

**DENTON COUNTY APPLICATION FOR PLAT, PAGE ONE
PLAT CHECKLIST EFFECTIVE 04/14**

Denton County Planning Department

A COMPLETED APPLICATION FORM MUST ACCOMPANY NEW PLAT SUBMITTAL

Preliminary Plat ____ Minor Plat ____ Replat ____ Amended Plat ____ Final Plat ____
Variance _____ Fees Paid \$ _____

Platting fees are \$100.00 *per project* plus \$20.00 per lot, except for a Replat, which is \$200.00 *per project* plus \$20.00 per lot.

THERE IS A \$100.00 PLAT REVIEW FEE FOR THE 4TH AND SUBSEQUENT REVIEWS. Lot fees will be reduced to \$10.00 per lot if submitted in an electronic format accepted by the Planning Department.

**** Please make checks payable to: Denton County Treasurer**

Description of Property:

Subdivision Name: _____

Total Number of Lots: _____ Total Acreage: _____

Property Location: _____

Applicants:

Owner(s): _____

Complete Address: _____

Phone Number: _____

Applicant: _____

Complete Address: _____

Phone Number: _____

Email Address: _____

Copies of the Denton County Subdivision Rules and Regulations are available for a fee from the Denton County Planning Department. All applicants are encouraged to review the regulations prior to any plan submittal.

ATTACHED CHECKLIST MUST BE COMPLETED

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Applicant must check each item submitted with the plat:

Application Form and Fees: The completed application shall be submitted along with required fees (payable to Denton County Treasurer).	✓
Copies of Plats: Two (2) copies of the plat (24" x 36") are to be submitted with the application (electronic submittals are acceptable provided they can be printed to scale). One (1) copy of the plat (24" x 36") with original seals and signatures is required for recording. Additional signed copies for the owner's record is acceptable.	
Applicant Information: The applicant (generally the surveyor or engineer) shall include their name, name of company, company address, phone number and email contact on the plat and application.	
Owner Identification: The owners name, address and phone number shall be included on the plat.	
Scale: The plat shall be drawn at a scale such that features and text are legible for reviewing staff, but no more than 1 inch = 200 feet. The scale shall be shown graphically on the plat in an engineering scale. A north arrow is required.	
Date: The plat shall include the date of initial preparation and all revision dates.	
Title Block: A title block with the following information shall be provided on each page: <ul style="list-style-type: none"> • Name of the project with Lot and Block designations. • Type of plat • Legal description • Total acreage & number of lots • <i>For Replat Only: State reason for replat</i> 	
Recording Block: A 2 inch x 3 inch blank block shall be located on the lower right hand corner of the plat for County recording information.	
Vicinity Map: A vicinity map with the subdivision clearly shown with reference to major thoroughfares shall be shown on the plat.	
Utility Company Approvals: The name, address and phone number of all utilities providing service to the development shall be shown on the plat. A signature from each provider, or a will-serve letter, signifying their ability to provide service to the subdivision is required before review by Commissioners Court.	
Certification and Dedication By Owner: All rights-of-way, parks, easements, streets or any other publicly owned areas shall be dedicated to the County via the plat.	
Easements: The plat shall show all existing and proposed easements, including the filing information for each.	
Metes & Bounds: The plat shall include the written legal description of the property.	
ETJ: The plat shall state if the subject property is located within the Extra Territorial Jurisdiction (ETJ) of any city. If subject property is located within Denton's Division 2 ETJ the following statement shall be noted on the plat: "The City of Denton does not approve plats for property located in their Division 2 ETJ based on an ICA with Denton County regarding platting in the ETJ".	
Restrictions of Subdivision: A copy of the restrictions, if any, within the subdivision shall accompany the Final Plat, shall be properly signed and notarized, and filed for record in the office of the County Clerk.	
Lot Size: All lots shall be 1 acre minimum net of all right-of-way and SFHA.	
Setback: A minimum of thirty (30) foot setback line shall be provided for each lot.	
Frontage: Each lot shall have a minimum sixty (60) foot frontage adjacent to the road.	
Lot & Block Labeling: Proposed lots shall be labeled with numbers and blocks shall be labeled with letters.	
Point Of Beginning (POB): The POB shall be clearly marked including State Plane Coordinates, NAD 83.	
Boundary Lines: The perimeter boundary of the subdivision shall be shown with bearings and distances, references to a corner of the original survey.	

