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FINAL PLAT/REPLAT APPLICATION

Complete text		JM SUBMITTAL REQUIRE Allen Land Development www.cityofallen.org	EMENTS Code can be found on web site at
Approval from E HOA Documen Application Fee		ks Departments Attorney	must be folded into 8½ x 11) – for TRC
An electronic ve submittal	ersion (.pdf) of the pl	at – must be emailed to <u>tm</u>	cleod@cityofallen.org on the day of
PROPOSED SUBDIVIS	BION		
	· ·	TOTAL ACRES	NO. OF LOTS
GENERAL LOCATION _			
LEGAL DESCRIPTION_	·		
		ION (Primary Contact for the P	• •
			City
State	Zip Code	E-Mail Address	
Phone Number		Fax Number	
PROPERTY OWNER'S IN			
			City
	Zip Code		
ARCHITECT OR ENGINE Name			
	Zip Code		
Phone Number		Fax Number	

Street Address			City
State	Zip Code	E-Mail Address	
Phone Number		Fax Number	
Signature of Owner, Age	nt or Applicant		Date
		ER, THEN THE STATEMENT BELOW I	
I,behalf regarding the zoni	ng of this property.	of this property, do hereby authorize	to act on m
			Owner
STATE OF TEXAS COUNTY OF COLLIN	§ §		
me to be the person who for the purposes and cor	se name is subscribed to the sideration therein express	day personally appeared the foregoing instrument, and acknowled ed. GIVEN UNDER MY HAND and sea	dged to me that he/she executed the same al of office this day of
for the purposes and cor		ed. GIVEN UNDER MY HAND and sea	ıl of office this day of

CHECKLIST TO BE SUBMITTED WITH FINAL PLAT APPLICATION

	Application form signed by the existing owner or his authorized representative.
	Copy of <u>approved</u> documents establishing the Mandatory Homeowner's Association, and any proposed deed restrictions, declarations, covenants, conditions or restrictions.
	Approvals from Engineering Department and Parks Department.
	The original plat shall be drawn to a scale of one inch equals one hundred feet (1" = 100') or larger in ink on bluelines or other acceptable permanent material, with all figures and letters legible with four or more control points tied to the State Plane Coordinate System, North Central Texas, Zone 5351, Datum NAD83.
The fina plat:	I plat shall contain the following information in addition to information provided on the preliminary
	The name or names of the owner and developer.
	The name and address of the Registered Professional Land Surveyor who prepared the survey.
	The name of the proposed subdivision and any adjacent subdivisions.
	The systematic assignment of numbers to lots and letters to blocks.
	The total number of lots and blocks, and the total number of acres included in the subdivision shall be included in the title block.
	All necessary dimensions, including linear, angular and curvilinear, and other surveying information necessary to reproduce the plat on the ground with the linear and curvilinear dimensions shown in feet and decimals of a foot.
	The angular dimensions shall be shown by true bearings. The length of all straight lines, deflection angles, radii, tangents, and central angle of curves shall be shown. All curve information shall be shown for the centerline of the street. Dimensions shall be shown from all angle points and points of curve of lot lines. All lots on curves shall be shown with the curve length dimensions based on arc definitions.
	All survey monuments shall be shown on a plat.
	All deed restrictions that are to be filed with the plat.
	An accurate outline description, and area to the nearest hundredth of an acre, of all parcels of land which is offered for dedication or reserved for public use, or reserved in the deeds for the use of all property owners in the proposed subdivision, or reservations for other uses, together with the purpose and conditions or limitations of such reservations and/or dedications, if any.
	Recordation information identified as either Deed Records (DRCCT) or Plat Records (PRCCT).
	Any reservation for future public school sites or rights-of-way dedication shall be platted in accordance with the approved preliminary plat.
	A table of lot sizes for all single-family residential plats on a separate document

er pa	coon submitting Final approved Plat to County, submit original Tax Certificates from each taxing stity, signed by the City Tax Assessor, stating that all taxes and assessments then due and syable on the land contained within the subdivision have been paid (Tax Certificate expires after days).
	notarized certification by a Registered Professional Land Surveyor, licensed by the State of exas, placed on the plat as follows:
TI ad pl	urveyor's Certificate HAT I,, do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown thereon shall be properly aced, under my personal supervision, in accordance with the subdivision regulations of the City Allen, Texas.
_	(SEAL)
	, Notary
A	notarized certification by the owner(s) of record placed on the plat as follows:
"K	NOW ALL MEN BY THESE PRESENTS:
de de ut sh ut sh co ar ar m ar	
	nis plat is approved subject to all platting ordinances, rules, regulations, and resolutions of the ty of Allen, Texas.
W	itness my hand this day of, 20
0	wner
	story Dublic
IN	otary Public

Approved		Attest	
Chairperson Planning & Zoning Co	mmission	Secretary Planning & Zoning Com	nmission
Date		Date	
Executed Pro-forma			
Mayor		Date	
Final Plat of the	Subdivision	e City of Allen, Texas, hereby or Addition to the City of Aproved by it on the day of	Allen was submitted to the
City Secretary, City of	Allen		
only coordiany, only on	,		
	DEDI AT MINIMU	M DEOLUDEMENTS	
SHALL INCL	_	M REQUIREMENTS ABOVE AND THE FOLLOW	/ING:
SHALL INCL	_	, -	/ING:
_ A statement of the p	roposed revisions inde verification that	n numerical format on 8 1/2"x proposed revisions are limite	11" sheet of letterhead.
_ A statement of the p Statement shall inclu that no other modific	proposed revisions in the verification that cations to the plat a	n numerical format on 8 1/2"x proposed revisions are limite	a11" sheet of letterhead. and to those identified and

SUBMITTAL SCHEDULE

The Department of Community Development accepts applications until <u>5:00 p.m. on Friday</u>. Submittals will be reviewed by departments and on the 11th day after a submission (Tuesdays at 9:00 AM) the Technical Review Committee (TRC) will review the submission with the applicants/consultants. Applicants/consultants are encouraged to attend. <u>Must have Engineering & Parks approval prior to submission of a Final Plat</u>. After review and staff approval, the plat will be placed on the next available Planning & Zoning Commission meeting agenda.

