

Reference the January 2005 Subdivision Ordinance, the January 2005 Technical Construction Standards and Specifications Manual and/or the November 1961 Zoning Ordinance for specific requirements. An application is incomplete unless all applicable noted below is submitted to the Terrell Municipal Development Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. Return this form at the time of application submittal.

- A. Four copies of prints in a legible format of the proposed subdivision drawn on good grade blue or black line paper sheets (24" x 36" size) and to an engineering scale not more than 100 feet to an inch. Scale to be the same for all sheets.
- 1. A vicinity, or location, map that shows the location of the proposed development plat within the City (or within its ETJ) and in relationship to existing roadways.
- 2. Boundary lines, abstract/survey lines, corporate and other jurisdictional boundaries, existing or proposed highways and streets (including right-of-way widths and easements), bearings and distances sufficient to locate the exact area proposed for the subdivision, and all survey monuments (identified and labeled; see Section 5.2 for specifications) including any required concrete monuments (per the City's Planner and/or Engineer); the length and bearing of all straight lines, radii, arc lengths, tangent lengths and central angles of all curves shall be indicated along the lines of each lot (curve and line data may be placed in a table format); accurate reference ties via courses and distances to at least one recognized abstract or survey corner or existing subdivision corner shall be shown;
- 3. The name, location and recording information of all adjacent subdivisions (or property owners of adjacent unplatted property), including those located on the other sides of roads or creeks, shall be drawn to the same scale and shown in dotted lines adjacent to the tract proposed for subdivision in sufficient detail to show accurately the existing streets, alleys, building setbacks, lot and block numbering, easements, and other features that may influence the layout of development of the proposed subdivision; adjacent unplatted land shall show property lines, the names of owners of record, and the recording information;
- 4. The location, widths and names of all streets, alleys and easements (it shall be the applicant's responsibility to coordinate with appropriate utility entities for placement of necessary utility easements and for location of all streets and median openings on highways or arterial roadways), existing or proposed, within the subdivision limits and adjacent to the subdivision;
- 5. The location of all existing property lines, existing lot and block numbers and date recorded, easements of record (with recording information), buildings, existing sewer or water mains (can be shown on a separate sheet, if preferred), gas mains or other underground structures, or other existing features within the area proposed for subdivision;
- 6. Proposed arrangement of lots (including lot and block numbers) with the square footage of lots and all lot lines dimensioned; proposed building lines, and proposed use of lots.
- 7. Sites, if any, to be reserved or dedicated for parks, schools, playgrounds, other public uses or for private facilities or amenities;
- 8. Graphic Scale, date, north arrow oriented to the top or left side of the sheet, and other pertinent informational data;

- 9. A title block within the lower right hand corner of the plat (and engineering plans) which shows the title or name under which the proposed subdivision is to be recorded; the name, address and phone number of the property owner(s); the name, address and phone number of the land planner, licensed engineer or registered professional land surveyor who prepared the plat/plans; the scale of the plat/plans; the date the plat/plan was prepared; and the location of the property according to the abstract or survey records of Kaufman County, Texas;
- 10. Contours with intervals of two feet (2') or less shown for the area, with all elevations on the contour map referenced to sea level datum; and the limits of any portion of the 100-year flood plain (pursuant to the flood study, if required by the City Engineer) that may be within or adjacent to (i.e., within 100 feet of) the property (final monumentation of the flood plain shall occur, and shall be shown, on the final plat prior to approval and filing at the County) - if no flood plain present, then a note stating this shall be shown on the plat
- 11. All physical features of the property to be subdivided shall be shown, including the location and size of all water courses, 100-year flood plain according to Federal Emergency Management Agency (FEMA) information, U.S. Army Corps of Engineers flowage easement requirements, ravines, bridges, culverts, existing structures, the outline of major wooded areas or the location of major or important individual trees, and other features pertinent to subdivision;
- 12. Proposed phasing of the development; the dedication of rights-of-way for streets and street improvements, whether on-site or off-site, intended to serve each proposed phase of the subdivision;
- 13. Existing zoning of the subject property and all adjacent properties;
- 14. Minimum finished floor elevations of building foundations shall be shown for all lots;
- 15. Certificates and other language shall be included on the plat, pursuant to the following Subsections (a-e). *Templates for these certificates and other language are found below.*
 - (a) A statement that the subdivided area is legally owned by the applicant.
 - (b) An accurate legal, such as by metes and bounds, description by bearings and distances (including necessary curve and line data), accurate to the nearest one hundredth of a foot, for all boundary, with descriptions correlated to permanent survey monument.
 - (c) The registered professional land surveyor's certificate, with a place for his or her signature
 - (d) A place for plat approval signature of the Mayor (or Mayor Pro Tem, in the Mayor's absence) of the City Council, a place for the City Secretary to attest such signature, and the approval dates by the Planning and Zoning Commission and City Council
 - (e) A statement signed by the property owner(s) and acknowledged before a Notary Public as to the authenticity of the signatures, saying that the property owner(s) adopts the plat as shown, described and named, and that he/she does dedicate, in fee simple, to the public use forever the streets, alleys and easements shown on the plat. The property owner(s) further reserves any easement areas shown for mutual use of all public utilities desiring to use the same. Any public utility shall have the right to remove and keep removed all or any part of any vegetative growth or other

appurtenance for construction or maintenance, or efficiency of its respective system in these easements and all or any part of, any growth or construction which in any way hinders or interferes with the right of ingress and egress to these easements for any necessary use without asking anyone's permission.

