



SUBDIVISION APPLICATION

Preliminary Plat
Minor Plat

Final Plat/Replat
Amended Plat

Vacating Plat
Conveyance Plat

Applicant

Owner (if different from applicant)

Name:	Name:
Company:	Company:
Address:	Address
City, State, Zip:	City, State, Zip:
Phone	Phone:
Fax:	Fax:
Email:	Email:

Submittal Checklist

	Pre-Application Conference (Date: ___/___/___)
	One (1) Paper Copy of Plat (24"x36", folded to 1/4 size)
	Letter of Intent
	Non-Refundable Application Fee (Check Payable to City of Sanger)
	Application Form (Signed by Owner)
	Applicable Plat Checklist (Completed)
	One (1) PDF Copy of all Documents Provided on a CD/DVD; OR Submitted Online at www.CommunityCore.com

Supporting Materials (List if provided): _____

R Number(s): _____

Owner's Signature

Date

Applicant's Signature

Date

Office Use: Reviewed by Director of Development Services ___/___/___

	Complete (Check # _____)
	Incomplete (Returned to Applicant ___/___/___)



SUBDIVISION PACKET

A Plat subdividing land within the city limits of Sanger or within one mile of the city limits requires the approval of the City of Sanger. The platting process involves the preparation of one or more plats by the landowner, a review by staff, and consideration by the Planning & Zoning Commission and City Council.

PLAT TYPES: There are seven different types of plats, each with their own function.

- **Preliminary Plat** – A preliminary plat is required for most subdivisions, particularly those providing for dedication of public right-of-way and construction of public improvements.
- **Final Plat** – A final plat will follow a preliminary plat to specify in detail the arrangement of lots, the dedication of public right-of-way, and the provision of public improvements and services.
- **Replat** – A replat revises an existing plat and is controlling over the preceding plat.
- **Minor Plat** – A minor plat is one creating three lots or fewer, and not requiring the dedication of right-of-way or construction of improvements. Minor plats can be approved with the preparation of a preliminary plat.
- **Amended Plat** – An amended plat revises a previously platted lot to correct an error or add or modify a feature. Amending plats cannot increase the number of lots. Amending plats can be approved administratively.
- **Conveyance Plat** – A conveyance plat may be used to convey the property or interests therein. It may also be used in lieu of a final plat to record a subdivision or property, provided that no portion of the property is intended for development. A conveyance plat is an interim step in the subdivision of land and shall contain a notation that indicates that no development is intended.
- **Vacating Plat** – A vacating plat removes/vacates the plat covering a tract of land before any lot in the plat is sold. The plat is vacated when a signed, acknowledged instrument declaring the plat vacated is approved and recorded in the manner prescribed for the original plat.

SUBMISSION REQUIREMENTS: The submittal requirements for each kind of plat are included in this packet.

SUBMISSION DEADLINES: The deadline for plat application is 26 days prior to the Planning & Zoning Commission meeting. This provides adequate time to review the plat for compliance with the Subdivision Ordinance. Meeting dates and deadlines are sometimes adjusted for holidays. Consult the published schedule and city staff for more information.

APPLICATION FEES: The application fee covers part of the cost for the city to review and act on the plat application. The application fee is non-refundable.

- **Residential Preliminary or Final Plat / Replat**
 - 10 lots or fewer - \$400.00 + \$6.00 per lot
 - More than 10 lots - \$500.00 + \$10.00 per lot
- **Commercial Preliminary or Final Plat / Replat**
 - Less than five (5) acres - \$500.00 + \$15.00 per acre
 - Five (5) acres to less than 25 acres - \$600.00 + \$15.00 per acre
 - 25 acres to less than 100 acres - \$950.00
 - 100 acres or more - \$950.00 + \$5.00 per acre
- **Minor Plat** - \$400.00 + \$3.00 per lot
- **Amended Plat** - \$200.00 + \$3.00 per lot
- **Conveyance Plat** - \$200.00 + \$3.00 per lot
- **Vacating Plat** - \$200.00

PUBLIC NOTIFICATION FEE: Public notification fee for all plats requiring public notification shall be \$100.00 due at the time of submission of application.

PLAT FILING FEE: Plat filing fee for all plats shall be \$100.00 due at the time of submission of Plat Execution Package.



