



PLAT APPLICATION

	Amending \$150 + \$10 per lot		Conveyance \$150 + \$10 per lot		Development \$200 + \$10 per lot
	Minor \$150 + \$10 per lot		Replat \$300 + \$10 per lot		
		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*
	Preliminary Plat	Residential	\$150 + \$10 per lot	\$200 + \$10 per lot	\$300 + \$10 per lot
		Commercial	\$150 + \$10 per acre*	\$200 + \$10 per acre*	\$300 + \$10 per acre*

*The number of acres used to calculate the fees, is rounded up to the next full number of acres.

Amending (Sec. 02.03.038) - A map, drawing or exhibit that modifies a recorded Final Plat, record Plat, or Minor Plat. *Development Services may approve Plat.*

Conveyance (Sec. 02.03.032) - A map, drawing or exhibit for the purpose of sale or conveyance. A Conveyance Plat may be the first step in the development of a project, especially if the project will be developed in phases and off-site Easements need to be Platted prior to the Final Platting of the entire tract. *Development Services may approve Plat.*

Development (Sec. 02.03.039) - A map, drawing or exhibit for a parcel of land that is five (5) acres or larger for which the owner or subdivider claims exemption from CHAPTER 212. The Plat illustrates that the subdivision of land is consistent with all standards pertaining to the adequacy of public facilities and the installation of or provision for Public Improvements. *P&Z Commissioner and the City Council approval.*

Final (Sec. 02.03.035)- A map, drawing or exhibit for the Final Plat illustrates that the subdivision of land is consistent with all standards of this Chapter pertaining to the adequacy of public facilities and the installation of or provision for Public Improvements. *P&Z Commissioner and the City Council approval.*

Minor (Sec. 02.03.036) - A map, drawing or exhibit dividing land into no more than four (4) lots that meets the submission and approval requirements. Such Plat is also considered a Final Plat. *Development Services may approve Plat.*

Preliminary (Sec. 02.03.034)- A map, drawing or exhibit which conforms to *Preliminary Plats*. Such Plat is not to be recorded, but illustrates the general layout of a proposed subdivision, the adequacy of public facilities needed to serve the proposed subdivision, and the overall compliance of the applicable requirements of this Ordinance. Such Plat is reviewed and decided prior to approval of a Final Plat. *P&Z Commissioner and the City Council approval.*

Replat (Sec. 02.03.037)- The re-subdivision of all or part or all of any block or blocks of a previously Platted subdivision, addition, lot, or tract, which is beyond the definition of an Amending Plat, and which does not require the vacation of the entire preceding Plat. A Repat may function as a Final Plat for a property. *P&Z Commissioner and the City Council approval.*

SUMMARY OF PLAT REVIEW APPLICATION REQUIREMENTS

- 1. Meet with City Staff, In a Development Review Committee meeting, to review the application requirements for your specific request.
- 2. Make sure you have everything on the Check List, which is located after the application.
- 3. Complete the application with signatures of owners and/or applicant.
- 4. Have signatures notarized.
- 5. Application Fees are established in the Fee Schedule as adopted and shown on the 1st page of this application.
- 6. Digital set of plans will need to be submitted via email or on a USB drive and submitted with the application. The USB drive will not be returned and can contain all sets to be reviewed.
- 7. This application or payment will not be accepted if the submittal is incomplete. Staff will not accept incomplete submittals.
- 8. Plats to be reviewed will need to be turned in with that application and payment. Signed Plats will need to be submitted after approval by the City and once all conditions have been addressed.
- 9. Please check your submittal date on our website at [Forms | Kaufman, TX \(kaufmantx.org\)](https://www.kaufmantx.org/forms). Applications will only be accepted on the listed submittal dates.

SETS TO BE FILED AT KAUFMAN COUNTY

(Signed sets will only be requested once the plat is approved and all conditions have been addressed)

Size 18" x 24"	Mylar – 1 Copy - KC	Paper – 1 Copy	Kaufman County
Size 18" x 24"	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 per page to the payment to Kaufman County for each additional copy.			

The fee, for filing a single page plat, at Kaufman County, is \$75.00. Additional pages of a plat is an additional \$75.00 per page (4-page plat would be \$300.00). Each tax certificate is \$25.00 per page. If there are two tax certificates the fee is \$25.00, etc. Any copies over 4 is charged \$1.00 per page for County labels printed.

