



## REPLAT REVIEW APPLICATION

### SUMMARY OF REPLAT REVIEW APPLICATION REQUIREMENTS

#### Application Review Requirements:

1. This application is for requesting a change to a plat that increases the number of lots; changes any easements or right-of-ways; or requires any new streets or extension of municipal facilities, etc.
2. Meet with Development Services Staff to review the application requirements for your specific request.
3. Make sure you have everything on the attached Check List.
4. Completed application with signatures of owners and/or applicant
5. Application Fees are established in the Fee Schedule as adopted.
6. Must have the address and/or the lot, block and subdivision name or legal description of the subject property.
7. 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.
8. 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.
9. 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.
10. This application and/or payment will not be accepted if it is incomplete. Staff will not retain partial packets.
11. Plats to be reviewed will need to be turned in with that application and payment. Signed Plats will need to be submitted after the Planning and Zoning meeting and before the City Council meeting
12. Please check your submittal date and time on our website at [Forms | Kaufman, TX \(kaufmantx.org\)](https://www.kaufmantx.org/forms). Applications will only be accepted during the listed times.

**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**

**209 SOUTH WASHINGTON • PO Box 1168 • KAUFMAN, TEXAS 75142 • (972) 932-2216 • FAX (972) 932-6288**

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## REPLAT CHECK LIST

ITEMS REQUIRED				
Plats to be reviewed will need to be turned in with that application and payment. Signed Plats will need to be submitted after the Planning and Zoning meeting and before the City Council meeting.				
Replat Check list				
Application for Replat				
Replat Fee of \$300.00 plus \$10.00 per lot				
Tax Certificate certified by Kaufman County Tax Office showing all taxes have been paid.				
Utility Approval Letters from the water, sewer and gas providers				
Kaufman County 911 PSAP Preliminary Approval Letter for all addresses – Phone 469-376-4127				
Replat				
Proposed plans to be reviewed (3 full size sets of 24”x 36” and 1 set of 11”x 17”)				
Digital copy on a usb drive (the drive will not be returned and can contain all sets)				
Replat 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 - KC	Paper – 1 Copy	Kaufman County	
Size 22”x 34”	Mylar – 1 Copy - COK	Paper – 4 Copies	2 COK & 2 Applicant / Owner	
Size 11”x 17”	Mylar – Not required	Paper – 1 Copy	City of Kaufman	
NOTE: If you want any additional copies, please have them submitted at the same time and add \$1 to the payment to Kaufman County for each additional 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.				
A check made out to Kaufman County for filing fees of the plat and tax certificate.				
Kaufman County charges \$61.00 per page for each plat.				
Example: 1 page plat is \$61, 2 page plat is \$122, 3 page plat is \$183, 4 page plat is \$244, 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.				
NOTE: CM may waive or modify requirements for a land study and preliminary plat				
The information below is for staff regarding notifications.				
Assign case number: FPR-				
Address plat if it is not already addressed.				
Public Hearing				
Newspaper notification				
200’ buffer notification				



**REPLAT 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:** any 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

Size 18" x 24"	Mylar – 1 Copy - KC	Paper – 1 Copy	Kaufman County
Size 22"x 34"	Mylar – 1 Copy - COK	Paper – 4 Copies	2 COK & 1 Applicant & 1 Owner
Size 11"x 17"	Mylar – Not required	Paper – 1 Copy	City of Kaufman
NOTE: If you want any additional copies, please have them submitted at the same time and add \$1 to the payment to Kaufman County for each additional copy.			