If residential, mandatory Homeowner's Association documents require the approval of the City Attorney and must be approved prior to submittal of a Final Plat for TRC.

PLATTING FEES

Residential-For Single Family Uses
 Preliminary Plat \$250.00 per plat plus \$15.00 per lot
 Final Plat \$350.00 per plat plus \$25.00 per lot

Residential-For Multi-family Uses Preliminary Plat \$250.00 per plat plus \$7.50 per unit Final Plat \$350.00 per plat plus \$10.00 per unit Combination Plat \$350.00 per plat plus \$17.50 per unit

Other Uses:

For Commercial, Industrial, Institutional and Other Uses not normally platted in lots: Preliminary Plat \$150.00 per plat plus \$15.00 per acre. Final Plat \$200.00 per plat plus \$25.00 per acre Combination Plat \$300.00 per plat plus \$40.00 per acre

All acreage will be rounded up to the nearest whole acre.

- 3. Amending Plats \$150.00 per plat
- 4. Resubmittals: When a preliminary plat has been disapproved by the Commission, and the subdivider resubmits a new design for all or a lesser portion of the preliminary plat within thirty (30) days of such disapproval, no new fee shall be charged for the resubmittal. When a plat has been withdrawn by the applicant, no new fee shall be charged for resubmittal if resubmitted within sixty (60) days of the date that the plat is withdrawn. After sixty (60) days) fees shall apply as an original submission.

SUBMITTAL COPY REQUIREMENTS

Refer to Article VIII of *Allen Land Development Code* for specific plat requirements. Please submit all 24x36 copies in blackline, and *FOLDED* (to 8½ x 11 size).

Submission to Technical Review Committee (TRC)

General Development Plan

Application (no fee required)
Plan - 14 copies 24x36, 1 copy 11x17
Tree survey and tree loss mitigation plan - 3 copies of 24x36

Preliminary Plat

Application and Fee - 1 copy
Preliminary Engineering, including illumination and traffic plan - 3 copies
Preliminary Plat - 14 copies, 24x36; 1 copy 11 x 17
Deed Restrictions and/or Homeowners Association documents - 1 copy
Current zoning - 1 copy

Final Plat/Replat

Engineering and Parks approval, including illumination and traffic plan Application and fee - 1 copy
Final Plat - 14 copies, 24x36, 1 copy 11 x 17
Tax Certificate – original (upon submitting Plat w/ County)
Deed Restrictions and/or Homeowners Association documents (approved) - 1 copy
Table of lot sizes - 1 copy

Combination Plat

Same as Final Plat, plus

Tree survey and tree loss mitigation plan - 3 copies 11x17 (or 24x36 if needed for legibility)

Amended or Minor Plat

Application and fee - 1 copy
Plat document - 2 copies, 24 x 36
Tax Certificate – original (upon submitting Amended/Minor Plat w/ County)

Submission to Planning & Zoning Commission

Application and fee - 1 copy
Plat document - 15 copies, 24 X 36 and 4 copies 11 x 17
Send plat electronically in both .pdf and.jpg format to tmcleod@cityofallen.org

SUBMITTAL REQUIREMENTS TO FILE AT COLLIN COUNTY

Within 90 days after a final plat has been approved by the Planning & Zoning Commission and the provisions set forth in the approval are met, the plat should be submitted to the Community Development Department for filing at the County.

Please submit the following *original signed* copies:

3 - 24x36 clear white mylars (1-City Files)

(1-County Files) (1-Developer)

4 - 24x36 blacklines (1-Building & Code Compliance)

(1-Central Appraisal District)

(2-City Files)

4 - 11x17 reductions (no signatures required)

(4-City Files)

1 - Original Tax Certificate (City and County) - Must show that "no taxes are due"

<u>For Residential Subdivisions only:</u> An original copy of the approved Home Owners Association Documents for recording must accompany the final plat.

Fees for Filing a Plat at Collin County

(Make check payable to City of Allen for the total of the items listed below)

Administrative Fee:

\$45.00

Collin County Fees:

Plat Filing for 1st Page - \$21.00 + \$10.00 for each additional page

One is File Marked - Free

Any additional copies for are file marked (per page (\$.50)

Plus an Original Tax Certificate from each taxing unit with jurisdiction of real property indicating that no delinquent ad valorem taxes are owed on the real property. Cost for each tax certificate filed - \$2.00

Total to be Submitted to City of Allen:

(Submit with single tax certificate)

One-page plat = \$70.50

Three-page plat = \$95.50

Two-page plat = \$108.00

Home Owner Association (HOA) Documents

These documents must be submitted for recording along with your Final Plat (including a separate check made out to Collin County Clerk).

\$16 First Page

\$4 Each additional page

* If the last page doesn't have 4" of space at the bottom, the County will stamp the back and charge another \$4.

Collin County requires the following format:

All signatures must be completed in dark, black ink All seals must be distinct, not blurry, no embossed seals allowed Text must be easily read

NOTICE

Community Development Department staff will file plats with the County and notify you as quickly as possible that the copies you submitted for filing are available. Please retrieve these copies within thirty (30) days of being notified. After that time, the copies will be discarded and available only through the County offices.