

FOR OFFICE USE ON	ILY
Case No:	
Fee Paid \$:	
Date Submitted:	

## PRELIMINARY PLAT APPLICATION

Complete text o	f requirements in Allen	BMITTAL REQUIREMEN Land Development Cod w.cityofallen.org	ITS e can be found on web site at
Application Fee Fourteen (14) cor		· I1 x 17 (everything must I	be folded into 8½ x11) – for TRC @cityofallen.org on the day of
PROPOSED SUBDIVISION	ON		
		TOTAL ACRES	
ZONING CLASSIFICATION			
GENERAL LOCATION			
LEGAL DESCRIPTION			
Name	·		): City
State	_Zip Code	E-Mail Address	
Phone Number		Fax Number	
PROPERTY OWNER'S INF	ORMATION:		
Street Address			City
State	_Zip Code	E-Mail Address	_
Phone Number		Fax Number	
ARCHITECT OR ENGINEE Name	R'S INFORMATION:		
			City
State	Zip Code	E-Mail Address	
Phone Number		Fax Number	

OTHER CONTACTS (PI	ease specify type o	of contact, i.e. project manager, potential b	uyer, local contact, etc.)
Name			
Street Address			City
State	Zip Code	E-Mail Address	
Phone Number		Fax Number	
Signature of Owner, Age	ent or Applicant		Date
IF SIGNED ABOVE BY	OTHER THAN THE	E OWNER, THEN THE STATEMENT BELO	OW MUST BE COMPLETED:
I,behalf regarding the zon	ing of this property	, owner of this property, do hereby authoriz	ze to act on my
			Owner
STATE OF TEXAS COUNTY OF COLLIN	§ §		
me to be the person who	ose name is subsc nsideration therein	on this day personally appeared ribed to the foregoing instrument, and ackr expressed. GIVEN UNDER MY HAND and	, known to nowledged to me that he/she executed the samed seal of office this day of
			Notary Public

### CHECKLIST TO BE SUBMITTED WITH PRELIMINARY PLAT APPLICATION

	copies of a preliminary plat showing the general features of the proposed development drawn scale of one (1) inch equals one hundred (100) feet or larger and indicating the following:
The	outline of the tract that is proposed to be subdivided, with boundary dimensions.
land	proposed plan of subdivision, showing streets, blocks, lots, alleys, easements (including liscape easements), building lines, parks, existing and proposed sewers, water mains, erts, or other underground structures with pipe sizes, grades, and locations indicated.
	preliminary plat shall cover the entire tract intended to be developed whether in total or by ions.
stre alle prin	names of subdivisions; lot patterns; location, widths, and names of existing or planned ets and intersections, driveways, median openings (within 500 feet), and any blocks, lots, vs, easements*, building lines, water courses, floodplain, or other natural features, with cipal dimensions; and any other significant information on all sides for a distance of not less a two hundred (200) feet.
	vide recordation information for easements including volume, page, County designation and type of ord. Ex. Vol. 23 Page 8 CC PR
The	names of proposed streets.
(a)	Only cul-de-sac streets that are the stem of a T-intersection shall be entitled with the suffix "Court."
(b)	All through streets shall have a suffix such as "Street", "Drive", "Lane", or "Way." All suffixes shall have abbreviations limited to not more than four (4) letters.
(c)	New streets shall be named so as to provide continuity of name with existing or stubbed out streets and to prevent conflict with identical or similar names in other parts of the city
(d)	or within the same zip code.  Street names are subject to the approval of the city. The city may require the name of a street to change in some locations to avoid confusion in addressing.
(e)	Street names, not including directional information or suffix, shall not be longer than thirteen (13) characters, including spaces.
(f)	The use of the words North, South, East, and West shall be consistent with the city's block numbering system.
The	location of the nearest existing sewers, water and gas mains, and other public utilities, if
eve	roposed plan for drainage, to include approximate delineation of the ultimate 100-year storm nt. The proposed drainage plan shall include a topographical map in sufficient detail wing all abutting drainage areas either contributing to the storm water flows within the posed subdivisions or receiving storm water flows from the proposed subdivision; preliminary