SUBDIVISION PROCEDURE

The process for subdividing land involved the following steps:

1. **Pre-Application Conference:** Prior to filing of a plat, the owner shall consult with the Director of Development Services, Fire Marshal, and City Engineer concerning compliance with the Subdivision Ordinance and the provision of adequate infrastructure and public services. Also, the applicable approval procedure for the plat will be identified.
2. **Submission:** The applicant must submit the required number of copies of the proposed plat, a Letter of Intent, any required supporting materials, and the application fee as indicated on the Schedule of Planning Applications. The Director of Development Services will review the submission to determine if it is complete for filing with the City. Incomplete submissions will be returned to the applicant.
3. **Review:** City Staff will review the plat for compliance with the Subdivision Ordinance and other city requirements. The applicant may need to make changes and revisions to the plat or supporting materials. The applicant must provide additional copies of the plat prior to the Planning & Zoning Commission meeting.
4. **Planning & Zoning Commission:** The Planning & Zoning Commission will consider the plat at a regular meeting. If the plat is approved, it will be forwarded to the City Council.
5. **City Council:** The City Council will consider the plat at a regular meeting. The applicant will be required to provide additional copies of the plat prior to the City Council meeting.
6. **Filing for Recordation:** Following approval by the City Council, and construction and acceptance of any required public improvements, the plat will be signed by the Mayor, sealed by the City Secretary, and filed for record with Denton County. A Plat Execution Package containing:
 - a. three (3) full-sized (24"x36") notarized copies of the plat with all signatures (except P&Z Chairman, Mayor and City Secretary), seals, stamps or other validation/certifications of work as applicable in accordance with State law and local requirements, folded to 8.5"x11" with the title block facing outwards;
 - b. recent original certified & sealed tax certificates showing \$0.00 amount due;
 - c. \$100.00 plat filing fee;must be provided to the Development Services to file the plat for record with Denton County. (Note: Preliminary Plats are not filed for record.)

Consult the Schedule of Planning Application for submittal deadlines and meeting dates of the Planning & Zoning Commission and City Council.



SUBMITTAL REQUIREMENTS & PROCESS

All plat submittals must include the correct copies of the plat, the completed application form, plat checklist, the application fee, and a Letter of Intent. Some plats may also require additional copies of the plat and/or other supplementary materials. The Pre-Application Conference with city staff will determine the specific submittal requirements for each applicant.

PLAT: The applicant must provide one (1) copy of the plat, printed on a 24"x36" paper, folded to one quarter that size, along a pdf copy of the plat provided on a CD/DVD. Additional copies of the plat may be required for staff, depending on the nature of the plat. Additional copies may be required prior to the Planning & Zoning Commission and City Council meetings.

APPLICATION FORM: The application form must be completed and signed by the owner.

PLAT CHECKLIST: Each item on the applicable plat checklist must be check marked as completed and submitted along with the application form.

APPLICATION FEE: The required application fee must be provided by check made payable to the City of Sanger. If the submittal is complete, the payment will be accepted. If the submittal is incomplete, the check will be returned with the other materials.

LETTER OF INTENT: Each plat submittal must include a Letter of Intent which provides the following:

- The subdivider's name and address
- The contact information of the person(s) preparing the submitted documents
- The designated point of contact for future correspondence
- The intent of the plat application
- A brief description of the location, amount of land, and particulars as to the intended use(s) of the property
- A request that the plat be reviewed and considered by the appropriate approval body

SUBMITTAL PROCESS: The applicant shall submit the plat application to the Department of Development Services as indicated by the Schedule of Planning Application. A plat application submittal is accepted by the City when the Director of Development Services has certified to the applicant that a complete submittal providing adequate information for a comprehensive review has been received. No plat will be considered filed with the city until and unless the prescribed application fees have been paid. All original plat application documents must be submitted to the Department of Development Services, as well as online through www.CommunityCore.com.



PRELIMINARY PLAT CHECKLIST

The plat shall be drawn to a scale if not more than two hundred feet to the inch (1" = 200'). The information to be included and the procedure for submittal are as follows:

Existing Features:

- 1) The boundary line (accurate in scale) of the tract to be subdivided.
- 2) The location, widths, and names of all existing or platted streets or other public ways or adjacent to the tract, existing permanent buildings, railroads, rights-of-way, and other important features, such as abstract lines, political subdivision or corporation lines, and school district boundaries.
- 3) Existing sewer mains, water mains, drainage culverts or other underground structures within the tract and immediately adjacent thereto with pipe sizes, grades, and locations indicated.
- 4) Contours with intervals of two feet (2') or less, referred to mean sea level datum. In areas where the terrain is relatively flat, supplementary contours shall be shown so that the average horizontal distance between said lines does not exceed two hundred feet (200').
- 5) The names of adjacent subdivisions and/or the names of record owners of adjoining parcels of unsubdivided land.

