FINAL PLAT

## Minimum Requirements Checklist

### 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 \_\_\_\_\_, 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 \_\_\_\_\_, 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



# FINAL PLAT

## Minimum Requirements Checklist

### SAMPLE OWNER’S CERTIFICATE (If a homeowners’ association is involved)

STATE OF TEXAS        }  
COUNTY OF COLLIN    }

WHEREAS, \_\_\_\_\_ are the Owners of a tract of land situated in the

*(Enter accurate legal description here)*

and being more particularly described as follows:

*(Enter accurate metes and bounds here)*

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That I/we, \_\_\_\_\_, Owners, do hereby bind themselves and their heirs, assignees and successors of title this plat designating the hereinabove described property as \_\_\_\_\_, 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.



# FINAL PLAT

## Minimum Requirements Checklist

\_\_\_\_\_  
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 \_\_\_\_\_, 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



# FINAL PLAT

## Minimum Requirements Checklist

### 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 \_\_\_\_\_, 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 easement 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



# FINAL PLAT

## Minimum Requirements Checklist

### City Filing Requirements:

- Two (2) 24" x 36" mylar with original seals and signatures, and two blackline copies, stamped with County recording information.
- 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).

### Required prior to final plat submittal.

1. Final plat, application, checklist, and fee
2. Maintenance Bond for City Improvements, 2 year – 10% Bond to be verified by submitting contract.
3. \$1,500 public improvements inspection fee (developer to provide contracts for verification)
4. Construction as-built record drawings (mylar), blackline copy, PDF, and DWG format copy.
5. Engineering construction test reports.
6. Walk-through with Public Works personnel completed with satisfactory outcome.
7. HOA (covenants, conditions & restrictions) documentation approved by City Attorney before submittal to Planning & Zoning.

### 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:

David Hicks – Chief Communications Officer  
972.727.0510 ext. 400512  
[david.hicks@allenisd.org](mailto:david.hicks@allenisd.org)  
612 E. Bethany Street  
Allen, TX 75002



## FINAL PLAT Minimum Requirements Checklist

### **Lovejoy ISD:**

Kyle Pursifull – Executive Director of District Support Services  
469.742.8004  
[Kyle\\_Pursifull@lovejoyisd.net](mailto:Kyle_Pursifull@lovejoyisd.net)  
259 Country Club Road  
Allen, TX 75002

### **McKinney ISD:**

Shelly Spaulding – Assistant Superintendent of Public Relations and Communications  
469.302-4133  
[sspaulding@mckinneyisd.net](mailto:sspaulding@mckinneyisd.net)  
1 Duvall Street  
McKinney, TX 75069

### **Plano ISD:**

Johnny Hill – Deputy Superintendent for Business & Employee Services  
469.752.8113  
[johnny.hill@pisd.edu](mailto:johnny.hill@pisd.edu)  
2700 W. 15<sup>th</sup> Street  
Plano, TX 75075

Debbie Lytle - Records Management Officer  
469.752.8064  
[pam.moreland@pisd.edu](mailto:pam.moreland@pisd.edu)  
2700 W. 15<sup>th</sup> Street  
Plano, TX 75075

### **Princeton ISD:**

Donald McIntyre – Superintendent  
469.952.5400 ext. 3501  
[dmcintyre@princetonisd.net](mailto:dmcintyre@princetonisd.net)  
321 Panther Parkway  
Princeton, TX 75407

### **Wylie ISD:**

April Cunningham – Executive Director of Communications  
972.429.2970  
[april.cunningham@wylieisd.net](mailto:april.cunningham@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 – Manager of Business Development  
903.482.7183  
[Michael.lauer@grayson-collin.coop](mailto:Michael.lauer@grayson-collin.coop)



## FINAL PLAT Minimum Requirements Checklist

P.O. Box 548  
Van Alstyne, TX 75495

**TXU Energy:**

John Duessel – Vice President and Chief Customer Officer  
214.812.4600  
[jduessel@txu.com](mailto:jduessel@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](mailto:bschalf@ntmwd.com)  
505 East Brown Street  
Wylie, TX 75098

**Co-Serve:**

Lance Ehler – Business Developer Manager  
940.321.7862  
Fax: 940.321.7814  
[lehler@coserv.com](mailto: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](mailto: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).**

**Cheryl Williams – Collin County Commissioner**

972.424.1460 ext. 4631  
[commcourt@collincountytx.gov](mailto:commcourt@collincountytx.gov)  
Collin County Government Center  
Administration Building  
2300 Bloomdale Rd.  
McKinney, TX 75071

**Jon Kleinheksel - Collin County Public Works**

972.548.3700 or 972.424.1460 ext. 3700  
Fax: 972.548.3754  
[pubworks@collincountytx.gov](mailto:pubworks@collincountytx.gov)  
700 A. Wilmeth Rd  
McKinney, TX 75069





## FINAL PLAT

### Minimum Requirements Checklist

**Tracy Homfeld - Collin County Engineering**  
972.548.3733 or 972.424.1460 ext. 3733  
Fax: 972.548.5555  
[thomfeld@collincountytx.gov](mailto: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

665 Country Club Road  
Lucas, Texas 75002

Office 972.912.1207  
[www.lucastexas.us](http://www.lucastexas.us)