



## **FINAL PLAT REVIEW APPLICATION**

### **SUMMARY OF FINAL PLAT REVIEW APPLICATION REQUIREMENTS**

#### **Application Review Requirements:**

1. Meet with Development Services Staff to review the application requirements for your specific request.
2. Make sure you have everything on the attached Check List.
3. Completed application with signatures of owners and/or applicant
4. Application Fees are established in the Fee Schedule as adopted.
5. Must have the address and/or the lot, block and subdivision name or legal description of the subject property.
6. It is the applicant's responsibility to provide evidence or proof that all taxes, assessments, debts or obligation directly attributable to said property and owed by the owner or previous owner thereof shall have been paid at the time of application submittal.
7. Submit any drawing, plans, exhibits, information about proposed uses in order to ensure that the request is understood. Development Services Staff will let you know if additional copies are needed and what size they need to be.
8. Digital set of plans will need to be copied on a usb drive and submitted with the application. The usb drive will not be returned and can contain all sets to be reviewed.
9. This application and/or payment will not be accepted if it is incomplete. Staff will not retain partial packets.

**Application must be signed by the property owner before the request can be scheduled with the Planning and Zoning Commission and City Council.**

#### **DELIVERY ADDRESS:**

DEVELOPMENT SERVICES DEPARTMENT  
CITY OF KAUFMAN  
209 S. WASHINGTON  
KAUFMAN, TEXAS 75142

**DIRECT QUESTION TO DEVELOPMENT SERVICES STAFF AT  
(972)-932-2216  
FAX NUMBER (972)-932-6288**



## FINAL PLAT CHECK LIST

ITEMS REQUIRED			
Final Plat Check list			
Application for Final Plat			
Final Plat Fee			
Tax Certificate certified by Kaufman County Tax Office showing all taxes have been paid.			
Engineering Plans			
Civil Plan Review Application			
Proposed plans to be reviewed (3 full size sets of 24"x36")			
Digital copy on a usb drive (the drive will not be returned and can contain all sets)			
Final Plat for Review			
Application			
Platting/Replatting fees			
Proposed plans to be reviewed (3 full size sets of 24"x36")			
Digital copy on a usb drive (the drive will not be returned and can contain all sets)			
Final Plat to be filed at Kaufman County Courthouse by staff			
Approved Plat will need to be printed in the sizes listed below.			
Size 18" x 24"	Mylar – 1 Copy	Paper – 2 Copies	
Size 22"x34"	Mylar – 1 Copy	Paper – 5 Copies	
Size 11"x17"	Mylar – Not required	Paper – 1 Copy	
All Plat sizes must be signed by the owner and notarized.			
All Plat sizes must be signed by the surveyor.			
Staff will get the signatures of the P&Z Chairman, City Secretary, Mayor or City Manager.			
All City of Kaufman engineering fees must be paid in full.			
A check made out to Kaufman County for filing fees of the plat and tax certificate.			
Kaufman County charges \$64.00 per page for each plat.			
Example: 1 page plat is \$64, 2 page plat is \$128, 3 page plat is \$192, 4 page plat is \$256, etc.			
Kaufman County charges \$26 for the 1st page and \$4 for each additional page.			
Example: 1 page tax is \$26, 2 page tax is \$30, 3 page plat is \$34, 4 page plat is \$38, etc.			
A road realignment in any plat may require a Traffic Analysis and Landstudy			
A Home Owner Association may be required.			
<b>The information below is for staff regarding notifications.</b>			
Assign case number: FP-			
<b>Address plat if it is not already addressed.</b>			

PLATTING APPLICATIONS		0-5 Acres	5-20 Acres	Over 20 acres
Final Plat	Residential	\$200 + \$10 per lot	\$300 + \$10 per lot	\$400 + \$10 per lot
	Commercial	\$200 + \$10 per acre	\$300 + \$10 per acre	\$400 + \$10 per acre
Civil Construction Plans & Flood Study Review		Actual cost of the review by the City contracted engineering company		



## FINAL PLAT REVIEW APPLICATION

**1. Site Location:**

General Street Location: \_\_\_\_\_ PID: \_\_\_\_\_

Street Address: \_\_\_\_\_

Lot, Block, & Subdivision Name: \_\_\_\_\_

**2. Applicant:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**3. Property Owner:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Office #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**4. Summarize the proposed development. If necessary, use a separate sheet.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. **Present Zoning:** \_\_\_\_\_ **Present Land Use:** \_\_\_\_\_

**Future Land Use Designation:** \_\_\_\_\_

6. **Attach:** additional maps, exhibits, drawings or pictures necessary to help explain the request.

