

**CITY OF POTTSBORO**

528 HWY 120 East Pottsboro, TX 75076  
903-786-2281 Fax 903-786-6393

**Fee:** \$300.00 + \$10.00 per lot (Effective 3-1-2019)

**Engineering Review Fee:** \$1,000.00 deposit required at the time of application.

**SUBDIVISION PLAT – PRE-SUBMITTAL FORM**

Preliminary Plat \_\_\_\_\_ Re-Plat \_\_\_\_\_ Final Plat \_\_\_\_\_

**THE PROPERTY OWNER OR DEVELOPER CONSULTANT IS RESPONSIBLE FOR THE ALL-INCURRED COSTS TO THE CITY.**

**OWNER INFORMATION**

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

Propose Addition Name: \_\_\_\_\_ Acres: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_ No. of Lots: \_\_\_\_\_

**PROJECT INFORMATION**

Project Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_

Email \_\_\_\_\_ Fax: \_\_\_\_\_

Project Surveyor \_\_\_\_\_ Phone: \_\_\_\_\_

Email \_\_\_\_\_ Fax: \_\_\_\_\_

I realize by failing to complete the pre-submittal form review process prior to submitting a development application for placement on an agenda for action even if staff comments have not been addressed and the request is not in compliance with the city code it will likely result in a disapproval of my application and I will be required to pay new filing fee.

By signing below, I agree and certify as follows: I am the sole current owner of record of the real property described above or I am the authorized agent of the owner and have legal authority to bind the owner to these terms as the owner’s lawful representative under Texas law or as evidenced by the attached, notarized authorization from the owner of record of such real property. This form is being submitted with the property owner’s consent, and the information contained herein is true and correct.

I further acknowledge and agree on behalf of myself, my firm (if applicable) and the property owner that:

- The submission of this form does not constitute the filing of an application for approval of a “plat” or “plan” pursuant to Chapter 212 and/or Chapter 245 of the Texas Local Government Code. Rather, it constitutes a request to the City staff of the City of Pottsboro to engage in an informal, pre-submittal process prior to the filing of an official application for approval of a “plat” or “plan.”
- Neither this form nor the pre-submittal process sought herein shall be subject to Chapter 212 and/or Chapter 245 of the Texas Local Government Code. To the extent that Chapter 212 and/or Chapter 245 of the Texas Local Government Code apply, all rights and protections thereunder are hereby waived.
- This request is voluntarily submitted, and an official application for approval of a “plat” or “plan” may be filed at any time.

THE PROPERTY OWNER AND DEVELOPER/CONSULTANT COMPLETING THIS FORM HEREBY AGREE TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE CITY OF POTTSBORO AND ITS CITY COUNCIL MEMBERS, OFFICIALS, EMPLOYEES, AGENTS AND REPRESENTATIVES OF AND FROM ANY CLAIMS, DEMANDS, LAWSUITS AND COSTS ARISING OUT OF OR RELATED TO THE SUBMISSION OF THIS FORM, THE REQUEST FOR THE PRE-SUBMITTAL PROCESS SOUGHT HEREIN AND/OR THE WAIVER OF RIGHTS AND PROTECTIONS SET FORTH HEREIN. I acknowledge that any inaccurate information in this form may be cause for rejection of this form and/or cancellation of any pre-submittal process commenced in connection with this form. I sign this form voluntarily as my own free act, with full knowledge of its significance and legal effect, intending to be legally bound thereby.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

## **PRELIMINARY PLAT - CHECK LIST**

Six (6) copies of the proposed preliminary subdivision plat with the preliminary plat application shall be submitted unless otherwise provided indicated. The preliminary subdivision plat shall be prepared by or under the supervision of a registered professional land surveyor in the State of Texas and shall bear his/her seal, signature and date on each sheet. No application for a preliminary subdivision plat will be accepted for review without the following information:

**Preliminary Subdivision Plat Contents.** The proposed preliminary subdivision plat shall be submitted on sheets a maximum size of twenty-four (24) inches by thirty-six (36) inches and drawn to a scale of one hundred (100) feet to the inch, or in the case of small subdivisions, fifty (50) feet to the inch. In cases of large developments, which would exceed the dimensions of the sheet at a one hundred (100) foot scale, preliminary subdivision plats may be two hundred (200) feet to the inch. The plat shall contain the following graphic information:

- The boundary lines with accurate distances and bearings and the exact location and width of all existing or recorded streets intersecting the boundary of the tract. The bearing system used for the plat shall be shown.
- True bearings and distances to the nearest established survey lines and established subdivisions and additions, which shall be accurately described on the plat.
- Accurate ties to the abstract and survey corners as required by Texas Surveying law and the amount of acreage in each abstract shown.
- The exact layout including:
  - Proposed streets and alleys with names, easements, blocks, parks, etc., with principal dimensions.
  - The length of all arcs, radii, internal angles, points of curvature, length, and bearings of the tangents.
  - All easements for rights-of-way provided for public services or utilities and any limitations of the easements.
  - Proposed public services or utilities, etc., with principal dimensions.
  - All lot numbers and lines with accurate dimensions in feet and hundredths of feet and with bearings and angles to street alley lines.
- The exact location of all contiguous property owned or controlled by the applicant. A separate drawing may be submitted for this purpose.
- The location of all existing property lines, buildings, sewer or water mains, fire hydrants, gas mains or other underground structures, easements of record or other existing features within the area proposed for subdivision.
- A designation of the zoning district(s) for the land included within the subdivision plat.
- All physical features of the property to be subdivided or developed, including location and size of all water courses, ravines, bridges, culverts, existing structures, drainage area in acres or acreage draining into subdivisions and additions, and other features pertinent to subdivision. The outline of wooded areas or the location of important individual trees may be required.
- The angle of intersection of the centerlines of all intersecting streets which are intended to be less than ninety (90) degrees.
- Covenants and restrictions - draft of any protective covenants whereby the subdivider proposes to regulate land use or development standards in the subdivision, or in which land is to be dedicated to a homeowner's association.
- The accurate outline of all property which is offered for dedication for public use with the purpose indicated thereon, and of all property that may be reserved by deed covenant for the common use of the property owners in the subdivision.
- The name and location of a portion of adjoining subdivisions or developments shall be drawn to the same scale and shown in dotted lines adjacent to the tract proposed for subdivision in sufficient detail to show accurately the existing streets and alleys and other features that may influence the layout and development of the proposed subdivision. Where adjacent land is not subdivided, the owner's name of the adjacent tract shall be shown.

- Front setback lines.
- Special restrictions including, but not limited to, water line, sanitary sewer line, drainage, and landscape easements; fire lanes; screening; buffering; standard notes for floodway, if applicable; finished floor elevation for lots adjacent to a floodway, within a floodplain or having an on-site sewerage facility; and other standard notes.
- Contours at ten (10) foot intervals are required.
- Proposed name of the subdivision.
- Name, address & phone number of the property owner & the name of the surveyor who prepared the plat.
- North arrow, scale, site location map and date.
- Certification by a surveyor to the effect that the plat represents a survey made by him and that all the monuments shown thereon actually exist, and that their location, size, and material description are correctly shown, and that the survey correctly shows the location of all visible easements and rights-of-way and all rights-of-way, easements and other matters of record affecting the property being platted.
- A notation in the legend labeling the document "Preliminary Plat" and identifying the scale.
- Designation of remainder tracts (shown outside the boundaries of the area to be platted).
- For master plats, designation of the boundaries of each phase.

### **SUPPORTING DOCUMENTS**

- A lot grading plan drawn at a scale of one hundred (100) feet to one (1) inch. Lot grading plans shall clearly show drainage patterns and elevations sufficient to determine drainage patterns and finished grade slopes. Lot grading plans shall be consistent with any open space or reclamation plans approved under the Zoning Regulations.
- Boundary survey closure and area calculations shall be included.
- Additional documents necessary for dedication or conveyance of easements or rights-of-way as required by the City to satisfy adequate public facilities standards shall be provided. The city may, in some instances, require the conveyance of fee simple title for certain rights-of-way.
- A tax certificate showing that all taxes then due have been paid on the property shall be provided.
- Floodplain Reclamation Permit application.
- For master plats, a schedule summarizing the intended plan of development in phases and the proposed dedication of land or rights-of-way for and construction of public improvements, whether on-site or off-site, intended to serve each proposed phase of the subdivision.
- For remainder tracts, the zoning designation for the tract and any pending applications for rezoning, or site development plans shall be provided. Information also shall be provided illustrating the location of all existing and proposed water, wastewater, roadway, and drainage easements or facilities located or proposed within the boundaries of the remainder tract.
- Preliminary construction plans consistent with approved zoning applications and the proposed preliminary subdivision plat shall be submitted.
- A letter of credit issued by a federally insured financial institution.