 The name of the proposed subdivision, north point, scale, date, acreage, and number of lots.
 The name and address of the owner or owners and the signature, seal, date, telephone number and address of the registered professional engineer or registered professional land surveyor who has prepared the preliminary plat.
 Recordation information identified as either Deed Records (DRCCT) or Plat Records (PRCCT).
 A location map of the proposed subdivision at a scale of 1 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.
 The contours at not more than two-foot (2'0") intervals.
 The proposed plan of improvements and utilities to be constructed in the subdivision, prepared by a registered professional engineer, shall be shown with indication of street widths and utility line sizes. The accurate location of any existing utilities within the subdivision shall be shown on the Preliminary Plat.
 Building setback lines.
 The location of any existing or proposed school site or other public facility.
 A preliminary street illumination plan.
 Copies of all deed restrictions, restrictive covenants, homeowner's association requirements, Planned Development regulations, Specific Use Permit requirements, or any other limitation or requirement governing the use of the property.
 Trails and trail crossings of creeks, tributaries and ravines

## SUBMITTAL SCHEDULE PRELIMINAY PLAT

The Department of Community Development accepts applications until <u>5:00 p.m. on Friday.</u> Submittals will be reviewed by departments and on the 11th day after a submission (Tuesdays at 9:00 AM) the Technical Review Committee (TRC) will review the submission with the applicants/consultants. Applicants/consultants are encouraged to attend. After review and staff approval, the plat will be placed on the next available Planning & Zoning Commission meeting agenda.

Mandatory Homeowner's Association documents require the approval of the City Attorney.

#### **PLATTING FEES**

1. Residential-For Single Family Uses
Preliminary Plat \$250.00 per plat plus \$15.00 per lot
Final Plat \$350.00 per plat plus \$25.00 per lot

Residential-For Multi-family Uses Preliminary Plat \$250.00 per plat plus \$7.50 per unit Final Plat \$350.00 per plat plus \$10.00 per unit Combination Plat \$350.00 per plat plus \$17.50 per unit

2. Other Uses:

For Commercial, Industrial, Institutional and Other Uses not normally platted in lots: Preliminary Plat \$150.00 per plat plus \$15.00 per acre. Final Plat \$200.00 per plat plus \$25.00 per acre Combination Plat \$300.00 per plat plus \$40.00 per acre

All acreage will be rounded up to the nearest whole acre.

- 3. Amending Plats \$150.00 per plat
- 4. Resubmittal: When a preliminary plat has been disapproved by the Commission, and the subdivider resubmits a new design for all or a lesser portion of the preliminary plat within thirty (30) days of such disapproval, no new fee shall be charged for the resubmission. When a plat has been withdrawn by the applicant, no new fee shall be charged for resubmission if resubmitted within sixty (60) days of the date that the plat is withdrawn. After sixty (60) days) fees shall apply as an original submission.

#### PLAT SUBMITTAL COPY REQUIREMENTS

# Refer to Article VIII of *Allen Land Development Code* for specific submittal requirements. Please submit all 24x36 copies in blackline, and *FOLDED*.

#### Submission to Technical Review Committee (TRC)

#### General Development Plan

Application (no fee required)

Plan - 14 copies 24x36, 1 copy 11x17

Tree survey and tree loss mitigation plan - 3 copies 11x17 (or 24x36 if needed for legibility)

#### **Preliminary Plat**

Application and Fee - 1 copy

Preliminary Engineering, including illumination and traffic plan - 3 copies

Preliminary Plat - 14 copies, 24x36; 1 copy 11 x 17

Deed Restrictions and/or Homeowners Association documents - 1 copy

Current zoning - 1 copy

#### Final Plat/Replat

Engineering approval, including illumination and traffic plan

Application and fee - 1 copy

Final Plat - 14 copies, 24x36, 1 copy 11 x 17

Tax Certificate – original (upon submitting Plat w/ County)

Deed Restrictions and/or Homeowners Association documents (approved) - 1 copy

Table of lot sizes - 1 copy

#### **Combination Plat**

Same as Final Plat, plus

Tree survey and tree loss mitigation plan - 3 copies 11x17 (or 24x36 if needed for legibility)

#### Amended or Minor Plat

Application and fee - 1 copy

Plat document - 2 copies, 24 x 36

Tax Certificate - original (upon submitting Plat w/ County)

#### Submission to Planning & Zoning Commission

Application and fee - 1 copy

Plat document - 15 copies 24 X 36 and 4 copies 11 x 17

Send plat electronically in both .pdf and.jpg format to <a href="mailto:tmcleod@cityofallen.org">tmcleod@cityofallen.org</a>