



CITY OF DECATUR, TEXAS

Development Services ★ 1601 S. State Street ★ Decatur, TX 76234 ★ (940) 393-0250 voice ★ (940) 626-4629 fax

Planning and Zoning Commission

DECATUR, TEXAS EXTENSION OF 30-DAY PERIOD REQUEST FORM - PLATS

In accordance with the provisions of Chapter 212 of the Texas Local Government Code, applicants may request an extension from the municipal authority or governing body responsible for approving plats, as applicable. These requests must be approved by the municipal authority or governing body.

I hereby request the municipal authority or governing body responsible for approving plats, as applicable, to extend the 30-day approval period per Chapter 212 of the Texas Local Governing Code for my application as described below. I acknowledge that I consent to this request and that if approved by the City Council, the municipal authority or governing body is granted 30 additional days to act upon my plat application. If my request is approved, the 30 days begin on the date the request was approved by the municipal authority or governing body.

City Case Number: _____

Printed Name of Applicant, Owner, or Authorized Agent: _____

Signature of Applicant, Owner, or Authorized Agent: _____

Date: _____

This form must be signed by the applicant, owner, or authorized agent as specified on the initial application submitted to the Planning & Development Department

For Office Use Only:

Planning and Zoning Commission Meeting Date:

Agenda Item:

Vote:

The request to extend the 30-day approval period has been approved

The request to extend the 30-day approval period has been denied

Date

Cecil LeMond, Chairman



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Final Plat or Amending Plat / Replat Checklist

A submittal of a complete application will facilitate a timely review. Failure of the applicant to provide required information or obtain a waiver from the DRC Chair will result in application not being processed. Under special circumstances, additional items may be required through the Development Review Committee process prior to approval.

General Information:

A final plat is intended to serve as the official recorded map of the property to be developed, showing thereon the boundaries, lots, public streets and easements and other significant public facilities and features which are necessary to serve the development, as required by the City of Decatur, Design Standards. A final plat of the property to be subdivided or developed is required of all development to which Subchapter 16 of the Decatur Zoning Code applies. For a development to be constructed in phases, the final plat may include only a portion of the land included in a general development plan and/or preliminary plat. The final plat shall conform to the approved preliminary plat.

Waiver from Section 212.009: The Texas Local Government Code requires that the municipal authority responsible for approving plats must take action on a plat within thirty (30) days of the plat application being accepted. A plat is considered approved by the municipal authority unless it is disapproved within that period. Because 30 days is generally not enough time for a plat to be processed by City Staff and forwarded to the Planning and Zoning Commission for approval, a waiver for this section has been provided on the plat application form. **If the waiver on the plat application is not signed, then it is likely that the plat will be forwarded to the Planning and Zoning Commission with a staff recommendation of denial within 30 days of the application being accepted. The waiver must be signed by the property owner or by the property owner's designee as noted on a letter of authorization.**

Acceptance of plat application: All plat applications will be reviewed for completeness in accordance with this checklist before they are accepted by City staff. **Failure of applicant to provide required information or obtain waiver from Planning Director constitutes grounds for refusal of plat acceptance for processing; or staff recommendation of denial when application is scheduled for consideration.**

Expiration of Final plat and Plans: The Final Plat expires two (2) years after City Council approval, unless construction has commenced and all the requirements of this Ordinance, prior to construction have been met. If the subdivision is to be constructed in phases, the final plat will remain valid as long as no more than two (2) years time passes between approval of the construction plans for a phase and the submittal of the construction plans for approval of the subsequent phase. The final plat may also be extended once for a length of time not to exceed 6 months with City Council approval by filing a written request prior to the plat's expiration.