**7. Local Government Code 212.010 Standards for Approval**

- a. The municipal authority responsible for approving plats shall approve a plat if:
  - i. It conforms to the general plan of the municipality and its current and future streets, alleys, parks, playgrounds, and public utility facilities;
  - ii. It conforms to the general plan for the extension of the municipality and its roads, streets, and public highways within the municipality and in its extraterritorial jurisdiction, taking into account access to and extension of sewer and water mains and the instrumentalities of public utilities;
  - iii. A bond required under Section 212.0106, if applicable, is filed with the municipality; and
  - iv. It conforms to any rules adopted under Section 212.002.
- b. However, the municipal authority responsible for approving plats may not approve a plat unless the plat and other documents have been prepared as required by Section 212.0105, if applicable.

**I UNDERSTAND THAT IT IS NECESSARY FOR ME OR MY AGENT TO BE PRESENT AT BOTH THE PLANNING AND ZONING COMMISSION MEETING AND CITY COUNCIL MEETING.**

**I hereby authorize the undersigned applicant to act as my agent for the representation and/or presentation of the request.**

Applicant Name (print or type): \_\_\_\_\_

Applicant signature: \_\_\_\_\_

Owner Name (print or type): \_\_\_\_\_

Owner signature: \_\_\_\_\_

**FAILURE TO APPEAR** before the Planning and Zoning Commission or City Council for more than one (1) hearing without an approved delay by the City Manager or his designee shall constitute sufficient grounds to table or deny the request unless the City is notified at least 72 hours prior to the hearing.

**DENIALS BY THE PLANNING AND ZONING COMMISSION** shall be forwarded to City Council, along with the Commission's reasons for denial and will require a ¾ favorable vote of all members of City Council (6 votes).

**TABLED BY THE PLANNING AND ZONING COMMISSION:** The Commission may not defer its report for more than 90 days from the time it was posted on the agenda, or until it has had an opportunity to consider other proposed changes, which may have a direct bearing, unless a postponement is requested by the applicant.

Date Received \_\_\_\_\_ Date Paid \_\_\_\_\_ Receipt Number \_\_\_\_\_

# SETS TO BE FILED AT KAUFMAN COUNTY

2	Paper	18 x 24	1	Mylar	18 x 24
5	Paper	22 x 34	1	Mylar	22 x 34
1	Paper	11 x 17			

The fee, for filing a single page plat, at Kaufman County, is \$64.00. Additional pages of a plat, is an additional \$61.00 per page (4 page plat would be \$256.00). It is preferred to have the tax certification placed on the plat. If the tax certificate is on a separate page, please add \$24.00 for the 1<sup>st</sup> page and \$4.00 for each additional page.

You will need to have the following original signatures on all of the plat pages before it is delivered to Development Services:

1. Property Owner(s)
2. Surveyor
3. Kaufman County Tax Assessor.

**Please make your check payable to Kaufman County.** Bring the check made out to Kaufman County and all the plat pages **signed** to Development Services. After it is brought to Development Services, the staff will obtain the signatures of the Mayor, Chairman of Planning & Zoning, and City Secretary.

Staff will take the plats and check to the courthouse, file the plats and mail you one stamped original.

