



**CITY OF NEW FAIRVIEW**  
**999 ILLINOIS LANE**  
**NEW FAIRVIEW TX, 76078**  
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## **FINAL PLAT APPLICATION**

### **General Information**

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

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

The Planning and Zoning Commission Meets on the 2<sup>nd</sup> Monday of every month and on the 4<sup>th</sup> Monday if required. The City Council meets on the 1<sup>st</sup> Monday of every month and on the 3<sup>rd</sup> Monday if required.

### **Application Instructions:**

1. **Staff Review:** The Application for a Final Plat will be first reviewed by City Staff or their development contracted employees for compliance with City codes, regulations and policies. The following items must be submitted to the City Offices as per the Platting Calendar as published on the City of New Fairview's website.
  - A completed application form signed by the property owner.
  - An application fee as established by the City's latest adopted schedule of fees
  - A certificate stating that all City and School Taxes have been paid to date (this is obtainable for the appropriate County Tax Office)
  - 1 digital file of all documents for the final plat submittal. PDF format.
  - Please note that after approval, all final plats will require a number of mylar and paper hard copies to be executed by the property owner(s) and sealed by the surveyors. These will be recorded by the City with the appropriate Count
  
2. **Final Plat Checklist:** The following information is required as part of the Final Plat needed for review.:
  - a. Title Block near lower right corner (includes total acreage and number of lots)
  - b. Identification: The proposed name of the subdivision (which must not be as similar to that of an existing subdivision as to cause confusion) and names of adjacent subdivisions and landowners shall be shown on the plat.
  - c. Names, addresses, telephone and email addresses of preparer, applicant, property owner, engineer, surveyor responsible for the preparation of the plat.
  - d. The boundary lines and dimensions of the property, existing subdivision lots, available utilities,

- e. easements, roadways, sidewalks, emergency access easements, and public rights-of-way.
- e. Signature and seal of Plat preparer to be filled in on final version for approval.
- f. North Indicator, Graphic Scale, Sheet number
- g. Vicinity map at a scale of not more than two hundred (200) feet to the inch for all subdivision exceeding five (5) acres in size or containing ten (10) or more lots. Such sketch or map shall show existing subdivisions, streets, property lines and the recorded names of the owners of the adjoining parcels. It shall also show how the streets and alleys of the proposed subdivision connect or relate to streets and alleys in neighboring subdivisions or undeveloped property and the relationship of the development to existing or proposed major and secondary thoroughfares.
- h. Boundary of the site, with true bearing to the nearest second and distances to nearest hundredth. Exact layout of all arc lengths, radii, deflection angles, chord lengths and bearings, and tangent lengths and bearings.
- i. Metes and Bounds description of the entire property to be platted.
- j. Location , size, and purpose of all easements, including but not limited to utilities, drainage, flowage, and emergency access.
- k. Additional documentation necessary for the dedication or conveyance of easements or rights-of-way as required by the City.
- l. Lot lines with bearings and distances
- m. Block and lot designations
- n. Square feet of street right-of-way to be dedicated to the City of New Fairview
- o. Square feet or acreage of each lot in a table or placed on lots.
- p. Required building setbacks
- q. Location map: A vicinity sketch or key map
- r. Certificates: The following certifications shall be placed on the final plat:
  - i. Owner’s Certificate and Dedication Form as shown on subsequent page.
  - ii. Perpetual Maintenance Agreement as shown on subsequent page.
  - iii. Surveyor’ Certification Form

**SURVEYOR’S CERTIFICATION (REQUIRED ON ALL PLATS)**

This is to certify that I, \_\_\_\_\_, a registered professional land surveyor of the State of Texas, have platted the above subdivision from an actual survey on the ground; and that all lot corners, angle points, and points of curve shall be properly marked on the ground, and that this plat correctly represents that survey made by me.

