CITY OF ALLEN

FOR OFFICE USE ONLY
Case No: _____
Fee Paid $:_____
Date Submitted: _____

FINAL PLAT/REPLAT 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
____ Approval from Engineering and Parks Departments
____ HOA documents approved by City Attorney
____ Application fee
____ Fourteen (14) copies 24 x 36 and one (1) 11 x 17 (everything must be folded into 8½ x 11) – for TRC
____ An electronic version (.pdf) of the plat must be emailed to tmcleod@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 §

BEFORED 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 FINAL PLAT APPLICATION

_____ Application form signed by the existing owner or his authorized representative.

_____ Copy of approved documents establishing the Mandatory Homeowner's Association, and any proposed deed restrictions, declarations, covenants, conditions or restrictions.

_____ Approvals from Engineering Department and Parks Department.

_____ The original plat shall be drawn to a scale of one inch equals one hundred feet (1" = 100') or larger in ink on bluelines or other acceptable permanent material, with all figures and letters legible with four or more control points tied to the State Plane Coordinate System, North Central Texas, Zone 5351, Datum NAD83.

The final plat shall contain the following information in addition to information provided on the preliminary plat:

_____ The name or names of the owner and developer.

_____ The name and address of the Registered Professional Land Surveyor who prepared the survey.

_____ The name of the proposed subdivision and any adjacent subdivisions.

_____ The systematic assignment of numbers to lots and letters to blocks.

_____ The total number of lots and blocks, and the total number of acres included in the subdivision shall be included in the title block.

_____ All necessary dimensions, including linear, angular and curvilinear, and other surveying information necessary to reproduce the plat on the ground with the linear and curvilinear dimensions shown in feet and decimals of a foot.

_____ The angular dimensions shall be shown by true bearings. The length of all straight lines, deflection angles, radii, tangents, and central angle of curves shall be shown. All curve information shall be shown for the centerline of the street. Dimensions shall be shown from all angle points and points of curve of lot lines. All lots on curves shall be shown with the curve length dimensions based on arc definitions.

_____ All survey monuments shall be shown on a plat.

_____ All deed restrictions that are to be filed with the plat.

_____ An accurate outline description, and area to the nearest hundredth of an acre, of all parcels of land which is offered for dedication or reserved for public use, or reserved in the deeds for the use of all property owners in the proposed subdivision, or reservations for other uses, together with the purpose and conditions or limitations of such reservations and/or dedications, if any.

_____ Recordation information identified as either Deed Records (DRCCT) or Plat Records (PRCCT).

_____ Any reservation for future public school sites or rights-of-way dedication shall be platted in accordance with the approved preliminary plat.

_____ A table of lot sizes for all single-family residential plats on a separate document.

_____ *Upon submitting Final approved Plat to County*, submit original Tax Certificates from each taxing entity, signed by the City Tax Assessor, stating that all taxes and assessments then due and payable on the land contained within the subdivision have been paid (Tax Certificate expires after 30 days).

_____ A notarized certification by a Registered Professional Land Surveyor, licensed by the State of Texas, placed on the plat as follows:

Surveyor's Certificate
THAT I, _____, do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown thereon shall be properly placed, under my personal supervision, in accordance with the subdivision regulations of the City of Allen, Texas.

_____(SEAL)

_____, Notary

_____ A notarized certification by the owner(s) of record placed on the plat as follows:

"KNOW ALL MEN BY THESE PRESENTS:

That _____, through the undersigned authority, does hereby adopt this plat designating the described property as "_____", an addition to the City of Allen, Texas, and does hereby dedicate to the public use forever the street and alleys thereon; and does hereby dedicate the easement strips shown on the plat for mutual use and accommodation of all public utilities desiring to use, or using same. No buildings, fences, trees, shrubs or other improvements shall be constructed or placed upon, over or across the easement strips on said plat. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements, or growths which in any way endanger or interfere with the construction, maintenance or efficiency of its respective system on any of these easement strips, and any public utility shall at all times have the right of ingress and egress to and from and upon any of said easement strips for the purpose of construction, reconstruction, inspecting, patrolling, maintaining and adding to or removing all or part of its respective system without the necessity at any time of procuring the permission of anyone.

This plat is approved subject to all platting ordinances, rules, regulations, and resolutions of the City of Allen, Texas.