## Kaufman Subdivision Regulations:

### Section 2.5: Procedures and Submission Requirements for Final Plat Approval

- 2.5 a. The final plat shall be in accordance with the preliminary plat as approved and incorporate all conditions, changes, directions and additions imposed by the Planning and Zoning Commission and City Council. The final plat shall not be approved by the City until detailed engineering and construction plans have been approved by the City Engineer. The final plat shall not be submitted prior to approval of the preliminary plat (see Section 2.4 [d] and [g] for exceptions). At the time the developer files the final plat with the City Planner, he shall also file a certificate showing that all taxes have been paid on the tract to be subdivided and that no delinquent taxes exist against the property in accordance with Section 1.13.
- b. The final plat shall constitute only that portion of the approved preliminary plat which the subdivider proposes to record and then develop provided, however, that such portion conforms to all the requirements of these regulations. The final plat shall also include construction plans and cost estimates for construction of improvements.
- c. The required number of copies of the proposed final plat and construction plans shall be submitted no later than twenty-one (21) calendar days before the meeting at which they shall be considered, accompanied by a filing fee as prescribed by the City Council by separate ordinance. The City Planner shall check the plat to ascertain its compliance with these regulations and shall report to the applicant. If revisions are necessary, the applicant, developer or his engineer shall submit additional corrected copies of the properly completed final plat to the City Planner for final action no later than seven (7) days prior to the Commission meeting.

Failure to submit corrected copies shall be reason to determine the submittal as incomplete and as reason to not schedule the plat on the Commission's agenda.

The Planning and Zoning Commission shall recommend approval or denial of the final plat within thirty (30) days of the official submission date. The City Council shall take action within thirty (30) days of the Planning and Zoning Commission action. After the final plat has been scheduled on an agenda, the applicant or subdivider may request in writing a waiver of the thirty (30) day approval requirement. After receipt of the request, the City may delay approval of the final plat beyond thirty (30) days of the submission date. A certificate of approval of the City Council, attested by the Mayor or Mayor Pro Tem and City Secretary, as provided herein, shall be attached to the plat when such final plat has been approved.

The developer and/or applicant shall return copies of the final plat, as approved, with any other required documents and necessary fees attached thereto to the City Planner within thirty (30) days, in accordance with requirements established by the City. All easements shall be included as required by utility companies or the City of Kaufman prior to filing, and a copy of letters from each applicable utility company shall be submitted to the City Planner stating that the plat contains the proper easements. Mylars, reductions and blueline copies as required by the County Clerk of Kaufman County, in addition to Mylar copies required by the City, shall be returned to the City Secretary with the required fees. If the required copies are not returned to the City within the specified time, the City approval of the final plat shall be null and void unless an extension is granted by the City Council. The City Secretary shall file the final plat within thirty (30) working days at the office of the County Clerk of Kaufman County.

- d. The final plat (and any replats) shall be prepared by a registered public surveyor or licensed land surveyor. Construction plans shall be prepared by or under the supervision of a professional engineer or architect registered in the State of Texas, as required by State law governing such professions and in accordance with this Ordinance and the Technical Construction Standards and Specifications (TCSS). Construction plans submitted for review by the City shall be dated and shall bear the responsible engineer's registration number, and the designation of "professional engineer," or "P.E." and an appropriate stamp or statement near the engineer's identification, stating that the documents are for preliminary review and are not intended for construction. Construction plans shall be approved by the City Engineer when such plans meet all of the requirements of this Ordinance and the TCSS manual.
- e. Before approval of any final plat by the City Council and the Planning and Zoning Commission, the developer shall prepare, or have prepared, and submit the required copies of the complete engineering construction plans of streets, alleys, storm sewers and drainage structures, and water and sanitary sewer improvements for the area covered by the final plat. Prior to approval of the final plat, a set of construction plans marked "approved" must be on file at the City. A drainage plan showing how the drainage of each lot relates to the overall drainage plan for the plat under consideration shall be submitted with the construction plan. The drainage plan shall be made available to each builder within the proposed subdivision and all builders shall comply with the drainage plan. The developer shall have these plans prepared by their own professional engineers subject to approval of the plans by the City of Kaufman. The City Planner shall review or cause to be reviewed, the plans and specifications and if approved, shall mark them approved and return one set to the developer. If not approved, two (2) sets shall be marked with the objections noted and returned to the applicant or developer for correction. The subdivider shall provide additional sets of corrected engineering plans as specified by the City Engineer for use during construction.

