

AMENDING PLAT MINOR PLAT/ REPLAT APPLICATION PACKET



Lancaster

Development Services Department
Planning Division

211 N Henry St. - Lancaster, TX 75146
Phone: 972-218-1200 - Fax: 972-227-7220

www.lancaster-tx.com

ACTION REQUESTED* (CHECK ONE)

Amended Plat Minor Plat (Including Replat**) Other

***Please complete a new application for each action you request.**

****If the action requested below is a residential replat, it requires special notification and public hearing as required by State Law**

Applicant/Owner Information

Key Contact Name: _____ Telephone #: _____ Fax #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Contact's Status (check one): Owner Representative Tenant Prospective Buyer

Owners Name: _____ Telephone #: _____ Fax #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Ownership Status (check one): Individual Trust Partnership

Applicant Signature: _____ Owner Signature: _____

Property owner must sign the application or submit a notarized letter of authorization.

Request Information

Proposed Project Name: _____

Site Location: _____

Site Street Address: _____

Subdivision*: _____ Block #: _____ Lot #: _____

Existing Zoning/Land Use: _____ Requested Zoning/Land Use: _____

Requested Specific Use Permit: _____ Requested Planned Development District: _____

**A metes and bounds description must be attached if the request is for a portion of a platted lot or a non-platted tract.*

Notary Statement (All signatures must be notarized)

Before me, the undersigned authority, on this day personally appeared _____
known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged
to me that he/she executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal office

Seal

on this _____ day of _____, 20 ____.

Notary Public in and for the State of Texas. My Commission Expires: _____

For Office Use Only

Application Date:
Planning and Zoning Hearing:

Fee:

Case No.:
City Council Hearing:



Planning Division

PLAT APPLICATION

The City is concerned about the time, expense and efforts you and City staff have or will put into your project. The check lists herein are provided to expedite the project review process, and to provide clear understanding as to what will be required, and what will be expected and evaluated. City staff is bound by City ordinance and State law regarding publishing of notices, mail outs, etc. that will have an affect upon when your project will be heard by the approval body, which can only occur when the Plat Application and plat is complete in all detail. It has been learned through the years and by many previous cases, that the effectiveness and efficiency of the process most often is determined by the capabilities and determination of consultants and their contractors and associated quality control.

Please read the applicable check list carefully. It is to be completed for all projects and, along with the associated Plat, is required to be complete in all details prior to acknowledgement by the City that the respective plat is ready to proceed for approval. A plat is considered filed with the City on the date of the hearing by the Planning and Zoning Commission or, if subject to administrative approval, when the Plat has been determined to meet all requirements. Instructions for completion are included with each checklist. The Lancaster Development Code may be reviewed on the City's web site www.lancaster-tx.com.

The City has made every effort to evaluate historical plans and approvals to make sure that the check list addresses all details needed on a Plat. Recognizing that no two projects sites are the same, and that consultant's vary in their abilities, determination, experience, and quality control processes, the City may require that a plat or an element of the plat be redone, or that information not specifically addressed on the check list be provided for a smoother review and approval experience.

It is recognized that there most often will be changes needed from what was submitted to the City for review. City staff conscientiously examines each item on a check list to see if the item was sufficiently addressed according to City requirements. Where deficiencies are found, the plat will be marked up and returned to the consultant named on the application to be addressed prior to further review or acceptance.

IMPORTANT NOTICE

Due to recent legislation enacted by the 79th Texas legislature in 2005, the City is required to treat any original application, development plan or plat application as a formal permit application if the submittal gives the City fair notice of the proposed project and hence, according to Chapter 245 of the Texas Local Government Code, the City will treat such as a formal permit application as that term is defined under that Chapter. Once a permit application is received, the City will furnish a response to the applicant within 10 business days from the date of submittal to provide comments as to any deficiencies in the submittal. The applicant shall be given a total number of 45 days, commencing from the initial date of submittal, to make all corrections as noted, to provide a complete set of plans meeting submission requirements, and to correct any deficiencies. Failure of a resubmittal to meet all check list, ordinance and submission requirements upon the expiration of the 45-day period will result in the closure the file; the case shall become null and void, and the permit shall be deemed to be expired. Any further submittal will be treated as a new case and subject to existing requirements, together with required fees.

PLAT SUBMISSION REQUIREMENTS

Plats must be submitted on time. Please refer to the Plat Process Calendar for submittal dates.

