

FOR (OFFICE	USE	ONL	Y.
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Case No:	
Fee Paid \$:	
Date Submitted:	

FINAL PLAT/REPLAT APPLICATION

Complete text of recomplete text of recomplete text of recomplete.	uirements in Allen I www	v.cityofallen.org	NIS de can be found on website at
Approval from Engine HOA documents appr Application fee	ering and Parks Depa oved by City Attorney	artments	
			be folded into 8½ x 11) – for TRC @cityofallen.org on the day of
PROPOSED SUBDIVISION _			
COMMERCIAL () REZONING CLASSIFICATION			NO. OF LOTS
GENERAL LOCATION			
LEGAL DESCRIPTION			
APPLICANT/PROJECT MANAGI	ER'S INFORMATION (Pri	mary Contact for the Projec	ct):
Name			
			City
Phone Number		Fax Number	
PROPERTY OWNER'S INFORMA	ATION:		
Name			
Street Address			City
StateZip	Code	Email Address	
Phone Number		Fax Number	
ARCHITECT OR ENGINEER'S IN			
Name			
Street Address			
State Zip			
Phone Number		Fax Number	

•		act, i.e. project manager, potential	buyer, local contact, etc.)
			City
State	Zip Code	Email Address	
Phone Number		Fax Number _	
Signature of Owner, Age	ent or Applicant		Date
IF SIGNED ABOVE BY	OTHER THAN THE OWN	ER, THEN THE STATEMENT BE	ELOW MUST BE COMPLETED:
I, behalf regarding the zon		r of this property, do hereby author	orize to act on my
		_	Owner
STATE OF TEXAS COUNTY OF COLLIN	§ §		
me to be the person who	ose name is subscribed to nsideration therein express	the foregoing instrument, and ack	nowledged to me that he/she executed the same and seal of office this day of
		-	Notary Public

CHECKLIST TO BE SUBMITTED WITH FINAL PLAT APPLICATION

	Application form signed by the existing owner or his authorized representative.
	Copy of <u>approved</u> 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:	plat shall contain the following information in addition to information provided on the preliminary
	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.

enti pay	ty, signed by the City Tax Assessor, stating that all taxes and assessments then due and able on the land contained within the subdivision have been paid (Tax Certificate expires after days).
	otarized certification by a Registered Professional Land Surveyor, licensed by the State of as, placed on the plat as follows:
TH/ acc plac	veyor's Certificate AT I,, do hereby certify that I prepared this plat from an actual and urate survey of the land and that the corner monuments shown thereon shall be properly ced, under my personal supervision, in accordance with the subdivision regulations of the City allen, Texas. (SEAL)
	· · · ·
	, Notary
	otarized certification by the owner(s) of record placed on the plat as follows:
des doe utili sha utili shru con and any mai	the, through the undersigned authority, does hereby adopt this planting the described property as ", ", an addition to the City of Allen, Texas, and is hereby dedicate to the public use forever the street and alleys thereon; and does hereby licate the easement strips shown on the plat for mutual use and accommodation of all public ties desiring to use, or using same. No buildings, fences, trees, shrubs or other improvements. If be constructed or placed upon, over or across the easement strips on said plat. Any public try shall have the right to remove and keep removed all or part of any buildings, fences, trees, ubs, or other improvements, or growths which in any way endanger or interfere with the struction, maintenance or efficiency of its respective system on any of these easement strips any public utility shall at all times have the right of ingress and egress to and from and upon of said easement strips for the purpose of construction, reconstruction, inspecting, patrolling notatining and adding to or removing all or part of its respective system without the necessity at time of procuring the permission of anyone.
	s plat is approved subject to all platting ordinances, rules, regulations, and resolutions of the of Allen, Texas.
Wit	ness my hand this day of, 20
Ow	ner
Not	ary Public
	- ,

Approved	Attest
Chairperson Planning & Zoning Commission	Secretary Planning & Zoning Commission
Date	Date
Executed Pro-forma	
Mayor	Date
Final Plat of the Subdivisio	the City of Allen, Texas, hereby certifies that the n or Addition to the City of Allen was submit approved by it on the day of, 20
City Secretary, City of Allen	
	Provide a 2" x 2" Space for City Secretary Seal
	UM REQUIREMENTS E ABOVE AND THE FOLLOWING:
	in numerical format on 8 1/2 "x 11" sheet of lette at proposed revisions are limited to those identifi are taking place.

SUBMITTAL SCHEDULE

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 a.m.) the Technical Review Committee (TRC) will review the submission with the applicants/consultants. Applicants/consultants are encouraged to attend. <u>Must have Engineering and Parks approval prior to submission of a final plat.</u> 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

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 24 x 36 copies in blackline, and FOLDED (to $8\frac{1}{2}$ x 11 size).

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 mitigation plan - 3 copies of 24 x 36

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 and Parks 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 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 mmohan@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 – 24 x 36 clear white mylars (1-City Files)

(1-County Files) (1-Developer)

5 – 24 x 36 blacklines (1-Building & Code Compliance)

(1-Central Appraisal District)

(2-City Files)

3 – 11 x 17 reductions (no signatures required)

(4-City Files)

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

<u>For Residential Subdivisions only:</u> 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:

(Submit with single tax certificate)

One-page plat = \$76.50

Three-page plat = \$101.50

Two-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.