After approval of the plat, plans, and specifications by the City of Kaufman, the developer shall cause a contractor to install the facilities in accordance with the approved plans and standard specifications of the City and at the developer's expense (also see Section 6). The developer shall employ engineers, surveyors, and other professionals as necessary to design, stake and supervise the construction of such improvements, and shall cause his contractor to construct the said improvements in accordance with these regulations. The City shall inspect the installation of the improvements.

When all of the improvements are found to be installed in accordance with the approved plans and specifications, and after the improvements have been completed, and upon receipt by the City of Kaufman of a maintenance bond or certificate of deposit in accordance with Section 6 of this Ordinance from each contractor, three (3) sets of "AS BUILT" (or "Record Drawing") plans and one (1) set of "As-Built" or "Record Drawing" sepias shall be submitted with a letter stating the contractor's compliance with these regulations. After such letter is received, the City Manager or his designee shall receive and accept for the City of Kaufman the title, use and maintenance of the improvements according to Section 6.7.

f. The engineering construction plans shall be valid for a period of twelve (12) months after approval by the City. The City Manager, or his designee, may grant a one (1) year extension after which they are subject to be reapproved by the City if no construction has occurred.

g. Timing of Public Improvements.

1. The Commission and City Council may require that all public improvements be installed, offered for dedication and accepted by the City prior to the approval of the final plat by the City. Also see Section 6.

The City Council may permit or require the deferral of the construction of public improvements if, in its judgment, deferring the construction would not result in any harm to the public or would offer significant advantage in coordinating the site's development with adjacent properties and off-site public improvements. Any required public improvement(s) approved for deferred construction must be provided for as required in Section 6.2(d) prior to the approval of the final plat.

2. If the Commission and City Council do not require that all public improvements be installed, offered for dedication and accepted by the City prior to signing of the final plat, it shall require that the applicant execute an agreement and provide security for the agreement as provided in Sections 6.2 and 6.3.

\*h. There is hereby established a twenty-four (24) month time limit on starting development after approval of the Final Plat. The twenty-four (24) month time frame begins the day after city Council approves the Final Plat. If development has not started within this timeframe, the Final Plat shall become null and void and any subsequent development activity shall require a new Final Plat.

## **Section 2.6: Final Plats (Information and Format Requirements)**

2.6 a. All final plats shall be submitted on sheets no larger than twenty-four inches by thirty-six inches (24" x 36") or twenty-two inches by thirty-four inches (22" x 34"), and to a scale of not less than one hundred feet to the inch (1"=100') or larger. Kaufman County requires that no plat be larger than twenty-four by thirty-six inches (24" x 36") for filing. Where more than one sheet is required to encompass the subdivision, an index sheet, twenty-two inches by thirty-four inches (22" x 24") or twenty-four inches by thirty-six inches (24" x 36"), shall be filed showing the entire subdivision together with the complete dedication, attests, dates, titles and seals, on one (1) sheet.

Engineering and construction plans shall also be submitted according to the Technical Construction Standards and Specifications (TCSS) and the requirements set forth herein. Engineering construction plans showing paving and design details of streets, alleys, culverts, bridges, storm sewers, water mains, sanitary sewers, perimeter sidewalks, landscape plans (if appropriate), and other engineering details of the proposed subdivision at a scale of one inch equals 40 or 50 feet (1" = 40' or 50') horizontally and one inch equals 4, 5, or 10 feet (1" = 4', 5' or 10') vertically shall be submitted to the City Planner along with the final plat of the subdivision.

The number of copies as specified on the application form shall be submitted with the final plat submittal. Such plans shall be prepared by a registered professional engineer and shall conform to the Technical Construction Standards and Specifications (TCSS).