1st or initial submittal

1. 5 – 24"x36", not greater than 60 feet to the inch, folded copies of Plat
2. 2 – 11" x 17" hardcopy reduction of the Plat
3. An electronic copy of the Plat in jpg or pdf format
4. The completed check list
5. A completed application
6. A letter requesting any variance, exception or modification to a regulation, or why an issue was not addressed
7. A fee as required herein
8. Letter of Intent

Failure to provide any of the items listed above could cause the application to be considered incomplete and possibly returned to the applicant.

When staff has determined the plat as complete and ready for final approval, submit:

1. 4 – 24"x36" folded copies of the Plat
2. 2 – 11" x 17" hardcopy reduction of the Plat.
3. An electronic copy of the Plat in jpg or pdf format

NOTES:

If a Facilities/Developer's Agreement is required, such shall be approved by the City Council, and should be coordinated through the Planning Division.

At the submission of the approved Final Plat, prior to release of the Final Plat for filing with Dallas County, the City shall require the following:

1. A check made payable to Dallas County for applicable filing fees; and
2. A stamped Tax Certificate from Dallas County.

WHEN A PLAT IS DETERMINED CORRECT AND READY FOR FILING

City Requirements:

- 1-24"x36" mylar with original seals and signatures, stamped with County recording information
- 5-24"x36" blackline copies

The City of Lancaster will file the final plat and return copies to the applicant. If you would like additional filing information please contact the Dallas County Clerk at 214-653-7131.

All plans shall be folded at time of submittal. Failure to fold plans could result in failure of acceptance for the application submittal.

We look forward to working with you on your project



Minor Plat

Section 10 of the Lancaster Subdivision Regulations, In accordance with the Texas Local Government Code, Section 212.0065, the City of Lancaster delegates to the Planning Division the authority to approve minor plats and amendments to minor plats which: (1) involve four or fewer lots; and (2) front onto an existing street; and (3) do not require the creation of any new street or the extension of municipal facilities. The Planning Division, may for any reason, elect to present the plat to the Planning and Zoning Commission for approval. Documentation submitted for approval of administrative minor plats shall meet the requirements of Section 10.

****If the proposed plat is a replat, the plat must contain a purpose statement. (For example: The purpose of this minor replat is to subdivide Lot 3 into two lots.)**

Amending Plat

Section 10 of the Lancaster Subdivision Regulations, In accordance with the Texas Local Government Code, Section 212.0065, the City of Lancaster delegates to the Planning Division the authority to approve amending plats. The Planning Division may, for any reason, elect to present the amending plat to the Planning and Zoning Commission for approval. The amending plat shall be solely for one or more of the following purposes:

- (a) to correct an error in a course or distance shown on the preceding plat;
- (b) to add a course or distance that was omitted on the preceding plat;
- (c) to correct an error in a real property description shown on the preceding plat;
- (d) to indicate monuments set after the death, disability, or retirement from practice of the engineer or surveyor responsible for setting monuments;
- (e) to show the location or character of a monument that has been changed in location or character or that is shown incorrectly as to location or character on the preceding plat;
- (f) to correct any other type of scrivener or clerical error or omission previously approved by the municipal authority responsible for approving plats, including lot numbers, acreage, street names, and identification of adjacent recorded plats;

- (g) to correct an error in courses and distances of lot lines between two adjacent lots if:
- (i) both lot owners join in the application for amending the plat;
 - (ii) neither lot is abolished;
 - (iii) the amendment does not attempt to remove recorded covenants or restrictions; and
 - (iv) the amendment does not have a material adverse effect on the property rights of the other owners in the plat;
- (h) to relocate a lot line to eliminate an inadvertent encroachment of a building or other improvement on a lot line or easement;
- (i) to relocate one or more lot lines between one or more adjacent lots if:
- (i) the owners of all those lots join in the application for amending the plat;
 - (ii) the amendment does not attempt to remove recorded covenants or restrictions; and
 - (iii) the amendment does not increase the number of lots;
- (j) to replat one or more lots fronting on an existing street if:
- (i) the owners of all those lots join in the application for amending the plat;
 - (ii) the amendment does not attempt to remove recorded covenants or restrictions;
 - (iii) the amendment does not increase the number of lots; and
 - (iv) the amendment does not create or require the creation of a new street or make necessary the extension of municipal facilities.

Documentation submitted for approval of administrative amending plats shall meet the requirements of Section 10 of the Lancaster Subdivision Regulations.

****All amending plats must contain a purpose statement. (For example: The purpose of this amending plat is to abandon the 15 foot wide drainage easement.)**

Minor Plat/Replat Amending Plat

The plat may constitute all or only a portion of the approved preliminary-final plat. If record plats are submitted for approval by sections of the proposed subdivision, each

section shall carry the name of the entire subdivision but shall bear a distinguishing letter, number, or subtitle. Block letters shall run consecutively throughout the entire subdivision, even though such subdivisions might be finally approved in sections.

