

Municipal Development
Department
972-551-6606 phone
972-551-6677 fax

City of Terrell

Application for Plat Approval

City of Terrell
201 E. Nash
P.O. Box 310
Terrell, TX 75160

Application Type:	<input type="checkbox"/> Construction	<input type="checkbox"/> Final	<input type="checkbox"/> Replat	<input type="checkbox"/> Amending
Plat Name: _____				
Existing Property Information:				
Legal Description:				
Lot: _____ Block: _____				
Subdivision: _____ No. of Lots _____				
Survey abstract & acreage: _____				
Address: _____				
Present use & zoning district: _____				
<i>(Please note chart below)</i>				
(AG)	AGRICULTURE	(NS)	NEIGHBORHOOD SERVICES	
(SF-16, SF-10, SF-7.5, SF-6)	SINGLE-FAMILY RESIDENTIAL	(R)	RETAIL	
(TH-12)	TOWNHOUSE RESIDENTIAL	(CBD)	CENTRAL BUSINESS DISTRICT	
(MF-22)	MULTI-FAMILY RESIDENTIAL	(C)	COMMERCIAL	
(MH)	MANUFACTURED HOME	(LI)	LIGHT INDUSTRIAL	
(O)	OFFICE	(PD)	PLANNED DEVELOPMENT	
Property Owner Information:				
Owner: _____ Phone No. _____ Fax No. _____				
Address: _____				
<i>If the property owner is represented by an authorized agent, please complete the following:</i>				
Agent/Developer: _____ Phone No. _____ Fax No. _____				
Cell No. _____ E-Mail _____				
Address: _____				
Owner Signature: _____ Agent Signature: _____				
Surveyor:				
Firm Name: _____ Phone No. _____ Fax No. _____				
Contact: _____ E-Mail _____				
Address: _____				
Land Planner/Engineer:				
Firm Name: _____ Phone No. _____ Fax No. _____				
Contact: _____ E-Mail _____				
Address: _____				
Office Use Only:				
Application Date: _____ Fee Paid: _____ Received By: _____				

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Platting Checklist

Construction Plat:

- 1) _____ Application for Plat Approval
- 2) _____ City preliminary plat filing fee:
 - residential - \$100 per plat +\$3 per lot
 - mobile home park- \$100 per plat + \$5 per space
 - commercial – less than 4.999 acres: \$100 each plat
 - 5.000 to 24.9999 acres: \$350 each plat
 - 25. 000 to 99.999 acres: \$750 each plat
 - 100.000 acre tract and over: \$750 each plat plus \$5 per acre for each plat
- 3) _____ Copy of owner's deed
- 4) _____ (1) Reduced copy (11" x 17")
- 5) _____ Copy of boundary calculations
- 6) _____ (2) 24" x 36" prints (blue-line or black; scale no more than 200' per inch)
- 7) _____ (2) 24" x 36" prints of proposed water & sewer plans

Final Plat:

- 1) _____ Application for Plat Approval
- 2) _____ City final plat filing fee:
 - residential - \$200 + \$4 per lot
 - mobile home park - \$200 +\$7 per space
 - commercial – same as preliminary plat fees listed above
 - administrative (short form) - \$100 + \$3 per lot
- 3) _____ County filing fee: \$61.00 per page + \$30.00 per tax certificate or receipt
(payable to Kaufman County)
- 4) _____ Copy of Owner's Deed
- 5) _____ Copy of boundary calculations
- 6) _____ Current Tax Certificates **OR** Receipt of Paid Taxes if between Sept.1-Dec. 31
(Kaufman County, TVCC, City & TISD)
- 7) _____ (1) Reduced copy (11" x 17")
- 8) _____ (2) 24" x 36" prints (blue-line or black; scale no more than 100' per inch)
- 9) _____ Construction Plans & Master Utility Plan

Replat/Amending:

- _____ Same as for Final Plat except for Construction Plans & Master Utility Plan

After Approval by Planning & Zoning & City Council

- 1.) _____ 2 24"x36" prints (1 mylar, 1 blue-line or black; scale no more than 100' per inch; no sepia's or reverse readings) with original seals and signatures
- 2.) _____ 3 18"x24" prints (1 mylar, 2 blue-line or black; scale no more than 100' per inch; no sepia's or reverse readings) with original seals and signatures