

PART I.

MINOR PLAT

CHECKLIST OF ITEMS REQUIRED FOR SUBMITTAL TO THE CITY OF LEWISVILLE

CHECK (To be completed by City of Lewisville)

- () **Current Tax Certificate issued by Denton County Tax Offices:
1505 E McKinney
Denton, Texas 76209
Attn: Steve Mossman 940-349-3500**
**** Tax offices are also located in Lewisville, Carrollton, & The Colony ****
- () **Fees (Based on Fee Schedule) - Check made out to City of Lewisville**
- () **Twelve (12) Sets of Drawings: Individually Folded (8 1/2 x 11 size) with
the Cover Sheet facing out.**
- () **Complete Application**
- () **Completed Part II.**
- () **Re-submittals shall include original Staff marked-up Drawings
(individually folded 8 1/2" x 11").**

****NOTE**** Upon staff approval, submit the following Final File Copies to the
Planning & Community Services Division prior to P&Z and/or City
Council approval:
One (1) mylar 22" x 34" sheet size
One (1) blackline 24" x 36" sheet size
(All originally signed, sealed, and notarized)
Twenty-five (25) 11" x 17" sheet size reductions (if no variances or
fifty (50) reductions if there are variances)
Filing Fee Check made payable to "Denton County Clerk" (\$50.00 per
Page).

PART II. CHECK LIST PERTINENT TO DRAWINGS – MINOR PLAT:

Minor Plat. The final approval of Minor Plats is delegated to the City Manager, or designee. Minor Plats are those that involve four or fewer lots which front on an existing street and do not require the creation of any new street or the extension of municipal facilities. The City Manager or designee may, for any reason, elect to present the plat to the Planning and Zoning Commission for approval. The City Manager or designee shall not disapprove a plat and shall be required to refer any plat which is not approved to the Planning and Zoning Commission.

The following is a checklist for items which shall be included, as applicable, on each Minor Plat submitted for review. **IT SHALL BE THE RESPONSIBILITY OF THE ENGINEER/PROJECT MANAGER IN CHARGE OF PLAN PREPARATION TO REVIEW PLANS FOR COMPLIANCE PRIOR TO SUBMITTAL.**

CHECK ALL THAT APPLY:

Applicable N/A

- () () 1. Title Block (see appendix).
- () () 2. For all residential subdivisions, a plan summary table, to include total acreage per phase, total number of lots and number of lots per phase and zoning classification, minimum lot size, minimum dwelling size and density per acre. A summary table of each lot area (sq.ft.) and a tree schedule in accordance with the landscaping section shall also be included.
- () () 3. North point arrow (oriented to the top or right of the sheet) and date. Dates of revisions are also to be added with each modified set of plans.
- () () 4. Name, address and phone number of contact person of developer, owner or builder, engineer or surveyor.
- () () 5. Sheet size of 22" X 34" for review copies.
- () () 6. Location map 1" = 1,000' (City base map).
- () () 7. Maximum scale of 1" = 100', (maximum scale of 1" = 200', one sheet for addressing purposes).
- () () 8. Boundary line, accurate in scale and with exact distances and bearings, of the subject tract and each lot within the subdivision including exact acreage per lot for all non-single family developments. Location of corner pins and monuments, including description and whether found or set.
- () () 9. Metes and bounds description of the subdivision, with exact acreage, in reference to the deed records of the County, including the volume and page of the deed for the land being platted.
- () () 10. Lot number and Block letter designations. Building setback lines shall be shown or noted including setback lines from all water, sanitary sewer, and drainage easements.
- () () 11. Zoning of subject lot and adjacent property.
- () () 12. The names of adjacent subdivisions and/or the names of record owners of adjoining parcels of un-subdivided land.
- () () 13. Lines or limits designating boundaries of municipalities, counties, and special districts such as Municipal Utility Districts, Road Utility Districts, Levee Districts, etc.
- () () 14. Existing and proposed streets, alleys and access easements... including street names, with all curve data and widths of rights-of-way.
- () () 15. Easements, deed restrictions or encumbrances which impact development of the lot.
- () () 16. Control of access lines, corner clips and clear vision areas. Refer to Figure 6 (Control of Access Limitations), Figure 7 (Clear Vision Area), and Table 1 (Street Design Criteria).
- () () 17. For all residential development, the park dedication agreement shall be finalized at the time of approval of the final plat including all dedications and/or fees to be paid at this time. The agreement, including the approval date, must be noted on the face of the plat.

MINOR PLAT

CHECK ALL THAT APPLY:

Applicable N/A

- () () 18. All land proposed for public use dedication or to be reserved for the common use of all property owners, together with conditions or limitations of such use. Such reservations and dedications must be identified with a lot and block designation except street and alley rights-of way.
- () () 19. The 100-year flood plain, if applicable, shall be delineated.
- () () 20. Flowage easements, if any, pertaining to drainage including a note regarding responsibility for maintenance.
- () () 21. Other features which impact the subject property including, but not limited to, buildings, cemeteries, parks, landfills and monuments.
- () () 22. Right-of-way and public property to be abandoned should be identified on the plat, but information is to be provided separately as required for creation of an abandonment ordinance.
- () () 23. Certification by a licensed land surveyor, registered in the State of Texas, to the effect that the plan represents a survey made by him or under his direct supervision and that all the monuments and corner pins shown exist and are correctly described.
- () () 24. A certification of ownership and dedication of all streets, alleys, parks, easements and other public ways, signed and acknowledged before a notary public by the owner, trustee(s) or person(s) duly authorized to sign the plat. This will include any lienholder(s) on the property (see appendix).
- () () 25. City of Lewisville signature block (See appendix).
- () () 26. Variances from this ordinance shall be listed on the face of the plat.

ENGINEER/PROJECT MANAGER/SURVEYOR COMPANY NAME DATE

PLEASE CHECK ONE:

_____ I hereby request that this plat not be placed on a Planning and Zoning Commission agenda until all staff comments have been addressed.

_____ I hereby request that this plat be placed on the agenda for action at the first available Planning and Zoning Commission meeting even if staff comments have not been addressed and the plat is not in compliance with City code. I realize this will likely result in a disapproval of my application and I will be required to pay new filing fees. If this option is chosen, the following is required with this application:

- One (1) mylar 22" x 34" sheet size
- One (1) blackline 24" x 36" sheet size
(All originally signed, sealed, and notarized)
- Twenty-five (25) 11" x 17" sheet size reductions (if no variances or fifty (50) reductions if there are variances)
- Filing Fee Check made payable to "Denton County Clerk" (\$50.00 per Page).

I AM THE OWNER OR AGENT AUTHORIZED TO MAKE THE STATEMENTS AND REPRESENTATIONS HEREIN ON BEHALF OF THE OWNER.

PRINT NAME: _____
OWNER/AUTHORIZED AGENT

SIGN NAME: _____
OWNER/AUTHORIZED AGENT

TITLE & COMPANY NAME

DATE