



FOR OFFICE USE ONLY

Case No: _____
Fee Paid \$: _____
Date Submitted: _____

PRELIMINARY PLAT APPLICATION

MINIMUM SUBMITTAL REQUIREMENTS

Complete text of requirements in Allen Land Development Code can be found on website at www.cityofallen.org

- _____ Plat application and attached checklist completed in full
- _____ Application Fee
- _____ Fourteen (14) copies 24 x 36 with one (1) 11 x 17 (everything must be folded into 8½ x11) – for TRC
- _____ An electronic version (.pdf) of the plat – must be emailed to mmohan@cityofallen.org on the day of submittal

PROPOSED SUBDIVISION _____

COMMERCIAL () **RESIDENTIAL ()** **TOTAL ACRES** _____ **NO. OF LOTS** _____

ZONING CLASSIFICATION _____

GENERAL LOCATION _____

LEGAL DESCRIPTION _____

APPLICANT/PROJECT MANAGER’S INFORMATION (Primary Contact for the Project):

Name _____
Street Address _____ City _____
State _____ Zip Code _____ Email Address _____
Phone Number _____ Fax Number _____

PROPERTY OWNER’S INFORMATION:

Name _____
Street Address _____ City _____
State _____ Zip Code _____ Email Address _____
Phone Number _____ Fax Number _____

ARCHITECT OR ENGINEER’S INFORMATION:

Name _____
Street Address _____ City _____
State _____ Zip Code _____ Email Address _____
Phone Number _____ Fax Number _____

OTHER CONTACTS (Please specify type of contact, i.e. project manager, potential buyer, local contact, etc.)

Name _____
Street Address _____ City _____
State _____ Zip Code _____ Email Address _____
Phone Number _____ Fax Number _____

Signature of Owner, Agent or Applicant Date

IF SIGNED ABOVE BY OTHER THAN THE OWNER, THEN THE STATEMENT BELOW MUST BE COMPLETED:

I, _____, owner of this property, do hereby authorize _____ to act on my behalf regarding the zoning of this property.

Owner

STATE OF TEXAS §
COUNTY OF COLLIN §

BEFORE ME, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed. GIVEN UNDER MY HAND and seal of office this _____ day of _____, 20____, A.D.

Notary Public

CHECKLIST TO BE SUBMITTED WITH PRELIMINARY PLAT APPLICATION

_____ 14 copies of a preliminary plat showing the general features of the proposed development drawn at a 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.

_____ The proposed plan of subdivision, showing streets, blocks, lots, alleys, easements (including landscape easements), building lines, parks, existing and proposed sewers, water mains, culverts, or other underground structures with pipe sizes, grades, and locations indicated.

_____ The preliminary plat shall cover the entire tract intended to be developed whether in total or by sections.

_____ The names of subdivisions; lot patterns; location, widths, and names of existing or planned streets and intersections, driveways, median openings (within 500 feet), and any blocks, lots, alleys, easements*, building lines, water courses, floodplain, or other natural features, with principal dimensions; and any other significant information on all sides for a distance of not less than two hundred (200) feet.

**provide recordation information for easements including volume, page, County designation and type of record. 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 or within the same zip code.
- (d) 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 any.

_____ A proposed plan for drainage, to include approximate delineation of the ultimate 100-year storm event. The proposed drainage plan shall include a topographical map in sufficient detail showing all abutting drainage areas either contributing to the storm water flows within the proposed subdivisions or receiving storm water flows from the proposed subdivision; preliminary plans for drainage improvements within the proposed subdivision.

_____ 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.
- _____ For residential subdivisions, provide a cross section showing the area between pavement edge of the adjacent roadway and the private property line or screening wall. Cross section should include location of street, sidewalk or trail, utility easements, landscape easements, property lines, trees and screening walls.

**SUBMITTAL SCHEDULE
PRELIMINAY PLAT**

The Department of Community Development accepts applications until 5:00 p.m. on Friday. Submittals will be reviewed by departments and on the 11th day after a submission (Tuesdays at 9:00 a.m.) 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 24 x 36 copies in blackline, and *FOLDED*.

Submission to Technical Review Committee (TRC)

General Development Plan

Application (no fee required)

Plan - 14 copies 24 x 36, 1 copy 11 x 17

Tree survey and tree loss mitigation plan - 3 copies 11 x 17 (or 24 x 36 if needed for legibility)

Preliminary Plat

Application and Fee - 1 copy

Preliminary Engineering, including illumination and traffic plan - 3 copies

Preliminary Plat - 14 copies, 24 x 36; 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, 24 x 36, 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 11 x 17 (or 24 x 36 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 mmohan@cityofallen.org