Please make your check payable to Kaufman County. Bring the check made out to Kaufman County, tax certificate, 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.

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

Date Paid: _____ Amount: _____

Case Number: _____



PLAT APPLICATION

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Amending
Minor
Final

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Conveyance
Replat
Preliminary

<input type="checkbox"/>

Development

1. Site Location:

General Street Location: _____ Property ID: _____

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 or ETJ: _____ Present Land Use: _____

Future Land Use Designation: _____

I UNDERSTAND THAT IT IS NECESSARY FOR ALL ENGINEERING REVIEW FEES TO BE PAID BEFORE STAFF FILES ANY PLATS OR ISSUES ANY PERMITS. IF THE FEES ARE NOT PAID A LIEN WILL BE FILED AGAINST THE PROPERTY.

Who will be responsible for paying for any City of Kaufman engineering review fees? If it is not the property owner, you will need to complete the following section:

☐ Applicant ☐ Property Owner ☐ Consultant

☐ Other Name: _____

Other Mailing Address: _____

Other Phone: _____ Other Email: _____

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: _____

THE STATE OF _____ §
COUNTY OF _____ §

This instrument was acknowledged before me on the _____ day of _____, 20____.

Notary Signature

TABLE 02.03.113 REQUIRED PLAT FEATURES

For Vacation Plat Features see Section 02.03.0391

For ROW Abandonment Features see Section 2.03.0392

	Amending	Conveyance	Development	Final	Minor	Preliminary	Replat
GENERAL FEATURES							
(a) Legal Description by metes and bounds, of the land to include the current owner's deed record reference, survey name and abstract number, city, county, state, and Gross Acreage;	■	■	■	■	■	■	■
(b) North Arrow;	■	■	■	■	■	■	■
(c) Scale (both graphic and written) appropriate for the level of detail (typically 1" = 100')	■	■	■	■	■	■	■
(d) Legend identifying and describing all symbols used on the Plat;	■	■	■	■	■	■	■
(e) Location/Vicinity Map showing the location of the subject property by references to existing streets or highways	■	■	■	■	■	■	■
(f) Title Block (located in the lower right corner) including the following information: (1) Titled with Plat Type (ex: "Final Plat", "Preliminary Plat", etc.) (2) Subdivision name with section or phase, if applicable (Preliminary, Final and Minor Plats shall not have the same spelling as or be pronounced similarly to the name of any other existing subdivision located within the City or ETJ) (3) Total number of lots and HOA/Open Space Lots (4) Reference to original survey name and abstract number or previous Plat with recording information (5) City, County, State (6) Gross acreage (7) Right-of-way acreage, if dedicated and/or reserved (8) Date of preparation and subsequent revisions	■	■	■	■	■	■	■
(g) Blocks with the following information: (1) Name(s), address, phone number and email of preparer, record owner, Developer, engineer, and/or surveyor (2) 3"X3" block for County recording seal;	■	■	■	■	■	■	■
(h) Lot and block numbers in consecutive order (lot numbers are numbers: block numbers are letters). Common areas must be assigned a lot number followed by an "X" and a block number;	■	■	■	■	■	■	■
(i) Location and dimensions of all boundary lines, lot lines, the city limit line (if any), and/or the outer border of the City's extraterritorial jurisdiction when such lines or borders traverse or are contiguous to or within 200 feet of the subdivision.	■	■	■	■	■	■	■