Application Requirements:

- Submit one (1) set of the following documents:
 - Application form, signed checklist and appropriate application fee,
 - Plat individually folded with name of project in lower right corner,
 - Surveyor's closure report,
 - Proof of ownership (recorded property deed, current year tax statements or tax certificate),
 - 24" x 36" set of engineering/construction plans, if required (required for all public improvements, including sidewalks) and,
 - Documentation on any and all liens and lien holders of property.
- Submit Plat Filing Fees: Fees can be paid in cash, by credit card, money orders or checks made payable to City of Decatur. The fee is calculated on the number of tax certificates filed, the number of plat pages being filed, plus number of copies the applicant wants returned. These fees are subject to change and not controlled by the City of Decatur, contact the Project Manager for current rates.
 - \$41 is required for each page of the plat filed.
 - Each tax certificate filed with a plat is \$30.00 first page and \$4.00 on each additional page.



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- Electronic .pdf or an email containing Final Plat and all other supporting documentation (except the construction plans) in Adobe PDF Format only.
- Plats will be drawn on a sheet size of 24" X 36" folded to 8½ X 11 and drawn to scale: (1:10, 1:20, 1:30, 1:40, 1:50, 1:100 or 1:200) (unless otherwise approved by the Planning Director).
- All documents shall bear appropriate seals, stamps or other validations/certifications of work as applicable in accordance with State law and local requirements.
- I have reviewed the checklist and all submittals for completeness and accuracy. If application submittal is determined to be incomplete, additional fees may be assessed.

Signature

Date

Plat / Replat Shall Contain (Per Chapters 6 & 7 of the Subdivision Regulations):

- The date, written and graphic scale, north arrow, proposed name of the development, key map showing the location of the development in relation to existing streets and highways and dates of preparation and revisions.
- The signature of the owner or owners of the land included within the plat, acknowledged in the form required for the acknowledgement of deeds.
- Name of the subdivider or developer, record owner and surveyor.
- Title Block containing: Proposed name of the subdivision, development or lot on record, acres in previously platted and unplatted land and total of those acres, survey and jurisdiction (City of Decatur, County of Wise, Texas, for example). The proposed name shall not have the same spelling or be pronounced similarly to the name of any other development located on land within the jurisdiction of the city. Developers of phased development shall use the same base name for different sections, identified by a section number.
- The development boundary lines, shown by a **continuous dark line** of sufficient width to be easily identified, as shown by a survey performed by a registered professional land surveyor describing the boundaries of the development by metes and bounds. The survey shall:
 - Include the name and recording information for any contiguous subdivisions, the location of any contiguous lots, the name of owners and recording information for any contiguous parcels of unsubdivided land and an indication of whether contiguous properties are platted and filed of record.
 - Locate the boundaries with respect to a corner of the survey or tract or any original corner of the original survey abstract of which it is a part (provide a note of description of the location of the survey abstract). At least one corner shall be tied by course and distance to a corner in a recorded subdivision or to a right-of-way pin at an intersection. (Note describing corner markers should be included)
 - Describe and locate all permanent survey monuments, pins, and control points and tie and reference the survey corners to the Texas State Plane Coordinate System North Central Zone 1983-1999 datum; and
 - The Final Plat shall include the location of city limit lines, the outer border of the City's extraterritorial jurisdiction and zoning district boundaries, if they traverse the subdivision, form part of the boundary of the subdivision or are contiguous to such boundary.
 - Include conditions adjacent to the tract affecting design of the subdivision including such information as may be available from field observation, aerial photographs and available maps.
- The following notice shall be placed on the face of the Final Plat: **FINAL PLAT**



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- The Final Plat shall name the responsible entity for the operation and maintenance of any building, park, equipment, pools, plantings, lawns or other legal interests, if it is proposed that they are to be shared by owners of the real property within the subdivision.
- The exact location, dimension and description of all existing or recorded public or private easements, and public rights-of-way within the development, intersecting or contiguous with its boundary or forming such boundary.
- The dimensions of all existing or proposed lots and blocks within the development identified by letter or number running consecutively throughout the development.
- Certification by a Registered Professional Land Surveyor to the effect that the plat represents a survey made by the surveyor and that all the monuments shown thereon actually exist and that their location, size and material description are correctly shown.
- A certificate of ownership and dedication of all streets, alleys, parks, easements, trails and playgrounds to public use forever, signed and acknowledged before a Notary Public by all owners and Lien Holders of the land, along with a complete and accurate metes and bounds description of the boundary of the land to be subdivided and the streets to be dedicated.
- Letters of approval for acceptance by the entities and/or utilities affected by the property being platted.
- The following certificates shall be placed on the Final Plat:

ON THE _____ DAY OF _____, _____, THIS PLAT WAS DULY APPROVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF DECATUR, TEXAS.