### **DOCUMENT FORMAT**

All documents shall be submitted in both printed and electronic versions unless otherwise specified. For maps and plats, the prints shall be both on full size 24" x 36" sheets and on approximately half-size (11" x 17" sheets). Other supporting documents shall be printed on 8 1/2" x 11" sheets.

## **FINAL PLAT/REPLAT - CHECK LIST**

Six (6) copies and one (a) mylar of the final subdivision plat with the final plat application prepared to a scale of 1" = 100' or larger, shall be submitted to the Planning and Zoning Administrator, and shall be accompanied by the same number of copies of additional documents, unless otherwise provided therein. The final subdivision plat shall be prepared by or under the supervision of a registered professional land surveyor in the State of Texas and shall bear his/her seal, signature and date on each sheet (sample surveyor's certificate is found in Appendix B). No application for a final subdivision plat shall be certified as complete by the Planning and Zoning Administrator unless the application is accompanied by the following:

**Final Subdivision Plat Contents.** When more than one sheet is used for a plat, a key map showing the entire subdivision at smaller scale with block numbers and street names shall be shown on one of the sheets or on a separate sheet of the same size. The final subdivision plat shall contain the following graphic information:

- The boundary lines with accurate distances and bearings and the exact location and width of all existing or recorded streets intersecting the boundary of the tract. The bearing system used for the plat shall be shown.
- True bearings and distances to the nearest established survey lines and established subdivisions and additions, which shall be accurately described on the plat.
- Accurate ties to the abstract and survey corners as required by Texas Surveying law and the amount of acreage in each abstract shown.
- The exact layout including:
  - Proposed streets and alleys with names, easements, blocks, parks, etc., with principal dimensions.
  - The length of all arcs, radii, internal angles, points of curvature, length, and bearings of the tangents.
  - All easements for rights-of-way provided for public services or utilities and any limitations of the easements.
  - Proposed public services or utilities, etc., with principal dimensions.
  - All lot numbers and lines with accurate dimensions in feet and hundredths of feet and with bearings and angles to street alley lines.
- The exact location of all contiguous property owned or controlled by the applicant. A separate drawing may be submitted for this purpose.
- The angle of intersection of the centerlines of all intersecting streets which are intended to be less than ninety (90) degrees.
- Covenants and restrictions - draft of any protective covenants whereby the subdivider proposes to regulate land use or development standards in the subdivision, or in which land is to be dedicated to a homeowner's association.
- The accurate outline of all property which is offered for dedication for public use with the purpose indicated thereon, and of all property that may be reserved by deed covenant for the common use of the property owners in the subdivision.
- The name and location of a portion of adjoining subdivisions or developments shall be drawn to the same scale and shown in dotted lines adjacent to the tract proposed for subdivision in sufficient detail to show accurately the existing streets and alleys and other features that may influence the layout and development of the proposed subdivision. Where adjacent land is not subdivided, the owner's name of the adjacent tract shall be shown.
- Front setback lines.
- Special restrictions including, but not limited to, water line, sanitary sewer line, drainage, and landscape easements; fire lanes; screening; buffering; standard notes for floodway, if applicable; finished floor elevation for lots adjacent to a floodway, within a floodplain or having an on-site sewerage facility; and other standard notes.
- Proposed name of the subdivision.
- Name, address & phone number of the property owner & the name of the surveyor who prepared the plat.

- North arrow, scale, site location map and date.
- Certification by a surveyor to the effect that the plat represents a survey made by him and that all the monuments shown thereon actually exist, and that their location, size, and material description are correctly shown, and that the survey correctly shows the location of all visible easements and rights-of-way and all rights-of-way, easements and other matters of record affecting the property being platted.
- A notation in the legend labeling the document "Preliminary Plat" and identifying the scale.
- Designation of remainder tracts (shown outside the boundaries of the area to be platted).
- For master plats, designation of the boundaries of each phase.
- The name of the owner and/or subdivider and of the surveyor responsible for the plat and the following language:

**Notice: Selling a portion of this addition by metes and bounds is a violation of the City Ordinance and state law and subject to fines and withholding of utilities and building permits.**