Signature RPLS # _____	Date
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**City Approval Block**

Review for Approval:

Signature Mayor, City of New Fairview, Texas	Date
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Attest

Signature City Secretary, City of New Fairview, Texas	Date
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City Approval Block for a Minor Plat  
Review for Approval:

\_\_\_\_\_  
Signature Date  
City Administrator, City of New Fairview, Texas

Attest

\_\_\_\_\_  
Signature Date  
City Secretary, City of New Fairview, Texas

- s. Subdivider's Statement: A final plat application shall be accompanied by a written statement, signed by the subdivider stating the developer will comply with all the city requirements in the city requirements in the proposed subdivision and all such proposals shall conform to or exceed the standards for such improvements prescribed by the city.
3. Planning and Zoning Commission (P&Z) Review. Staff comments are forwarded to the applicant for preparation of a revised submittal. The revised submittal is again reviewed by the City, and if it conforms to City codes, regulations, and policies it is certified as such and placed on the P&Z agenda. Final digital files in .pdf format of all exhibits must be submitted to the City by noon on the Monday that is seven (7) days prior to the P&Z meeting. At the P&Z meeting, the Commission then decides what recommendation it will make to City Council based on the staff report.
4. City Council Review The staff report and P&Z recommendation are sent to the City Council for final review and approval. The City Council meets on the first Monday of the month and on the third Monday of the month, if required.

**Applicant Information**

**PROJECT LOCATION ADDRESS:** \_\_\_\_\_

**TAX ID:** \_\_\_\_\_ **ZONE:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

**PROPERTY OWNER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY** \_\_\_\_\_

**STREET** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**DAY PHONE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY** \_\_\_\_\_

**STREET** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**DAY PHONE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Existing Use of Property** \_\_\_\_\_ **Proposed use of Property** \_\_\_\_\_

I certify that the above information is correct and complete to the best of my knowledge and ability and that I will be fully prepared to present the above proposal at a Planning and Zoning Commission Meeting. I reserve the right to withdraw this proposal at any time by filing a written request with the City. I understand that my application fee is non-refundable.

**Applicant or Property Owner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Fees (All fees are nonrefundable) all fees are due upon application submission. Checks made payable to the City of New Fairview.**

Office Use Only:

Date Paid: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Check # \_\_\_\_\_

OWNER'S CERTIFICATE AND DEDICATION  
STATE OF TEXAS, COUNTY OF \_\_\_\_\_ (WISE or DENTON)

WHEREAS I (we), \_\_\_\_\_, am (are) the sole owner (all of the owners) of a tract of land situated in the \_\_\_\_\_ Survey, County of \_\_\_\_\_ (Wise or Denton), according to the deed recorded as Document \_\_\_\_\_ and more particularly described as follows: (insert legal description) Now therefore know all men by these presents: That (Owner's Name) \_\_\_\_\_, through the undersigned authority, does hereby adopt this plat designating the herein above described property as (Subdivision Name) \_\_\_\_\_, an addition to the City of New Fairview, Texas, and does hereby dedicate to the public use forever the streets and alleys shown hereon; and does hereby dedicate the easements shown on the plat for mutual use and accommodation of all public utilities desiring to use, or using same, said dedications being free and clear of all liens and encumbrances, except as shown herein, (Owner's Name) \_\_\_\_\_, does hereby bind (himself/herself/itself), (his/hers/its) successors and assigns to forever warrant and defend all and singular the above described streets, alleys, easements and rights unto the public against every person whomsoever lawfully claiming or to claim the same or any part thereof. No permanent buildings or structures shall be constructed over any existing or platted easement of any type. Any fencing, trees, shrubs or other improvements may only be placed in or over any existing or platted easement of any type with the authorization of the City of New Fairview or easement holder(s). The City of New Fairview at the owner's expense, and any easement holder, shall have the right to move and keep removed all or part of any fence, tree, shrub, or other improvements or growths which in any way endangers or interferes with the construction, maintenance, or efficiency of its respective systems on any of the easements shown on the plat; and The City of New Fairview and any easement holder shall have the right at all times to ingress and egress upon said easements for the purpose of construction, reconstruction, inspection, patrolling, maintaining, and adding to or removing all or part of its respective systems without the necessity at any time of procuring the permission of anyone.

WITNESSED MY HAND THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

Signature of Owner	Position in Corporation (if Applicable)
Name of Corporation if Applicable	Lien Holder (if Applicable)

(If there is no lien holder, add the following statement:)

To the best of my knowledge there are no liens against this property.