The following information details the features that need to be shown on a record plat.

- Drawings should be 24" x 36"
- Scale of 1 inch = 100 feet
- All necessary data to locate and reproduce the record plat on the ground must be shown on the record plat.
- The boundary lines with accurate distances and bearings, a metes and bounds description of the boundary with an error of closure not to exceed one in 5,000, exact acreage, and the exact location and width of all existing or platted streets intersecting the boundary of the tract.
- Bearings and distances to the nearest established street lines, official monuments, or subdivision corner, which shall be found and accurately described on the final plat. Abstract lines and municipal and school district boundaries shall be shown.
- 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.

The layout, width, and names of all streets and/or alleys with the bearings and distances between points of curvature.

- The length of all arcs, radii, internal angles, points of curvature, length and bearing of the tangents. Such data to be provided on a table keyed to the curves on the final plat.
- The location, width, and description of all easements for right-of-way provided for public services, utilities or fire lanes and any limitations on use of the easements.
- All lot lines with accurate dimensions in feet and hundredths and with bearings and angles to street and alley lines to the nearest second. A certification that each and every lot complies with the minimum size requirements (acreage or square footage) of either this chapter or the zoning ordinance as appropriate; lots of lesser size shall be individually identified and sized in tabular form.

- For all lots located wholly or partially within or immediately adjacent to a floodplain area, as designated on maps provided by the Federal Insurance Administration, a designation of the minimum finish floor elevation allowed, which shall be at least two feet above the 100-year flood elevation at that point.
- A continuous and sequential lettering and/or numbering of blocks and lots within the subdivision.
- An accurate outline description and area to the nearest hundredth of an acre of all parcels of land which are 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.
- The accurate location, material and approximate size of all monuments and benchmarks.
- A location map of the proposed subdivision at a scale of one inch to 2,000 feet showing existing and proposed major features covering an area of at least one mile in all directions from the proposed subdivision if requested by the city engineer.
- A note is included that states: 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.

The official monuments shall be tied at two points into the plane coordinates for the Lambert Conformal Conic Projection for Texas, North Central Zone. Reference may be made to Special Publication, No. 252, Plane Coordinate Projection Tables for Texas, published and printed by United States Department of Commerce, Coast and Geodetic Survey. State plane coordinates tied to two points on the plat boundary shall be shown on the plat.

Title information

- The proposed name of the subdivision with section or sequencing designation, as appropriate.
- North point, scale and date.
- The names and addresses of the owner, developer and land planner, engineer, and/or surveyor responsible for actual design of the subdivision.

Certificates required

- Certification by a registered public surveyor, registered in the State of Texas, to the effect that the plat represents a survey made by him or under his direct supervision and that all the monuments shown thereon actually exist, and that their location, size and material are correctly shown.
- A certificate of ownership and dedication, of a form approved by the plan administrator, of all streets, alleys, parks, open spaces and public ways to public use forever, signed and acknowledged before a notary public by the owner and any and all lien holders of the land, and a complete and accurate description of the land subdivided and dedications made.
- A certificate, signed by the city tax assessor, stating that all taxes and assessments then due and payable on the land contained within the subdivision have been paid.

- The following certificate shall be placed on the record plat in a manner that will allow the filling in of the certificate by the proper party:

Approval:

Senior Planner

Attest:

Planning Tech/Representative

Construction plans

- Construction plans and profile sheets for all public improvements shall be submitted with the record plat. The approval of the record plat shall be contingent upon approval of construction plans and specifications by the city engineer. Construction plans and profiles shall be drawn on sheets measuring 22 or 24 by 36 inches, and shall be the same size as the record plat. Each sheet shall include north point, scales, date and benchmark description to sea level datum. Each sheet shall show the seal and signature of the professional engineer who prepared the plans and shall include the following:
 - A plan and profile of each street with top of curb grades shown. Scales shall be in one inch equals 40 feet horizontally, and one inch equals five or six feet vertically or such other scale approved by the city engineer.
 - The cross-section of proposed streets, alleys and sidewalks showing the width and type of pavement, base and subgrade and location within the right-of-way.
 - A plan and profile of proposed sanitary sewers with grades and pipe size indicated and showing locations of manholes, cleanouts and other appurtenances, with a section showing embedment.
 - A plan of the proposed water distribution system showing pipe sizes and location of valves, fire hydrants, fittings and other appurtenances, with a section showing embedment.
 - A plan to scale of all areas contributing stormwater runoff or drainage within and surrounding the proposed subdivision. Such plan shall indicate size of areas, storm frequency and duration data, amounts of runoff, points of concentration, time of concentration and other data necessary to adequately design drainage facilities for the area.