BY: _____
CHAIRMAN

ATTEST: _____
PLANNING DIRECTOR

THE CITY COUNCIL OF DECATUR, TEXAS, ON THE _____ DAY OF _____, VOTED AFFIRMATIVELY TO ADOPT THIS PLAT AND APPROVE IT FOR FILING OF RECORD.

BY: _____
MAYOR

ATTEST: _____
CITY SECRETARY

- Provide the location of existing blocks, lots, building lines, water courses, ravines, bridges, culverts, present structures and any pertinent natural features in the area affected. Principal dimensions and all significant information relative to the property and within 100' on all sides of the subject property shall be shown.
- Provide the tract designation and other description according to the real estate records of the City or County Assessor and Recorder. The plat shall also show the proposed use designation of the area of land within the subdivision.
- Include primary control points or descriptions and ties to such control points to which all dimensions, angles, bearings, block numbers and similar data shall be referred.
- Accurate location, material and approximate size of all monuments, including the location of a minimum of two permanent benchmarks used to establish the 100-year flood plain and minimum finished floor elevations.
- All property corners shall be referenced to City approved coordinates.
- Include subdivision boundary lines, accurate in scale and indicated by heavy lines, of the total area proposed for subdivision and the computed acreage of the total area. Bearing and length of each boundary line shall be shown on the plat. A description by metes and bounds of the subdivision perimeter must be shown on the plat.



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- Include the location and dimensions of all existing and proposed right-of-ways, alleys, reservations, easements or other public right-of-ways within the proposed subdivision, intersecting or contiguous with its boundaries or forming such boundaries.
- Include all existing, or recorded, and proposed residential lots, parks, public areas, permanent structures within or contiguous with the proposed subdivision shall be shown.
- Include front building setback lines on all lots and sites. Side yard building setback lines shall be shown at street intersections and crosswalks.
- Include the location and dimensions of all lots and blocks with bearings, distances and all relevant curve data proposed for inclusion in the first phase of development.
- Include the gross area of the subdivision, the proposed number of residential lots and the area of the individual lots and the approximate area of parks and other non-residential uses.
- Identify each lot and block with a number or letter. List the street address for each lot as provided by the Planning Director.
- Indicate the proposed phase to be final platted.
- All existing sewers, water mains, gas mains, electric and telephone lines, culverts or other underground structures or utilities within the tract and immediately adjacent thereto with pipe sizes and locations indicated.
- In the event water mains and sewers are not on or adjacent to the tract, indicate the direction, distance and size of the destination mains, including invert elevations of the sewer lines.
- The size and location of all proposed water distribution mains, including valves and fire hydrants, may be required.
- The size and location of all proposed sewer mains, including manholes, preliminary grades for each main between manholes and the depth of each manhole may also be required.
- The Final Plat shall show all areas proposed for park dedication.
- The Final Plat shall show all proposed areas for landscaping.
- The Final Plat shall show all proposed buffers.
- The Final Plat shall show all proposed green space.
- Indicate all existing and proposed streets within and abutting the proposed subdivision. All streets shall conform to the *Design Standards* and the *Master Plan*. All pavement widths shall be dimensioned perpendicular to the direction of travel and shall be clearly shown on the Preliminary Plat.
- When the Final Plat includes curved streets, all relevant curve data including arc lengths, radii, internal angles, points of curvature, and length and bearing of tangents shall be shown. For lots facing on curved streets, the cord length of the lot at the front building setback line shall be shown.
- Topographical information including contour lines on a basis of five (5) foot intervals in terrain with a slope of five (5) percent or more and on a basis of one (1) foot intervals in terrain with a slope of less than five (5) percent. All elevations shall be on U.S. Coast and Geodetic Survey datum or referenced to a City benchmark on the same datum. The datum used shall be specified on the drawing.
- Aerial contours not accepted. Please provide topographical information as required above and per City Engineer.
- Any proposed changes in topography shall be shown by contour lines on a basis of one (1) foot intervals.
- A description of contributing drainage to the proposed subdivision. The submittal shall include the area, slope and type of development in the contributing area.
- Locations of discharge for drainage from the proposed development, including contributing areas. All drainage must be planned and constructed in accordance with the Master Plan and in the best interests of the immediate and adjacent properties.