TABLE 02.03.113 REQUIRED PLAT FEATURES

For Vacation Plat Features see Section 02.03.0391

For ROW Abandonment Features see Section 2.03.0392

	Amending	Conveyance	Development	Final	Minor	Preliminary	Replat
(j) Location, dimensions, purpose, and filing information for all existing and proposed Easements, Rights-of-Way dedications, and Right-of-Way reservations, including, but not limited to streets, highways, Alleys, and railroads, within and abutting the property;	■	■	■	■	■	■	■
(k) Provide written certification that all necessary Easements are secured for the various utility providers, and include the locations, dimensions, purpose and filing information of such Easements within and abutting the property	■	■	■	■	■	■	■
(l) An Amending Plat may be required to modify an existing off-site Easement that has been dedicated by Plat that needs to be modified (See Section 02.03.043(d), Off-Site Easements)	■						
(m) Subdivision name of all adjacent Platted properties (P.R.K.C.T.) within 200 feet shown in dashed lines, labeling the lot and block numbers, subdivision name, street names and Plat record reference or record ownership information of all adjacent unplatted properties (D.R.K.C.T.) within 200 feet, to include owners across any adjacent Right-of-Way with recording information;	■	■	■	■	■	■	■
(n) Proposed street names, subject to the review and approval by Kaufman County 911;			■	■		■	■
(o) Acreage or square footage of Right-of-Way dedicated should be shown, including right-of-way corner clips and deceleration/turn lanes on the Plat;			■	■		■	■
(p) Dimensions of each street (full width and edge to centerlines) sidewalk, drive, Alley, square park, or other part of the property intended to be dedicated to public use, or for the use of purchasers, or owners of lots fronting on, or adjacent to the street, sidewalk, Alley square, park, or other part;	■	■	■	■	■	■	■
(q) Show length and radii of all new and existing street segments, drives Alleys and mews;	■	■	■	■	■	■	■
(r) Curve table for existing and proposed streets, drives, Alleys, mews;	■	■	■	■	■	■	■
(s) All existing, recorded and proposed residential lots, parks, public areas, and/or land dedication within or contiguous to the subject property;	■	■	■	■	■	■	■
(t) Location of numbers and dimensions of existing lots, blocks, building lines, water courses, ravines, bridges, culverts, or other existing structures on the subject property;	■	■	■	■	■	■	■

TABLE 02.03.113 REQUIRED PLAT FEATURES

For Vacation Plat Features see Section 02.03.0391

For ROW Abandonment Features see Section 2.03.0392

	Amending	Conveyance	Development	Final	Minor	Preliminary	Replat
(u) Subdivision boundary marked with heavy weighted lines with deed record dimensions or field surveyed dimensions if available, matching the legal description;	■	■	■	■	■	■	■
(v) Bearings and length of each boundary line;	■	■	■	■	■	■	■
(w) Acreage and square footage of individual proposed lots to 3 digits for each lot, tract, or site (e.g., 3.657 acres), such information shall be shown in a table on the Plat;	■	■	■	■	■	■	■
(x) Proposed densities, lots size, and number of residential lots and blocks;	■	■	■	■	■	■	■
(y) Indicate existing floodplain and floodway boundaries with elevations listed from the FEMA Flood Insurance Rate Maps, 100-year, the City Master Drainage Plan, or other analyses approved by the Director of Public Works and/or the City Engineer. All minimum finish floor (MFF) shall conform with the requirements set forth in the Flood Damage Prevention Ordinance (see Code of Ordinances, Article 4.05, as amended;	■	■	■	■	■	■	■
(z) Indicate the minimum finished floor (MFF) elevation for all lots adjacent to the floodplain or other significant drainage ways	■		■	■	■	■	■
(aa) Match lines & key map (if more than one sheet). Each sheet of a multi-page Plat should be labeled as Sheet 1 of 3, Sheet 2 of 3, etc. in the lower right corner;	■	■	■	■	■	■	■
(bb) Old lot lines and numbers should be “ghosted” if being abandoned;	■		■	■	■		■
(cc) State Plane Coordinates (grid) – primary control points of descriptions, and monumentation ties to such control points to which all dimensions, angles, bearings, block numbers, and similar data shall be referred;	■	■	■	■	■	■	■
(dd) Locations, materials, and size of all monuments found and set;	■	■	■	■	■	■	■
(ee) Layout of lots and blocks as well as setbacks or Easements for existing and proposed water, wastewater, stormwater , drainage, Access, fire lane, right-of-way corner clips, visibility, and any other Easements with dimensions;	■	■	■	■	■	■	■
(ff) All proposed Rights-of-Way dedication or reservation shall be in conformance with the City of Kaufman and Kaufman County Thoroughfare Plans;	■	■	■	■		■	■