<p>Certification by Surveyor: Certification the plat correctly represents a survey made by the surveyor and that all lot corner markers and boundary markers are correctly placed and shown on the face of the plat.</p>	
<p>Standard Notes: The plat shall include the following notes, as required:</p> <ul style="list-style-type: none"> • “Water service to be provided by xxxxxxxx.” • “Sanitary sewer to be handled by facilities approved by the Denton County Health Department.” • “The maintenance of paving, grading and drainage improvements and/or easements shown on this plat are the responsibility of the individual property owner and does not constitute acceptance of same for maintenance purposes by Denton County.” • “All surface drainage easements shall be kept clear of fences, buildings, foundation, plantings and other obstructions to the operation and maintenance of the drainage facility.” • “Blocking the flow of water or constructing improvements in surface drainage easements, and filling or obstructing the floodway is prohibited.” • “Denton County will not be responsible for any damage, personal injury or loss of life or property occasioned by flooding or flooding conditions.” • “The existing creeks or drainage channels traversing along or across the addition will remain as open channels and will be maintained by the individual property owners of the lot or lots that are traversed by or adjacent to the drainage courses along or across the lots.” • “Construction not complete within two years of the Commissioners Court approval shall be subject to current County Subdivision Rules and Regulations.” • “A driveway culvert permit must be obtained from the Road and Bridge Department by the owner of each lot prior to the construction, installation or placement of any driveway access improvements within the dedicated right-of-way.” • “No construction, without written approval from Denton County shall be allowed within an identified “FIRM” floodplain area, and then only after a detailed floodplain development permit including engineering plans and studies show that no rise in the Base Flood Elevation (BFE) will result, that no flooding will result, that no obstruction to the natural flow of water will result; and subject to all owners of the property affected by such construction becoming a party to the request. Where construction is permitted, all finished floor elevations shall be a minimum of two feet above the 100-year flood elevation.” • “Denton County shall not be responsible for maintenance of private streets, drives, emergency access easements, recreation areas and open spaces; and the owners shall be responsible for the maintenance of private streets, drives, emergency access easements, recreation areas and open spaces, and said owners agree to indemnify and hold harmless Denton County from all claims, damages and losses arising out of or resulting from performance of the obligations of said owners set forth in this paragraph.” 	
<p>Development in SFHA: The owner or developer of a tract of land that contains SFHA must comply with all provisions of the Denton County Flood Damage Prevention Regulations and supply sufficient hydrological/hydraulic data suitable to determine floodplain and floodway limits and to determine base flood elevations. The plat shall indicate Base Flood Elevation, gross & net acreage for lots in the floodplain and finish floor elevation.</p>	
<p>Adjacent Property Information:</p> <ul style="list-style-type: none"> • Platted subdivision: Adjacent alleys, streets, easements, lot lines, subdivision name, ownership and filing information shall be shown on the plat. • Un-platted land: Adjacent property lines, document instrument numbers, ownership information, abstract number and tract number shall be shown on the plat. 	

<p>Lake Ray Roberts: If subject property is located within the Lake Ray Roberts zoning jurisdiction, the required building setbacks shall be shown on the plat. Additionally, the following note shall be placed on the plat: "This property is located within the Lake Ray Roberts Land Use Ordinance jurisdiction and is therefore regulated by the ordinance. This property is currently zoned xxxx."</p>	
<p>Signature Blocks and Statements: Signature blocks shall be placed on the plat. Signature blocks that require a notary seal shall include a notary block beneath the signature block. These signature blocks shall not be signed until approval by the Denton County Development Support Committee.</p> <ul style="list-style-type: none"> • Owner's certificate with associated notary block required • Surveyor's certificate with associated notary block required 	
<p>Tax Certificate: A current tax certificate indicating a zero balance due must be submitted prior to the plat being presented to Denton County Commissioners Court.</p>	
<p>Approval Block: (note: this block must be located on the lower right side of the sheet.)</p> <p>Reviewed and approved on _____, 20__</p> <p>_____</p> <p>County Judge, Denton County, TX</p>	

Submitted By: _____ Date: _____

Signature: _____