New Features:

- 1) The proposed name of the subdivision.
- 2) North point, graphic scale, date, and approximate acreage of the proposed subdivision.
- 3) The names and addresses of the owner, subdivider, and of the engineer, surveyor or planner.
- 4) The tract designation and other description according to the real estate records of the city or county auditor and recorder; also, designation of the proposed uses of land within the subdivision.
- 5) All parcels of land intended to be dedicated for public use or reserved in the deeds for the use of all property owners in the proposed subdivision, together with the purpose or limitations of such reservations.
- 6) The layout, names, and widths of the proposed streets, alleys and easements.
- 7) The layout, numbers, set-back lines, and approximate dimensions of proposed lots, blocks, parks, etc.

Utilities:

Submittals for preliminary plats shall include plans, documents, and information adequate for the review of the provision of public improvements to the properties involved. This includes but is not limited to streets, water services, wastewater services, franchise utilities, street lighting, and stormwater detention.

Location Map:

A location map of the proposed subdivision showing existing and proposed streets and thoroughfares covering an area at least one thousand feet (1,000') outside the proposed subdivision.



PRELIMINARY PLAT CHECKLIST (cont.)

Cross-Sections:

Two (2) copies of the typical cross-sections of proposed streets showing the width of pavement, type of pavement, and location and widths of sidewalks when not in conformance with standard details.

Approval Block:

The following notice shall be placed on the face of each preliminary plat by the subdivider:

"Preliminary Plat for Review Purposes Only"

The following certificates shall be placed on the preliminary plat by the subdivider:

Approved for Preparation of Final Plat

City of Sanger, TX
Planning & Zoning Commission

Date



FINAL, REPLAT, MINOR, AMENDED, AND CONVEYANCE PLAT CHECKLIST

- The Plat shall be drawn to a scale of not more than two hundred feet to the inch (1" = 200').
- The boundary lines with accurate distances and bearings, a metes and bounds description of the boundary (error of closure shall not exceed one (a) in fifty thousand (50,000) for the plat boundary), exact acreage to hundredths, and the exact location and width of all existing or recorded rights-of-way intersecting the boundary of or bordering on the tract. One (1) copy of the traverse closure sheet shall be enclosed.
- True bearings and distances to the nearest established street lines, official monuments or subdivision corner, which shall be accurately described on the plat. Municipal, township, county or abstract survey lines shall be accurately tied to the lines of the subdivision by the distances and bearings, where applicable.
- Describe and locate all permanent survey monument, pins, and control points and tie and reference the survey corners to the Texas State Plane Coordinate System North Central Zone 1983-1999 datum. The Point of Beginning (POB) shall be clearly marked including State Plane Coordinates, NAD 83.
- An accurate location of at least one (1) corner of the subdivision with reference to an original corner of the original survey of which the subdivision is a part or an existing permanent monument to an approved and recorded plat or permanent markers established by and approved by the City Engineer.
- The names of adjacent subdivisions and/ or the names of record owners of adjoining parcels of unsubdivided land with recording information.
- An accurate location of the subdivision in reference to the deed records of the county which shall include the volume and page of the deed of the property to be subdivided.
- If the property owner information does not match the Denton Central Appraisal District record, then information related to the purchase must be provided.
- The exact layout, including:
 - 1) Street and/or alley names
 - 2) The length of all arcs, radii, internal angles and points of curvature, length and bearing of the tangents
 - 3) All existing and proposed easements for right-of-way, public services, utilities or any other easements and any limitations of the easements
 - 4) Show centerline of existing streets. Dimensions from centerline to edge of existing and proposed right-of-way
 - 5) All lot number and lines, with accurate dimensions in feet and hundredths and with bearings and angles to street and alley lines to the nearest second
- The accurate location, material, and approximate size of all monuments.
- The accurate outline description of all property which is offered for dedication for public use, such as parks, etc., with the purpose indicated thereon, and all property that may be reserved by deed covenant for the common use of the property owners in the subdivision.
- Building set-back lines.
- Lot grading plan.
- Private restrictions.



FINAL, REPLAT, MINOR, AMENDED, AND CONVEYANCE PLAT CHECKLIST (cont.)