A plan and profile of proposed storm sewers, showing hydraulic data, pipe grades and sizes, manholes, inlets, pipe connections, culverts, outlet structures, bridges and other structures.

Facilities agreement/Developers Agreement. A facilities agreement/developers agreement, if required, shall be approved by the City Council prior to issuance of a construction permit. The executed facilities/developers agreement shall be filed in the records of Dallas County by the City Secretary.

Construction permit. A construction permit shall be issued by the City Engineer prior to initiation of improvements. Before issuance of a construction permit, the developer or his designated representative may be requested to meet with the city engineer in a pre-construction conference.

Acceptance of improvements. Following completion and final inspection of improvements, the developer shall provide the city with a statement or affidavit specifying the value of street, drainage, and other general fixed assets and the value of water, sewerage, and other utility assets being dedicated to the city. The city engineer shall accept such improvements in writing.

* Please refer to the City of Lancaster Subdivision Ordinance for additional requirements, design standards, etc.

Letter of Intent Guidelines

- 1• Define acreage of subject property
- 2• Describe in detail where the location of the property [Example: approximately (distance) feet South of (street name), approximately (distance) feet North of (street name), approximately (distance) feet East of (street name), and approximately (distance) feet West of (street name).]
- 3• Proposed number of lots and common areas
- 4• Reason(s) for proposed common areas (i.e.: to accommodate Screening & Buffering treatment, develop a Private Recreation Facility)
- 5• Is the applicant requesting consideration of a facilities agreement for deferment of public improvements, pro-rata reimbursements, etc.
- 6• Special considerations (i.e. requested variances, unique characteristics of subject property)
- 7• Specify if the proposed plat is a Replat
- 8• Specify if the proposed plat is a Residential Replat
- 9• Requested Planning and Zoning Commission consideration date, if the proposed plat is a replat



Fee Schedule

Plat Filing Fees:

Preliminary Plat Fee (50 acres or less) Preliminary	\$500 + \$50/per acre
Plat Fee (more than 50 acres) Final Plat Fee	\$1,000 + \$100/per acre
Amended Plat Fee	\$500 + \$10/per lot
Plat Correction Fee	\$200 + \$10/acre
Minor Plat Fee	\$400
Replat Fee (with property owner notification)	\$400
Replat Fee (without property owner notification)	\$575 + \$35/per acre
Plat Vacations (Plat vacation increasing lots)	\$450 + \$35/per acre
Plat Vacations (all other plat vacations) County	\$200 + \$10/per acre
Recordation Fees	\$500
	\$60 for the page of the plat, \$25 subsequent pages+ \$4 per tax Certificate

**** Contact the Planning Division with any questions at 972-218-1300**

Impact Fees: (Paid by Builder)

Street Impact Fees

Determining date:	Date of Preliminary Plat Acceptance
Ordinance Effective date:	December 8, 2006
Applicable:	To all "New Development".
Due Payable:	At time of Building Permit, paid by the Builder per "development unit".

(Note: Approved Developers Agreements may modify this standard payment schedule.)

Sewer Impact Fees

Determining date:	Date of Preliminary Plat Acceptance
Ordinance Effective date 1:	1994
Ordinance Effective date 2:	July 10, 2006
Applicable:	To all "New Development"
Due Payable:	At time of Building Permit, paid by the Builder per "development unit".

(Note: Approved Developers Agreements may modify this standard payment schedule.)

Water Impact Fees

Determining date:	Date of Preliminary Plat Acceptance
Ordinance Effective date 1:	1994
Ordinance Effective date 2:	September 27, 2007
Applicable:	To all "New Development".
Due Payable:	At time of Building Permit, paid by the Builder per "development unit".

(Note: Approved Developers Agreements may modify this standard payment schedule.)

Note: Preliminary plat date is no longer valid after 2 years if no activity. Activity is defined as completed construction drawings (as a minimum).

Service Fees:
(Paid by Developer)

Construction Inspection Fees

Determining date: Date of Preliminary Plat Acceptance
Fee: 3.5% (starting 01/01/04 and thereafter)
1.5% (starting 10/27/03 to 12/31/03) Fees adopted by CC on 10/27/03.
Applicable: To all.
Due Payable: PRIOR to Pre-Construction meeting.

Engineering Plan Review Fee

Applicable: To all.
Due Payable: PRIOR to Pre-Construction meeting.

If you have any questions regarding Impact Fees, please contact the Engineering Division at 972-218-1243.