TABLE 02.03.113 REQUIRED PLAT FEATURES

For Vacation Plat Features see Section 02.03.0391

For ROW Abandonment Features see Section 2.03.0392

	Amending	Conveyance	Development	Final	Minor	Preliminary	Replat
(gg) All building setbacks along all Rights-of-Way in accordance with the City of Kaufman <i>Zoning Ordinance</i> and Kaufman County Subdivision Ordinance for lots in the ETJ;	■		■	■	■	■	■
(hh) Lot number shall be noted as follows: (1) The first Replat shall include the letter "R" following the lot number, as "Lot 1R, Block A" (2) Any subsequent Replats shall include a number following the "R", as in "Lot 1R-1, Block A";	■						■
(ii) Show each existing and proposed building, structure, or improvement, or proposed modification of the external configuration of the building structure, or improvement involving a change of the building, structure, or improvement;			■				
STANDARD PLAT NOTATIONS							
(jj) "All lots comply with the minimum size requirements of the zoning district." (ETJ Plats shall omit);	■	■	■	■	■	■	■
(kk) "All lots comply with the minimum size requirements for aerobic septic systems." (Applicable to ETJ Plats and those lots which the city served by an aerobic septic systems)	■	■	■	■	■	■	■
(ll) "This property is obligated to reserve and/or dedicate future Right-of-Way as required by either the City of Kaufman's and/or Kaufman County's Thoroughfare Plan, and/or this Chapter, and the Standards of Design and Construction."		■					
(mm) "This property may be subject to charges related to impact fees and the Applicant should contact the City regarding any applicable fees due."	■	■	■	■	■	■	■
(nn) "All common areas, drainage Easements, and detention facilities will be owned and maintained by the HOA/POA. Any common areas within the City's Right-of-Way are required to be an HOA "X" lot."	■		■	■	■	■	■
(oo) "All common area/HOA lots or floodplain may contain a public trail and shall provide an Access Easement for the public to use the trail" (only applicable to those Plats where there is an existing or proposed trail);	■		■	■		■	■
(pp) "All drainage and detention Easements shall be maintained, repaired, and replaced by the property owner."	■		■	■	■	■	■
(qq) "Notice – selling a portion of this addition by metes and bounds is a violation of the City of Kaufman's Subdivision Ordinance and State law and is subject to fines and withholding of utilities and building permits";	■	■	■	■	■	■	■

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For Vacation Plat Features see Section 02.03.0391

For ROW Abandonment Features see Section 2.03.0392

	Amending	Conveyance	Development	Final	Minor	Preliminary	Replat
(rr) "This Plat does not alter or remove existing deed restriction, if any, on this property";	■	■	■	■	■	■	■
(ss) "Minimum finished floor elevations are at least 2 feet above the 100-year flood plain."	■		■	■	■	■	■
(tt) The City reserves the right to require minimum finish floor (MFF) elevations on any lot contained within this addition. The minimum (MFF) elevations shown are based on the most current information available at the time the Plat is filed and are subject to change."	■		■	■	■	■	■
(uu) "The subject property does not lie within a 100-year flood plain according to Community Panel No. _____, dated _____, of the National Flood Insurance Rate Maps for Kaufman County, Texas." (Indicate which lots are applicable to this notation);	■	■	■	■	■	■	■
(vv) "The purpose of this Plat is _____ (state the purpose) _____."	■						■
(ww) "The purpose of the Conveyance Plat is to provide for its legal conveyance without developing the subject property and for land recordation functions only. Approval and the subsequent filing of the Conveyance Plat does not constitute approval of any type of development on the subject property, as no building or development permits shall be issued, not permanent utility services provided, for land that has only received approval as a Conveyance Plat."		■					
(xx) "Bearings are based on the State Plane Coordinate System, Texas North Central Zone (4202), North American Datum of 1983 (NAD'83)."	■	■	■	■	■	■	■
(yy) "No overhead utilities are permitted on the subject property";	■	■	■	■	■	■	■
(zz) If property is located in ETJ and there is private park land include the following notation as required in Section 02.03.080 : The Developer has entered into a written agreement that such private park land shall be dedicated to the city at the time of full purpose annexation into the city .				■			

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For Vacation Plat Features see Section 02.03.0391