- b. The exterior boundary of the subdivision shall be indicated by a distinct bold solid line and corner markers by individual symbols.
- c. The length and bearing of all straight lines, radii, arc lengths, tangent length and central angles of all curves shall be indicated along the lines of each lot in addition to lot and block numbers. The curve data pertaining to block or lot boundary may be placed in a curve table.
- d. The names of all adjoining subdivisions, the dimensions of all abutting lots, lot and block numbers and accurate reference ties to courses and distances of at least one recognized abstract line or existing subdivision corner shall be shown. A location map drawn to scale shall also be shown. A listing of the lots and their correlating area in square feet shall be provided separately.
- e. The names and accurate location of all adjacent streets.
- f. The location and dimension of any utility easement adjoining or abutting the subdivision or proposed within the subdivision shall be shown. It shall be the applicant's responsibility to coordinate with appropriate utility companies for placement of utility easements.
- g. The description and location of all survey monuments placed in the addition or subdivision shall be shown (see Section 5.1 for specifications).
- h. The final plat shall show a title block in the lower right corner of the page, the words "Final Plat", the names of the addition or subdivision, the name of the owner and engineer or surveyor, the scale and location of the subdivision, north point and reference to original land grant or survey and abstract number. The final plat shall provide a place for the County Clerk of Kaufman County to stamp the number of the cabinet, drawer or area where the plat will be filed and a place for the date in the lower left-hand corner at least 2" x 2" in size.
- i. Finished floor elevations of building foundations shall be shown for lots adjacent to a floodway or area susceptible to flooding.
- j. Certificates shall be attached to and be a part of the final subdivision plat and shall contain a minimum of the following information:
  - 1. A statement that the subdivided area is legally owned by the applicant.
  - 2. An accurate legal description by the line deflection, necessary curve data, and line distance of all lines bounding the property with descriptions correlated to a permanent survey monument.



3. A statement signed by the owner and acknowledged before a Notary Public as to the authenticity of the signatures, saying that the owner adopts the plat as shown, described and named, and that they do dedicate to the public use forever the streets and alleys shown on the plat. The owner further reserves any easement areas shown for mutual use of all public utilities desiring to use the same. Any public utility shall have the right to remove and keep removed all or any part of any vegetative growth for construction or maintenance, or efficiency of its respective system in these easements and all or any part of, any growth or construction which in any way hinders or interferes with the right of ingress and egress to these easements for any necessary use without asking anyone's permission.
4. A registered public surveyor's certificate, with a place for signatures.
5. A place for plat approval signature of the Mayor or Mayor Pro Tem of the City Council, a place for the City Secretary to attest such signature, and the approval dates by the Planning and Zoning Commission and City Council.
6. Following are examples of the information required on the final plat which meet the above requirements:

(a) Owner's Certificate (Example):

STATE OF TEXAS                               §

COUNTY OF KAUFMAN                       §

WHEREAS, John Doe and Jane Doe are the Owners of a tract of land situated in the WXYZ Survey, Abstract No. 000, Kaufman County, Texas and being out of a 000.00 acre tract conveyed to them by Joe Smith and Tom Smith, and a 000.00 acre tract conveyed to them by John Smith and being more particularly described as follows:

*(Enter accurate metes and bounds property description here)*

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That \_\_\_\_\_ acting herein by and through its duly authorized officers, does hereby adopt this plat designating the hereinabove described property as \_\_\_\_\_, an addition to the City of Kaufman, Texas, and does hereby dedicate, in fee simple, to the public use forever, the streets and alleys shown thereon. The streets and alleys are dedicated for street purposes. The Easements and public use areas, as shown, are dedicated, for the public use forever, for the purposes indicated on this plat. No buildings, fences, trees, shrubs or other improvements or growths shall be constructed or placed upon, over or across the Easements as shown, except that landscape improvements may be placed in Landscape Easements, if approved by the City of Kaufman. In addition, Utility Easements may also be used for the mutual use and accommodation of all public utilities desiring to use or using the same unless the easement limits the use to particular utilities, said use by public utilities being subordinate to the Public's and City of Kaufman's use thereof. The City of Kaufman and public utility entities shall have the right to remove and keep removed all or parts of any buildings, fences, trees, shrubs or other improvements or growths which may in any way endanger or interfere with the construction, maintenance, or efficiency of their respective systems in said Easements. The City of

Kaufman and public utility entities shall at all times have the full right of Ingress and Egress to or from their respective easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, reading meters, and adding to or removing all or parts of their respective systems without the necessity at any time procuring permission from anyone.