Written Documentation

- 1. Summary Report describing the following:
 - (a) The overall nature and scope of the proposed development including the zoning of the property
 - (b) Proposed use(s) and acreage of each proposed use
 - (c) Number of lots to be created
 - (d) Minimum lot size, along with minimum width and depth
 - (e) Any special amenities or facilities that will be included in the development
 - (f) How the property will be served with required utilities and services
 - (g) How storm water drainage will be handled
 - (h) A description of any waivers/suspensions from the provisions of the Subdivision Ordinance or Technical Construction Standards and Specifications that will be sought

- 2. Letters from each of the applicable utility service providers, including water, wastewater, gas, electricity, telephone, cable TV and solid waste, verifying their ability to provide an adequate level of service

- 3. *If the proposed development will have access points onto a major thoroughfare*
A letter from TxDOT or Kaufman County, showing the City or County Thoroughfare Plan whichever is applicable, acknowledging and approving proposed driveway locations and corresponding median openings and left turn lanes where applicable.

- 4. *If the proposed development will contain 650 dwelling units or more*
A letter from the Terrell Independent School District acknowledging that the District has been informed of the size (with respect to the anticipated number of dwelling units and/or school age children), location and timing of the proposed development, and that expresses any desire the District may have to obtain a future school site within any portion of the subject property.

Certificate Templates

Property Owner's Certificate (required):

STATE OF TEXAS
COUNTY OF KAUFMAN

WHEREAS, [name] is the Owner of a tract of land situated in the [name] Survey, Abstract No. [number], Kaufman County, Texas; said parcel being (all of, a portion of, out of, etc.) a called [number] acre tract conveyed to [him by type of deed or other instrument] of record in Volume [number], Page [number], of the [type] records of Kaufman County, and being more particularly described by metes and bounds as follows:

(Enter property boundary description and area here.)

NOW, THEREFORE, KNOW ALL BY THE PRESENTS:

THAT I, [owner's name], as owner of the above described property, do hereby adopt this plat designating the tract as the [subdivision name], an addition to the City of Terrell *(or 'Kaufman County' if the tract is outside the Terrell city limits)*, and do hereby dedicate to the use of the public forever the rights of way, public use areas and other easements shown thereon for the purposes indicated; THAT no buildings, fences or other obstructions shall be constructed or placed upon, over or across the said easements, except as may be permitted by the said City; THAT said easements may be for the mutual use and accommodation of all public utilities serving the property, unless an easement limits the use to particular utilities, with all uses being subordinate to that of the City of Terrell's; THAT the said City and public utilities shall have the right to remove and keep removed all or parts of any buildings, fences, trees, shrubs or other improvements or growths, which may in any way endanger or interfere with the construction, maintenance or efficiency of their respective systems located within said easements; and THAT the said City and public utilities shall at all times have the right of ingress to and egress from their respective easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, reading meters, and adding to or removing all or parts of their respective systems without the necessity at any time of procuring permission from anyone; and

THAT this plat is subject to all of the requirements of the subdivision regulations of the City of Terrell and the County of Kaufman, Texas.

WITNESS my hand this ____ day of _____, 20__.

(signature of property owner)

(NOTE that if the name of the person who signs the plat is not that of the property owner, as indicated by the preamble preceding the above legal description of the tract, then, the name of the person who is to sign the plat should be printed here, along with the signer's relationship to the property owner.)

Surveyor's Certificate (required):

KNOW ALL MEN BY THESE PRESENTS:

That 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 as "set" were properly placed under my personal supervision in accordance with the Subdivision Ordinance of the City of Terrell.

(seal)

Signature of Registered Professional Land Surveyor
Registration No. _____
Date: _____

Approval Block (required):

CITY APPROVAL OF CONSTRUCTION PLAT

Approved for preparation of final plat following construction of all public improvements (or appropriate sureties thereof) necessary for the subdivision shown on this plat.

PLANNING AND ZONING ACTION:
(Approval or Denial)

Planning and Zoning Commission
City of Terrell, Texas

Signature of Chairperson

Date of Action

APPROVED BY:

City Council
City of Terrell, Texas

Signature of Mayor

Date of Approval

ATTEST:

City Secretary

Date

Special Notice (required):

NOTICE: Selling a portion of this addition by metes and bounds is a violation of City ordinance and State law, and is subject to fines and withholding of utilities and building permits.