Witness my hand this ___ day of _____, 20___

_____
Owner

_____
Notary Public

_____ The following certificates shall be placed on the final plat:

Approved	Attest
_____	_____
Chairperson Planning & Zoning Commission	Secretary Planning & Zoning Commission
_____	_____
Date	Date

Executed Pro-forma

_____	_____
Mayor	Date

The undersigned, the City Secretary of the City of Allen, Texas, hereby certifies that the foregoing Final Plat of the _____ Subdivision or Addition to the City of Allen was submitted to the Planning and Zoning Commission and approved by it on the ____ day of _____, 20___.

_____

City Secretary, City of Allen

Provide a 2" x 2" Space
for
City Secretary Seal

REPLAT MINIMUM REQUIREMENTS
SHALL INCLUDE ALL OF THE ABOVE AND THE FOLLOWING:

_____ A statement of the proposed revisions in numerical format on 8 1/2 "x 11" sheet of letterhead. Statement shall include verification that proposed revisions are limited to those identified and that no other modifications to the plat are taking place.

_____ A purpose statement, on the plat, that summarizes the proposed revisions.

_____ Proposed revisions shall be shown on the replat with the final plat configuration ghosted in.

SUBMITTAL SCHEDULE

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 AM) the Technical Review Committee (TRC) will review the submission with the applicants/consultants. Applicants/consultants are encouraged to attend. Must have Engineering and Parks approval prior to submission of a final plat. After review and staff approval, the plat will be placed on the next available Planning & Zoning Commission meeting agenda.

If residential, mandatory Homeowner's Association documents require the approval of the City Attorney and must be approved prior to submittal of a final plat for TRC.

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. Resubmittals: 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 resubmittal. When a plat has been withdrawn by the applicant, no new fee shall be charged for resubmittal 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.

SUBMITTAL COPY REQUIREMENTS

Refer to Article VIII of *Allen Land Development Code* for specific plat requirements. Please submit all 24x36 copies in blackline, and *FOLDED (to 8½ x 11 size).*

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 of 24x36

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 and Parks 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 Amended/Minor 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 tmcleod@cityofallen.org

SUBMITTAL REQUIREMENTS TO FILE AT COLLIN COUNTY

Within 90 days after a final plat has been approved by the Planning & Zoning Commission and the provisions set forth in the approval are met, the plat should be submitted to the Community Development Department for filing at the County.

Please submit the following ***original signed*** copies:

2 - 24x36 clear white mylars	(1-City Files) (1-County Files) (1-Developer)
5 - 24x36 blacklines	(1-Building & Code Compliance) (1-Central Appraisal District) (2-City Files)

3 - 11x17 reductions ***(no signatures required)***
(4-City Files)

1 - Original Tax Certificate (City and County) - Must show that *"no taxes are due."*

For Residential Subdivisions only: An original copy of the approved Homeowners Association Documents for recording must accompany the final plat.

Fees for Filing a Plat at Collin County

(Make check payable to City of Allen for the total of the items listed below)

Administrative Fee: $45.00

Collin County Fees:
Plat Filing for 1st Page - $27.00 + $10.00 for each additional page
One is File Marked - Free
Any additional copies for are file marked (per page ($.50)
Plus an Original Tax Certificate from each taxing unit with jurisdiction of real property indicating that no delinquent ad valorem taxes are owed on the real property. Cost for each tax certificate filed - $2.00

Total to be Submitted to City of Allen:	One-page plat = $76.50	Two-page plat = $89.00
(Submit with single tax certificate)	Three-page plat = $101.50	Four-page plat = $114.00

Homeowner Association (HOA) Documents
These documents must be submitted for recording along with your final plat (including a separate check made out to Collin County Clerk).
$22 first page
$4 each additional page
* If the last page doesn't have 4" of space at the bottom, the County will stamp the back and charge another $4.

Collin County requires the following format:

All signatures must be completed in dark, black ink
All seals must be distinct, not blurry, no embossed seals allowed
Text must be easily read

NOTICE
Community Development Department staff will file plats with the County and notify you as quickly as possible that the copies you submitted for filing are available. Please retrieve these copies within thirty (30) days of being notified. After that time, the copies will be discarded and available only through the County offices.