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- The location, dimension, description and flow line of existing and proposed drainage structures and the location, flow line and 100-year flood plain and floodway boundaries of existing water courses within the subdivision or contiguous tracts.
- Width of drainage and other easements, conforming to the Design Standards referenced as part of this Ordinance.

Section 606 AGREEMENT TO INDEMNIFY CITY

- Prior to Final Plat approval by the City Council, all Developers for any subdivision or re-subdivision of land, shall be required to execute and file with the City Secretary a written agreement to indemnify and hold harmless the City from any and all judgments, claims, demands or causes of action of any nature whatsoever occasioned by or arising out of the inadequate or improper surface drainage of said subdivision or re-subdivision for a period of five (5) years from the date of approval by the City Council of the Final Plat of the said subdivision or re-subdivision.

Indemnity Agreement required before plat goes before P&Z and City Council.

Section 607 RESTRICTIONS AND PURCHASE CONTRACTS

- The restrictions and the purchase contract shall notify lot owners that houses to be built on lots which are lower than the road or roads on which they front and/or abut shall be built such that the minimum finished floor elevation is at least one (1) foot above the proposed grade of the yard adjacent to the house. This is to reduce the risk from damage to houses caused by storm water drainage.

If applicable, proof must be provided prior to filing of plat with County.

- The restrictions shall notify property owners that no houses shall be built in a 100-year flood plain. In no case shall the minimum finished floor elevation be less than 1 foot above the 100-year flood plain elevation.

If applicable, proof must be provided prior to filing of plat with County.

- The restrictions shall notify lot owners that any filling or obstruction of the flood plain or drainage easements is prohibited.

If applicable, proof must be provided prior to filing of plat with County.

Section 608 CONSTRUCTION PLANS

- 608.1 General
- 608.2 Paving Plan
- 608.3 Sanitary Sewer and Water Plan
- 608.4 Storm Drainage Plan
- 608.5 Grading Plan
- 608.6 Erosion Control Plan
- 608.7 Landscape Plan
- 608.8 Buffer Plan
- 608.9 Green Space Plan

Section 609 DESIGN SUMMARY

- Required by City Engineer

Execution Package and Filing

(Wise County Clerk Requirements for Recording Plat--City Staff will file the plat with the County Clerk. Applicant is responsible for the filing fees, copy fees and tax certificate fees.)

Plats shall be filed after formal acceptance of any public improvements and prior to issuance of building permits, unless waived by the DRC Chair or the City Engineer.

In order to comply with the county's plat filing requirements, the following must be completed on the final plat document.

- All documents shall bear appropriate seals, stamps or other validations/certifications of work as applicable in accordance with State law and local requirements.
- All stamps and seals must be legible.



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- The City obtains original current year tax certificates, based upon the legal description of each pre-existing lot and/or tract. The City will provide the following taxing entities with this information so that they may identify the tax account numbers as they are listed on the city and county tax rolls. Each tax certificate costs \$10. Fees are collected when plat application is submitted. Additional fees may be assessed depending on the final number of tax certificates filed.