Visibility, Access and Maintenance Easements (to be used if applicable):

The area or areas shown on the plat as "VAM" (Visibility, Access and Maintenance) Easement(s) are hereby given and granted to the City, its successors and assigns, as an easement to provide visibility, right of access for maintenance upon and across said VAM Easement. The City shall have the right but not the obligation to maintain any and all landscaping within the VAM Easement. Should the City exercise this maintenance right, then it shall be permitted to remove and dispose of any and all landscaping improvements, including without limitation, any trees, shrubs, flowers, ground cover and fixtures. The City may withdraw maintenance of the VAM Easement at any time. The ultimate maintenance responsibility for the VAM Easement shall rest with the owners. No

building, fence, shrub, tree or other improvements or growths, which in any way may endanger or interfere with the visibility, shall be constructed in, on, over or across the VAM Easement. The City shall also have the right but not the obligation to add any landscape improvements to the VAM Easement, to erect any traffic control devices or signs on the VAM Easement and to remove any obstruction thereon. The City, its successors, assigns, or agents shall have the right and privilege at all times to enter upon the VAM Easement or any part thereof for the purposes and with all rights and privileges set forth herein.

Fire Lanes (to be used if applicable):

That the undersigned does hereby covenant and agree that he (they) shall construct upon the fire lane easements, as dedicated and shown hereon, a hard surface in accordance with the City of Terrell's paving standards for fire lanes, and that he (they) shall maintain the same in a state of good repair at all times and keep the same free and clear of any structures, fences, trees, shrubs, or other improvements or obstruction, including but not limited to the parking of motor vehicles, trailers, boats or other impediments to the accessibility of fire apparatus. The maintenance of paving on the fire lane easements is the responsibility of the owner, and the owner shall post and maintain appropriate signs in conspicuous places along such fire lanes, stating "Fire Lane, No Parking or Standing." The local law enforcement agency(s) is hereby authorized to enforce parking regulations within the fire lanes, and to cause such fire lanes and utility easements to be maintained free and unobstructed at all times for fire department and emergency use.

Access Easements (to be used if applicable):

The undersigned does covenant and agree that the access easement may be utilized by any person or the general public for ingress and egress to other real property, and for the purpose of general public vehicular and pedestrian use and access, and for fire department and emergency use in, along, upon and across said premises, with the right and privilege at all times of the City of Terrell, its agents, employees, workmen and representatives having ingress, egress, and regress in, along, upon and across said premises.

Other Plat Language.

The plat shall include any other applicable language, such as for drainage, floodway or other special types of easements, or such as for a private street subdivision, as deemed appropriate and necessary by the City for the purpose of protecting the public health, safety and welfare. Applicable plat languages are available upon request at the City.

Engineering Plans

Along with the construction plat application, the applicant shall submit 3 sets of complete engineering plans for all streets, alleys (if any), storm sewers and drainage structures, water and sanitary sewer facilities, screening and retaining walls, landscaping and irrigation, and any other required public improvements for the area covered by the construction plat. The engineering plans shall also contain any plans deemed necessary to show or document compliance with the City’s ordinances pertaining to nonpoint source pollution control, and any other applicable codes and ordinances of the City that are related to development of a land parcel. The engineering plans shall be 24” by 36” in size and submitted in the order provided below. Indicate that all information is included on or with the submitted plans by checking the box next to the required information. Return this form at the time of application submittal.

- 1. Cover or title sheet (with list of all plans)
- 2. Construction plat
- 3. Existing conditions plan (unless these items are shown on the on the construction plat itself), which shows existing topography, vegetation, tree inventory, existing natural and man-made physical features, etc.
- 4. Existing tree and vegetation protection plan
- 5. Grading, erosion control, and water quality control plans (including a SWPPP)
- 6. Paving and Storm drainage plans (The drainage plan must show how the drainage of each lot relates to the overall drainage plan for the subdivision.) *Note: The drainage plan shall be made available to each builder within the subdivision and all builders shall comply with the drainage plan.*
- 7. Utility plans for water, sanitary sewer, etc.
- 8. Traffic control plans (if necessary)
- 9. Screening and retaining walls
- 10. *Landscaping and irrigation plans (irrigation plan can be generalized, and must show 100% coverage of required landscaped areas and use of double-check valves, automatic controllers, and automatic moisture and freeze sensors.*

Written Documentation

- 1. Cost estimates for the completion of all public improvements

Plat Fees

The schedule of fees and charges shall be paid to the city when any plat is tendered for approval. Each of the fees and charges shall be paid in advance.

Preliminary/Construction Plat:

Residential	\$100.00 per plat plus \$3.00 per lot
Mobile Home Park	\$100.00 per plat plus \$5.00 per space
Commercial	
Less than 1 to 4.999 acre tract	\$100.00 per plat
5.000 to 24.999 acre tract	\$350.00 per plat
25.000 to 99.999 acre tract	\$750.00 per plat
100.000 acre tract and over	\$750.00 per plat plus \$5.00 per acre