



212 Main Street, Lake Dallas, TX 75065
940-497-2226 Ext. 402 Fax 940-497-4485 www.lakedallas.com

Amending Plat Minor Plat/Replat Major Plat/Replat Site Plan Review Preliminary Plat

Owner:

Address:

Phone: Email:

Location of Property (Address if Applicable):

Engineer/Surveyor:

Address:

Phone: Email:

If this Application is for a subdivision plat, it must conform to the specifications as outlined by the City of Lake Dallas Subdivision Ordinance and applicable State Statutes (Chapter 94).

Proposed Subdivision Name:

Survey Name: Abstract No.:

Existing Zoning of Property: Is this a re-plat or an existing recorded subdivision? Yes No

If yes, name of original subdivision:

Circle One: Property Owner / Agent

Signature Please Print Name Date

If you are submitting this application on behalf of the property owner the following must be completed:

I am authorized to make application for a on behalf of the owner of this property.

Signed: (Agent)

The above person is my representative, authorized to make application for a subdivision on my behalf, and I hereby certify that I am owner of the property for which this application is made and waive Article 212, Sec. 212.009 of Local Government Code:

Notary Public Signature

Information listed below to be completed by City Staff:

Date Submitted: Received by: Amount: \$

Probable Planning and Zoning Commission Date: Probable City Council Date:

A representative of the property must be present at the Public Hearing before the Planning and Zoning Commission and at the Public Hearing before the City Council.

Applications will only be accepted on Application Deadline dates. Staff from the City of Lake Dallas will file the approved plat with the County of Denton. Once filed the cost will be passed along to the applicant prior to pick-up of stamped plat.

Checklist of Items to be Submitted for Major Plat/Replat:

- **Minimum Filing Fee: A filing fee of \$1,200.00 plus \$30.00 per lot is assessed for a plat of property exceeding five lots on both commercial and residential property**
- **Professional Review Fee(s): Actual Costs by Third-Party Review**
- Five (5) black line copies of the plat stamped and signed by a registered professional engineer or registered surveyor licensed by the State of Texas
- Certified Tax Certificate
- Electronic pdf of plans
- Existing and Proposed Drainage Area Map
- Existing Conditions and Environmentally Sensitive Areas (ESA)
- Erosion and Sedimentation Control Plan
- Site Information/Site Dimension Plan
- Utility Plan
- Grading Plan
- Floodplain Permit (if necessary)
- Original Survey Plat and Proposed Survey Plat must be included
- The size of the plat shall be no larger than 24 inches by 36 inches
- The plat should include:
 - Boundary line accurate in scale, one hundred feet to the inch. (1" = 100')
 - Location, widths, and names of all new or existing platted streets adjacent to the tract, as well as any alley or other public easement.
 - Location of existing permanent buildings, railroads, right-of-way and other important features, such as abstract lines, political subdivision or corporation lines and flood plain and school district boundaries.
 - Existing sewer mains, water mains, drainage culverts, underground structures, underground cables within the tract and immediately adjacent thereto with pipe sizes, grade and locations indicated.
 - Contours with intervals of two (2) feet or less.
 - Approximate gradients of street.
 - North point, scale, date and approximate acreage of subdivision.
 - Tract designation according to the records of Denton County.
 - List all parcels of land intended to be dedicated for public use.
 - Layout of water system and fire hydrants.
 - Layout numbers, setback lines, dimension of lots, blocks and parks.
- Storm drainage plans plus (2) sets stamped by Engineer.
- Map of the proposed subdivision showing streets and thoroughfares covering an area at least one mile outside the proposed subdivision.
- Seven (7) 11" x 17" size reduction copies of the plat for Planning and Zoning Commission.

Checklist of Items to be Submitted for Minor Plat/Replat:

- **Filing Fee: A filing fee of \$500.00 plus \$30.00 per lot is assessed for a plat of property not exceeding 4 lots for both commercial and residential property.**
- **Professional Review Fee(s): Actual Costs by Third-Party Review**
- Original Survey Plat and Proposed Survey Plat must be included.
- Electronic pdf of plans
- Certified Tax Certificate
- Drainage Plan
- Floodplain Permit (if necessary)
- Five (5) black line copies of the plat stamped and signed by a registered professional engineer or registered surveyor licensed by the State of Texas.
- The plat should include the same requirements as a Preliminary Plat listed on the following page.

Checklist of Items to be Submitted for Preliminary Plat: No Fee

- Seven (7) 11x17 black line copies of the plat stamped and signed by a registered professional engineer or registered surveyor licensed by the State of Texas.
- Electronic pdf of plans
- Original Survey Plat and Proposed Survey Plat must be included.
- The size of the plat shall be no larger than 24 inches by 36 inches.
- Existing and Proposed Drainage Area Map
- Existing Conditions and Environmentally Sensitive Areas (ESA)
- Erosion and Sedimentation Control Plan
- Site Information/Site Dimension Plan
- Utility Plan
- Grading Plan
- The plat should include:
 - Boundary line accurate in scale, one hundred feet to the inch. (1" = 100')
 - Boundary lines and relationship to the established section lines
 - Location and width of existing and proposed streets, roads, and lots
 - Location of existing permanent buildings, railroads, right-of-way and other important features, such as abstract lines, political subdivision or corporation lines and flood plain and school district boundaries.
 - Physical features of property including watercourses, ravines, bridges, culverts, present structures and other features of importance to lot and street lay out
 - Approximate gradients of streets
 - Designation of proposed uses of land within subdivision
 - Centerline profiles of proposed streets.

Checklist of Items to be Submitted for Amending a Plat:

- **Filing Fee of \$100.00**
- **Notification Fee of \$250.00**
- **Professional Review Fee(s): Actual Costs by Third-Party Review**
- Electronic pdf of plans
- Original Survey Plat and Proposed Survey Plat must be included.
- Drainage Plan
- Seven (7) black line copies of the plat stamped and signed by a registered professional engineer or registered surveyor licensed by the State of Texas.
- The plat should include the same requirements as a Preliminary Plat listed on the following page.

Checklist of Items to be Submitted for Residential and Commercial Site Plan:

- **Filing Fee: \$250.00**
- **Professional Review Fee(s): Actual Costs by Third-Party Review**
- Electronic pdf of plans
- Site plans must be on 11 x 17 sheet of paper
- Existing and Proposed Drainage Area Map
- Final Plat
- Existing Conditions and Environmentally Sensitive Areas (ESA)
- Demolition Plan, if applicable
- Erosion and Sedimentation Control Plan
- Site Information/Site Dimension Plan
- Fire Access Plan
- Utility Plan
- Traffic Control Details
- Landscape Plan
- Tree Survey and Preservation Plan
- Architectural Elevations
- Photometric Plan
- Grading Plan