



**FOR OFFICE USE ONLY**

Case No: \_\_\_\_\_

Fee Paid \$: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

## MINOR/AMENDED PLAT APPLICATION

### MINIMUM SUBMITTAL REQUIREMENTS

Complete text of requirements in Allen Land Development Code can be found on web site at [www.cityofallen.org](http://www.cityofallen.org)

- \_\_\_\_\_ Plat application and attached checklist completed in full (\$150.00)
- \_\_\_\_\_ Application Fee
- \_\_\_\_\_ Four (4) copies 24 x 36 and one (1) copy 11 x 17 (everything must be folded to 8½ x 11) of the plat.
- \_\_\_\_\_ Four (4) copy 11 x 17 (folded to 8½ x 11) of the redline drawing.
- \_\_\_\_\_ An electronic version (.pdf) of the plat – must be emailed to [mmohan@cityofallen.org](mailto: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 platting 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 MINOR/AMENDED PLAT APPLICATION**

- Please check below the appropriate line allowing this plat:

\_\_\_\_\_ Amending plats described by Section 212.016 TEX. LOC. GOVT. CODE.

\_\_\_\_\_ Minor plats involving four or fewer lots fronting an existing street and not requiring the creation of any new street or extension of municipal facilities.

\_\_\_\_\_ A replat under Section 212.014 TEX. LOC. GOVT. CODE that does not require the creation of any new street or the extension of municipal facilities.

\_\_\_\_\_ Does the title block say “Amended Plat,” “Minor Plat” or “Replat?”

\_\_\_\_\_ Is the following certificate on the amending or minor plat or replat:

The (Amended Plat) (Minor Plat) (Replat) for \_\_\_\_\_ is hereby approved pursuant to Section 212.016(11) of the Texas Local Government Code and Section 8.02.4 of the Allen Land Development Code. The owner(s) have joined in the application for amendment to the plat, the plat does not attempt to remove any covenants or restrictions, does not increase the number of lots, and does not create or require the creation of a new street or make necessary the extension of municipal facilities.

Director of Community Development

ATTEST:

\_\_\_\_\_  
Ogden “Bo” Bass, AICP                      Date

\_\_\_\_\_  
Madhuri Mohan, AICP                      Date

- A purpose statement describing what is changing must be shown on the plat.
- The proposed changes must be ghosted on the amended/minor plat.
- A separate redline drawing of the proposed changes.

**PLAT SUBMITTAL SCHEDULE  
MINOR/AMENDED PLATS**

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.

**PLATTING FEES**

Amending Plats \$150.00 per plat

**PLAT 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*.

***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 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](mailto: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 - 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:**

(Submit with single tax certificate)

One-page plat = \$76.50

Three-page plat = \$101.50

Two-page plat = \$89.00

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.