- Name of the proposed subdivision
- Name and addresses of the owner, subdivider, and of the engineer, surveyor or planner.
- North point, graphic scale, and date.
- 3"x3" recording box at the lower right hand corner.
- A Title Block with the following information shall be provided on each page:
 - 1) Name of the Project with Lot and Block designation
 - 2) Type of Plat
 - 3) Legal Description
 - 4) Total Acreage and Number of Lots
 - 5) For Replat Only: State reason for replat
- City limits line, if it traverses the subdivision.
- Location map showing existing and proposed streets and thoroughfares covering an area at least one thousand feet (1000') outside the proposed subdivision.
- For Conveyance Plats Only: All conveyance plats must be titled "Conveyance Plat" and carry the following text:

"A conveyance plat is a record of property approved by the City of Sanger for the purpose of sale or conveyance in its entirety or interests thereon defined. No building permit may be issued, nor development begin, nor permanent public utility service provided until a final plat is approved, filed of record and public improvements are accepted in accordance with the City of Sanger Code of Ordinances. Selling a portion of this property by metes and bounds, except as shown on an approved, filed and accepted conveyance plat, final plat or replat is a violation of the state law."

- Construction plans and profiles drawn on sheets, measuring twenty-four inches (24") by thirty-six (36"), the same size as the final plat, and including the following information:
 - 1) A plan and profile of each street with the tip of curb grades shown. Each sheet shall include north point, scale, date, and benchmark description to mean sea level datum. Unless otherwise approved by the City, scales shall be one inch equals forty-feet (1" = 40') horizontally and one inch equals four feet, five feet or six feet (1" = 4', 5' 6') vertically. Each plan shall show the seal and signature of the registered professional civil engineer who prepared the plans;
 - 2) The typical cross-sections of proposed street showing the width of roadways and type of pavement and location and width of sidewalk;
 - 3) A plan and profile of the proposed storm sewers, showing the width of roadways and type of pavement and location and width of sidewalk;
 - 4) A plan and profile of proposed sanitary sewers, with grades and pipe sizes indicated and showing locations of manholes, cleanouts, etc., and a plan of the proposed water distribution system showing pipe sizes and locations of valves, fire hydrants, fittings, etc., in conformance with the applicable criteria presented in Section 6, Improvements. Unless otherwise approved by the City, scales shall be one inch equals one hundred feet (1" = 100') horizontally and one inch equals four feet, five feet, or six feet (1" = 4', 5', or 6') vertically. Each plan shall show the seal and signature of the registered professional civil engineer who prepared the plans. Each sheet include north point, scale, date, and benchmark description to mean sea level datum;



FINAL, REPLAT, MINOR, AMENDED, AND CONVEYANCE PLAT CHECKLIST (cont.)

Before me, the undersigned authority, 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 purposes and considerations therein expressed and in the capacity therein stated.

Given under my hand and seal of office this _____ day of _____, 20_____.

Notary Public, Denton County, Texas

My Commission Expires _____."

- The following certificate shall be included on the plat in a manner that will allow the signatures of the designated officials and the affixing of the City Seal.

"Approved and Accepted

Chairman, Planning & Zoning Commission
City of Sanger, TX

Date

Mayor
City of Sanger, TX

Date

Attested by

City Secretary
City of Sanger, TX"

Date



VACATING PLAT CHECKLIST

- A letter signed by the property owner(s) indicating their consent. If the property owner information does not match the Denton Central Appraisal District record, then information related to the purchase must be provided.
- Current tax certificate(s) indicating all taxes for the subject property have been paid to the current year (available from Denton Central Appraisal District). Tax statements printed from the DCAD website (pdf) are acceptable in lieu of the original certificate(s). Original tax certificates shall be required for recording the plat at the County.
- Letter of Intent that should include
 - 1) Existing legal description (subdivision name, lot(s), block(s));
 - 2) Original legal description that will be resumed upon plat vacation;
 - 3) Explain the location of all structures on the property.
 - 4) The contact information of the person(s) preparing the submitted documents
 - 5) The designated point of contact for future correspondence
 - 6) The intent of the plat application
 - 7) A request that the plat be reviewed and considered by the appropriate approval body
- A signed and notarized affidavit filled out completely and accurately by the land owner for the type of plat that is proposed to be vacated must be included.
- A map(s) showing the location, size, use and arrangement of all buildings/structures showing height in stories and feet, total floor area, total square feet of ground area coverage of existing buildings which will remain, if any, and the location, designation and total area of all usable open space.
- Vicinity Map