\_\_\_\_\_  
Signature of Owner

BEFORE ME, the undersigned authority, on this day personally appeared \_\_\_\_\_ known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration expressed and in the capacity therein stated. GIVEN UNDER MY HAND AND SEAL OF OFFICE on this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public, in and for the State of Texas  
My commission expires \_\_\_\_\_  
Printed name: \_\_\_\_\_

PERPETUAL MAINTENANCE AGREEMENT

THE STATE OF TEXAS §  
COUNTY OF \_\_\_\_\_ (Wise or Denton) §

KNOW ALL MEN BY THESE PRESENTS:

The following reservations, restrictions, and covenants are imposed on \_\_\_\_\_ (subdivision name) as it abuts, is adjacent to, or is included within the floodplain easements, drainage easements or emergency access easements shown on the plat filed herewith:

1. No commercial building, outbuilding, fence, or other structure shall be erected on said easement except for small ornamental walls, patios, and other landscaping, provided however, these items allowed shall not interfere in any way with the free flow of water in said channel or narrow the existing channel of the stream or interfere with free access by way of the easement for maintenance purposes without written consent of the City Administrator or their designee.
2. The Lot owner shall be responsible for the maintenance of his portion of said easement in order to preserve its beauty and to prevent any obstruction, flooding, or erosion. Such maintenance shall include but shall not be limited to the following:
  - a. Mowing grass and preventing the growth of weeds.
  - b. Preventing the growth of trees or permitting other obstructions to the easement which would obstruct free access for maintenance purposes.
  - c. Preventing erosion by corrective construction if necessary.
  - d. Preventing the accumulation of trash and debris in the easement.
3. In addition to other rights of enforcement contained in these restrictions or available by statutes, ordinance, or common law, the Dedicator, his successors and assigns, and all parties claiming title to \_\_\_\_\_ (subdivision name) by, through or under them, shall be taken to hold, agree, and covenant with the Dedicator and their successors and assigns, and with each of them to conform to and observe all restrictions and covenants as to the use and maintenance of said easement and Dedicator or owner or any of the above shall have the right to sue for and obtain an injunction, prohibitive or mandatory, to prevent the breach of or to enforce the observance of the restrictions and covenants above set forth, in addition to the ordinary legal action for damages, and failure of the Dedicator or the owners of an other lot or lots shown to abut said easement to enforce any other restrictions or covenants herein set forth at the time of violation shall in no event be deemed to be a waiver of the right to do so at any time thereafter.
4. In addition to the rights of enforcement given to Dedicator and other Lot owners as set forth in Paragraph 3 above, it specifically provided that the City of New Fairview may, at its option, bring any action and obtain any remedy to enforce or prevent the breach of said restrictions.
5. It is specifically provided that the Dedicator, his successors and assigns, other Lot owners and the City of New Fairview as provided above, shall have the right to recover their attorney’s fees, court costs, and expenses incurred in any suit to enforce or prevent the breach of any covenant or restriction applicable to said easement.
6. In addition to the remedies above provided, the City of New Fairview may, at its option, thirty (30) days after written notices to a lot owner, enter the easement and perform the necessary maintenance repair and charge the lot owner or owners the pro-rata cost thereof. Said charges shall be a lien on the abutting lot or lots inferior only to prior recorded liens on said lot or lots.

TO HAVE AND TO HOLD the above-described Perpetual Maintenance Agreement in and to said premises with the right of ingress and egress thereto, together with all and singular the usual rights thereto in any wise belonging, unto the said City of New Fairview, Texas, and its successors and assigns forever, and I do hereby bind myself, my heirs, executors and administrators to warrant and forever defend, all and singular, the said premises unto the said City of New Fairview, Texas, its successors and assigns, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

IN WITNESS WHEREOF, this instrument is executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Owner

THE STATE OF TEXAS  
COUNTY OF \_\_\_\_\_ (Wise or Denton)

This instrument was acknowledged before me by the said \_\_\_\_\_, on  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, in and for the State of Texas  
My commission expires \_\_\_\_\_  
Printed name: \_\_\_\_\_