The fee, for filing a single page plat, at Kaufman County, is \$61.00. Additional pages of a plat, is an additional \$61.00 per page (4 page plat would be \$244.00). The tax certificate is \$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

**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 2.7: Replatting

- 2.8 a. Replat Required. Unless otherwise expressly provided for herein, a property owner who proposes to replat any portion of an already approved final plat, other than to amend or vacate the plat, must first obtain approval for the replat under the same standards and by the same procedures prescribed for the final platting of land by these regulations. The City Manager may waive or modify requirements for a land study and preliminary plat under circumstances where the previously approved land study or preliminary plat is sufficient to achieve the purposes set forth in this Ordinance.
- b. Replatting Without Vacating Preceding Plat. A replat of a final plat or portion of a final plat may be recorded and is controlling over the preceding plat without vacation of that plat if the replat:
1. Is signed and acknowledged by only the owners of the property being replatted;
  2. Is approved, after a public hearing on the matter at which parties in interest and citizens have an opportunity to be heard, by the City Council (no public hearing is required by the Planning and Zoning Commission); and
  3. Does not attempt to amend or remove any covenants or restrictions previously incorporated in the final plat.
- c. Previous Requirements or Conditions of Approval Which Are Still Valid. In addition to compliance with (b) above, a replat without vacation of the preceding plat must conform to the requirements of this section if:
1. During the preceding five (5) years, any of the area to be replatted was limited by an interim or

- permanent zoning classification to residential use for not more than two (2) residential units per lot; or
2. Any lot in the preceding plat was limited by deed restrictions to residential use for not more than two (2) residential units per lot.
- d. Notice of the public hearing required under (b) above shall be given before the fifteenth (15th) day before the date of the hearing by publication in an official newspaper or a newspaper of general circulation in Kaufman County. Notice of the public hearing shall also be given by written notice, with a copy of any requested variances, sent to the owners, as documented on the most recently approved ad valorem tax roll of the City, of lots that are in the original subdivision and that are within two hundred (200) feet of the lot(s) to be replatted. In the case of a subdivision in the extraterritorial jurisdiction, the most recently approved County tax roll shall be used. The written notice may be delivered by depositing the notice, properly addressed with postage prepaid, in a post office or postal depository within the boundaries of the City.
  - e. If the owners of twenty percent (20%) or more of the owners of the area of lots to whom notice is required to be given under Subsection (b) above file with the City a written protest of the replatting before or at the public hearing, and if the replat requires a variance as defined in Section 1.11, then approval of the replat will require the affirmative vote of at least three-fourths (3/4) of the City Council members present. For a legal protest, written instruments signed by the owners of at least twenty percent (20%) of the area of the lots or land immediately adjoining the area covered by the proposed replat and extending two hundred feet (200') from that area, but within the original subdivision, must be filed with the City prior to the close of the public hearing. In computing the percentage of land area subject to the "20% rule" described above, the area of streets and alleys shall be included.
  - f. Compliance with Subsection (e) above is not required for approval of a replat or part of a preceding plat if the area to be replatted was designated or reserved for other than single or duplex family residential use by notation on the last legally recorded plat or in the legally recorded restrictions applicable to the plat.
  - g. Any replat which adds or deletes lots must include the original subdivision and lot boundaries. If a replat is submitted for only a portion of a previously platted subdivision, the replat must reference the previous subdivision name and recording information, and must state on the replat the specific lots which have changed.
  - h. If the previous plat is vacated as prescribed in Section 212.013 of the Texas Local Government Code, a public hearing is not required for a replat of the area vacated.
  - i. The replat of the subdivision shall meet all the requirements for a final plat for a new subdivision that may be pertinent, as provided for herein.
  - j. The title shall identify the document as " \_\_\_\_\_ Addition, Block \_\_\_\_, Lot(s) \_\_\_\_, Being a Replat of Block \_\_\_\_\_, Lot(s) \_\_\_\_ of the \_\_\_\_\_ Addition, an addition to the City of Kaufman, Texas, as recorded in Volume/Cabinet \_\_\_\_\_, Page/Slide \_\_\_\_\_ of the Plat Records of Kaufman County, Texas".
  - k. All taxes due and other applicable fees due on replatted lots shall be paid and cleared before final approval of the replat by the City Council.
  - l. The replat shall be filed at the County in the same manner as prescribed for a final plat.