Wise County Appraisal District
400 E. Business Hwy 380
Decatur, TX 76234
(940) 627-3081

Wise County Tax Office
404 W. Walnut
Decatur, TX 76234
(940) 627-3523

- All signatures must be original and acknowledged (notary public) and each name must be printed below each signature.
- A 3" X 3" box in the bottom right-hand corner is requested on the plat in order to print recording information.
- Filing Fees can be paid by cash, credit card, money orders or checks made payable to City of Decatur. The fee is calculated on the number of tax certificates filed, the number of plat pages filed, plus the number of copies the applicant wants returned. These fees are subject to change and not controlled by the City of Decatur, contact the Project Manager for current rates.
 - \$41 is required for each page of the plat filed.
 - Each tax certificate filed with a plat is \$30.00 first page and \$ 4.00 there on each.
- Seven (7) black and white copies of the plat to be recorded are required. The Wise County Clerks Office requires that seven (7) black & white signed copies be submitted when filing a plat.
 - \$6.00 for each page of each copy of the plat the applicant requests returned.

Execution package (the following are the general requirements):

- 2 Mylar copies of the plat with original signatures
- 1 11x17 bond copies of the plat
- The record surveyor shall submit a signed and sealed letter indicating that all lot corners, points of curvature, and points of intersection have been set and capped for the subdivision.

Once the execution package is received, all items will be reviewed. Any discrepancies in the plat documents or development contracts may delay the filing of the final plat. All public improvements shall be constructed, inspected, approved and dedicated to the City. The Developer shall provide proof that private restrictions have been filed for record, and shall provide all required maintenance bonds. Any omission of the above listed items may delay the filing of the final plat. Staff will obtain signatures from the Mayor, City Secretary, the Planning and Zoning Chairperson and Planning Director prior to filing.

CITY OF DECATUR DEVELOPMENT SERVICES UNIVERSAL APPLICATION

Check box to indicate application type

Incomplete applications will be rejected

<input type="checkbox"/> Annexation Petition	<input type="checkbox"/> Gas Well Development Plat	<input type="checkbox"/> Specific Use Permit
<input type="checkbox"/> Amending Plat	<input type="checkbox"/> Plat Extension-Final or Preliminary	<input type="checkbox"/> Subdivision Variance
<input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Zoning Change
<input type="checkbox"/> Conveyance Instrument	<input type="checkbox"/> Replat	<input type="checkbox"/> Zoning Variance (ZBA)
<input type="checkbox"/> Design Standards Variance	<input type="checkbox"/> ROW Use Agreement	<input type="checkbox"/> Vacation Plat
<input type="checkbox"/> Final Plat	<input type="checkbox"/> ROW Abandonment/ Closing	<input type="checkbox"/> Other _____

Application Requirements: Signed application form, application fees, Copy and filing fees, Proof of Ownership (Recorded Deed or current tax statements), required # of plats / plans, signed checklist and a PDF of all documentation.

PROJECT INFORMATION: Residential Commercial Is this property platted? Yes No
If this property is not platted, submit a survey with complete metes and bounds description sealed by a licensed surveyor

Project Name: _____ Total Acres _____

Project Address (Location): _____ Parcel(s) Tax ID R #: _____
(LOT, BLOCK & SUBDIVISION OR SURVEY WITH METES & BOUNDS DESCRIPTION SEALED BY A LICENSED SURVEYOR)

Parent Project Name/Number _____ Parcel(s) Tax ID GEO #: _____

Brief Description of Project: _____ ETJ Yes

Existing Use: _____ Existing Zoning: _____ # of Existing Lots: _____ # of Existing Units: _____

Proposed Use: _____ Proposed Zoning: _____ # of Proposed Lots _____ Proposed Units: _____

APPLICANT INFORMATION: Please circle your preferred method of contact.