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

WITNESS, my hand, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BY:

\_\_\_\_\_

Authorized Signature of Owner

\_\_\_\_\_

Printed Name and Title

STATE OF TEXAS §

COUNTY OF KAUFMAN §

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared John Doe and Jane Doe, Owners, known to me to be the persons whose names are subscribed to the foregoing instrument and acknowledged to me that they each executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Notary Public in and for the State of Texas

\_\_\_\_\_

My Commission Expires On:

(b) Surveyor's Certificate (Example):

KNOW ALL MEN BY THESE PRESENTS:

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 as set were properly

placed under my personal supervision in accordance with the Subdivision Ordinance of the City of Kaufman.

\_\_\_\_\_  
Registered Public Surveyor

APPROVED BY: Planning and Zoning Commission

City of Kaufman

By: \_\_\_\_\_  
Chairman Date

APPROVED BY: City Council

City of Kaufman

By: \_\_\_\_\_  
Mayor  
\_\_\_\_\_  
City Secretary Date

(c) Visibility, Access and Maintenance Easements (Example):

The area or areas shown on the plat as "VAM" (Visibility, Access and Maintenance) Easement(s) are hereby given and granted to the City, its successors and assigns, as an easement to provide visibility, right of access for maintenance upon and across said VAM Easement. The City shall have the right but not the obligation to maintain any and all landscaping within the VAM Easement. Should the City exercise this maintenance right, then it shall be permitted to remove and dispose of any and all landscaping improvements, including without limitation, any trees, shrubs, flowers, ground cover and fixtures. The City may withdraw maintenance of the VAM Easement at any time. The ultimate maintenance responsibility for the VAM Easement shall rest with the owners. No building, fence, shrub, tree or other improvements or growths, which in any way may endanger or interfere with the visibility, shall be constructed in, on, over or across the VAM Easement. The City shall also have the right but not the obligation to add any landscape improvements to the VAM Easement, to erect any traffic control devices or signs on the VAM Easement and to remove any obstruction thereon. The City, its successors, assigns, or agents shall have the right and privilege at all times to enter upon the VAM Easement or any part thereof for the purposes and with all rights and privileges set forth herein.

(d) Fire Lanes (Example):

That the undersigned does hereby covenant and agree that he (they) shall construct upon the fire lane easements, as dedicated and shown hereon, a hard surface and that he (they) shall maintain

the same in a state of good repair at all times and keep the same free and clear of any structures, fences, trees, shrubs, or other improvements or obstruction, including but not limited to the parking of motor vehicles, trailers, boats or other impediments to the access of fire apparatus. The maintenance of paving on the fire lane easements is the responsibility of the owner, and the owner shall post and maintain appropriate signs in conspicuous places along such fire lanes, stating "Fire Lane, No Parking." The police or his duly authorized representative is hereby authorized to cause such fire lanes and utility easements to be maintained free and unobstructed at all times for fire department and emergency use.

(e) Access Easements (Example):

The undersigned does covenant and agree that the Access Easement may be utilized by any person or the general public for ingress and egress to other real property, and for the purpose of General Public vehicular and pedestrian use and access, and for Fire Department and emergency use in, along, upon and across said premises, with the right and privilege at all times of the City of Kaufman, its agents, employees, workmen and representatives having ingress, egress, and regress in, along, upon and across said premises.

### **III. SUBDIVISION DESIGN STANDARDS**

#### **Section 3.1: Streets**

- 3.1.e Any land study or plat involving a significant change to a proposed roadway alignment from that shown on the City of Kaufman's Thoroughfare Plan must be preceded by submission and approval of a traffic impact analysis as specified in subsection "f" below. Failure to provide for such approval prior to submission of a land study or plan shall be grounds for automatic denial.