- The name of the subdivision or development and adjacent subdivisions or developments, the names of streets (to conform wherever possible to existing street names) and number of lots and blocks, in accordance with a systematic arrangement. In case of branching streets, the lines of departure shall be indicated.
- An accurate boundary survey of the property, with bearings and distances, referenced to survey lines and established subdivisions or developments, and showing the lines of adjacent lands and the lines of adjacent streets and alleys, with their width and names. Street, alley and lot lines in adjacent subdivisions or developments shall be shown in dashed lines. The bearing system used for the plat shall be shown.
- Location of lots, streets, public highways, alleys, parks and other features, with accurate dimensions in feet and decimal fractions of feet, with the length of radii and of arcs of all curves, all angles, and with all other engineering information necessary to reproduce the plat on the ground. Dimensions shall be shown from all angle points. The plat shall be marked with a notation indicating formal offers of dedication.
- The location of building lines on front and side streets and the location of utility easements.
- The accurate location, material, and size of all monuments approved by the City Engineer. For all subdivisions or developments, global positioning systems (GPS) shall be used to establish the location of a minimum of two corners of the subdivision. The establishing of the location of one additional monument by GPS may be required for each additional twenty acres or fraction thereof for developments that are larger than twenty acres. These monuments shall be tied vertically and horizontally to the City's existing GPS coordinate system. All GPS coordinates shall be determined such that the maximum error does not exceed 0.05 feet. Elevations and the location
- The following certificates shall be placed on the plat in a manner that will allow them to be clearly visible on the Final Plat.

RECOMMENDED FOR APPROVAL BY THE PLANNING & ZONING COMMISSION OF POTTSBORO, TEXAS, on the \_\_\_\_ day of, 20\_\_.

ATTEST:

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
City Secretary

APPROVED BY THE CITY COUNCIL OF POTTSBORO, TEXAS, on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

ATTEST:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Secretary

## **SUPPORTING DOCUMENTS**

- An instrument of dedication shall be provided that is signed and acknowledged by the owner or owners and by all other parties who have a mortgage or lien interest in the property, showing all restrictions, reservations and/or easements, if any, to be imposed and reserved in connection with the addition. Easements shall be provided for all landscaped areas, open space areas, public trails, utilities and drainage ways, whether within the platted area or off site, that will allow but not require the City to maintain these areas.
- A certificate of dedication shall be provided incorporating irrevocable offers of dedication to the public of all streets, public highways, alleys, parks, easements, and other land intended for public use, signed by the owner or owners and by all other parties who have a mortgage or lien interest in the property. The certificate of dedication shall incorporate the standard easement language of the City of Pottsboro as jointly prepared by the City Attorney and the City Engineer. All deed restrictions that are to be filed with the plat shall be submitted with the final plat.
- A tax certificate issued by Grayson County Tax Assessor's Office showing all taxes have been paid on the property.
- Certification shall be provided by a surveyor, duly licensed by the State of Texas, that the plat represents a survey he made, and that all the necessary survey monuments are correctly shown thereon.
- Three (3) sets of final construction plans and as-builts shall be provided. The final subdivision plat also shall be accompanied by one (1) Mylar reproducible and an electronic set of "record drawings" meeting the Pottsboro City Design Criteria of the construction plans for all water, sanitary sewer, drainage and paving facilities and any other public improvements required to serve the subdivision.
- A certified grading plan prepared by a registered professional land surveyor showing finished grade elevations and demonstrating that the completed grading is consistent with the approved grading plan shall be provided.
- Certification or approval of the plat by all electric, cable TV, gas and telephone companies that will serve the development shall be provided and that all easements that are required by these utility companies have been described on the plat.
- If a public improvement agreement is proposed in lieu of construction of public facilities, a complete draft of the public improvement agreement prepared in accordance with [Section 4.1](#) of these regulations, together with a security authorized in [Section 4.1](#) in a form satisfactory to the City Attorney and in an amount established by the City Council upon recommendation of the City Engineer, shall be provided. The agreement shall include a provision that the property owner shall comply with all terms of the final subdivision plat approved by the Council.
- A plat fee, together with other authorized fees applicable to the development, in an amount as set by the City Council.

## **DOCUMENT FORMAT**

All documents shall be submitted in both printed and electronic versions unless otherwise specified. For maps and plats, the prints shall be both on full size 24" x 36" sheets and on approximately half-size (11" x 17" sheets). Other supporting documents shall be printed on 8 1/2" x 11" sheets.