Applicant / Company _____ Email _____

Address _____ Phone _____ Fax _____

City _____ State _____ Zip _____

Property Owner _____ Email _____

Address _____ Phone _____ Fax _____

City _____ State _____ Zip _____

Please state the identity of any individual(s), or other entities that presently hold a lien upon the real estate which is the subject of this request:

Lien Holder (if applicable) _____ Email _____

Address _____ Phone _____ Fax _____

City _____ State _____ Zip _____

Key Contact/Company _____ Email _____

Address _____ Phone _____ Fax _____

City _____ State _____ Zip _____

(MUST BE SIGNED FOR ALL APPLICATIONS) - Letter of authorization required if signature is other than property owner and a letter of authorization is required from lienholder/mortgagee, if applicable.

I hereby certify that I am the owner of the property identified in this application; or, that I am the authorized agent of the owner of said property; and that I am authorized to act in their behalf, and that this application, to the best of my knowledge and belief, is true and correct.

PROPERTY OWNERS INFORMATION

PRINT NAME SIGNATURE OF PROPERTY OWNER

PRINT NAME SIGNATURE OF PROPERTY OWNER

LIEN HOLDER (MUST BE SIGNED FOR ALL PRELIMINARY, FINAL & REPLATS)

If applicable, Lien holder/mortgagee must also sign plat for filing of record.

PRINT NAME SIGNATURE OF LIEN HOLDER

For Departmental Use Only

Case#: _____

Project Mgr : _____

Total Fee(s): _____

Payment Method: _____

Accepted By: _____

FREQUENTLY ASKED QUESTIONS

When will my application be considered?

Your application will be reviewed by the Planning & Zoning Commission (P & Z) and then the City Council. P & Z usually meets the first **Tuesday** of each month, while Council meets on the 2nd and 4th **Mondays** of each month.

When should I apply?

By law, your application **may** require a minimum of two public hearings. These hearings must be advertised in the local newspaper 15 days prior to the meetings. In order to be heard at the next P & Z meeting, you will need to apply a minimum of 40-45 days prior to the meeting to allow the City time to place the ads in the paper.

What happens at the meetings?

The person chairing the meeting will open the public hearing and invite people to speak about your item. After gathering all public comments, the chair will close the public hearing and the commission will make a decision about your application.

So others may talk about my application?

Yes, if your application requires a public hearing, your case will be advertised in the local newspaper. In addition, for most public hearing items, everyone within 200 feet of the property will be mailed a notification letter.

How do they decide?

The P & Z looks at local, state and federal laws as well as the City's long-range plan and makes a recommendation to the City Council. Council considers P & Z's recommendation and may approve, deny or approve with conditions.

How much does it cost?

The application fee is based on the City's current Fee Schedule Ordinance. Check the City's Web Site or the Planning Department for the most current Fee Schedule. Please make checks payable to the "City of Decatur".

What type of Property Drawings do I need?

The applicant must provide a legible and reasonable drawing, to scale, illustrating that which is requested. At a minimum, the drawing must show property in question along with all adjacent properties, streets, street names, north arrow and scale of drawing. Identify lots with lot and block numbers and subdivision name or, if not subdivided, a complete metes and bounds description when addressed. For assistance, contact a surveyor. For additional requirements, please refer to Decatur's Design Standards, Zoning Ordinance and Subdivision Ordinance.

DO NOT WRITE BELOW THIS LINE

• <i>Application</i>	<i>Yes</i>	<i>No</i>	<i>To Be Completed by Staff Accepting Application</i>
• <i>Fee Paid</i>	<i>Yes</i>	<i>No</i>	<i>Key Dates</i>
• <i>Survey Provided</i>	<i>Yes</i>	<i>No</i>	On P&Z Agenda: _____
• <i># of Copies</i>	_____		On Council Agenda: _____
			Newspaper Publication Dates:
• <i>Plans Provided</i>	<i>Yes</i>	<i>No</i>	P&Z: _____
• <i># of Copies</i>	_____		CC: _____
			Property Owner Notification Date _____
• <i>Application Accepted</i>	<i>Yes</i>	<i>No</i>	

Recommendations and Decisions

Staff: _____
P&Z: _____
CC: _____