For ROW Abandonment Features see Section 2.03.0392

	Amending	Conveyance	Development	Final	Minor	Preliminary	Replat
OTHER PLANS							
(aaa) Preliminary Drainage Plans and if applicable a Preliminary Stormwater Management Plan (SWMP) (may be shown on the same sheet);	■		■	■	■	■	■
(bbb) Preliminary Utility Plans;	■		■	■	■	■	■
(ccc) Hydrologic and Hydraulic Analysis						■	
(ddd) Floodplain Study, if applicable;	■		■	■	■	■	■
(eee) Environmental Assessment Study, if applicable;			■	■	■	■	■
(fff) Wetland Delineation Study, if applicable;			■	■	■	■	■
(ggg) Habitat Study, if applicable;			■	■	■	■	■
(hhh) Vegetative Study, if applicable;			■	■	■	■	■
(iii) Erosion Hazard Setback Study, if applicable;			■	■	■	■	■
(jjj) Storm Drainage Study, if applicable;			■	■	■	■	■
(kkk) Riparian (i.e., Tributary) Study, if applicable;			■	■	■	■	■
(lll) Flood Study, if applicable;			■	■	■	■	■
(mmm) Downstream Assessment Study, if applicable;			■	■	■	■	■
(nnn) Traffic Impact Study, if applicable;			■	■	■	■	■
(ooo) Tree Survey, or statement of no protected trees on site.”			■	■	■	■	
(ppp) Land Study; (*required for road or thoroughfare realignment)			■	*		■	
(qqq) Phasing Plan;			■			■	
(rrr) A survey or site plan (applicable for those lots or tracts with existing structures);	■	■	■	■	■	■	■
SIGNATURE BLOCKS (SEE BELOW)							
(sss) Certificate of Registered Professional Land Surveyor	■	■	■	■	■	■	■
(ttt) Owner’s Acknowledgement and Dedication	■	■	■	■	■	■	■
(uuu) Certificate of Plat Approval	■	■	■	■	■	■	■
ITEMS REQUIRED FOR FILING A PLAT							
(vvv) Size and number of mylar and black line paper copies of the Plat with all original seals and signatures as required by the City of Kaufman and Kaufman County for filing purposes.;	■	■	■	■	■	■	■
(www) Provide the required number and sizes of Plat exhibits as described in the Plat Applications with all original seals and signatures.;	■	■	■	■	■	■	■
(xxx) Lot addresses assigned by Kaufman County 911 shall be noted on each lot of each original Plat exhibit.	■		■	■	■	■	■
(yyy) Tax Certificates from each taxing entity, signed and sealed from the County Tax Office.	■	■	■	■	■	■	■
(zzz) Filing recordation fee as determined by Kaufman County Clerk’s Office	■	■	■	■	■	■	■

(bbb) (Certificate of Registered Professional Land Surveyor example)

CERTIFICATE OF REGISTERED PROFESSIONAL LAND SURVEYOR

STATE OF TEXAS §
COUNTY OF _____ §

I, the undersigned, a (Licensed Professional Engineer/Registered Professional Surveyor) in the State of Teas, hereby certify that this plat is true and correct and was prepared from an actual survey of the property made under my supervision on the ground.

(Engineer or Surveyor's Seal)

Licensed Professional Engineer
Or Registered Professional Surveyor

Date

STATE OF TEXAS §
COUNTY OF _____ §

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 executed the same for the purposes and considerations therein stated.

Given under my hand and seal of office this ____ day of _____, 20__.

Type or Print Notary's Name
My Commission Expires: _____

(ccc) (Owner's Acknowledgement and Dedication example)

OWNER ACKNOWLEDGEMENT AND DEDICATION

STATE OF TEXAS §
COUNTY OF _____ §

I (we), the undersigned owner (s) of the land shown on this plat within the area described by metes and bounds as follows:

(Metes and Bounds Description Boundary)

NOW, THEREFORE, KNOW ALL PERSON BY THESE PRESENTS:

THAT _____, acting herein by and through its duly authorized officer, does hereby adopt this plat designating the hereinabove described property as _____ (lot/block/subdivision), an addition to the City of Kaufman, Texas, and does hereby dedicate to the public use forever by fee simple title, free and clear of all liens and encumbrances, all streets, thoroughfares, alleys, fire lanes, drive aisles, parking spaces, parks and trails, and to the public use forever Easements for sidewalks, storm drainage facilities, floodways, water mains, wastewater mains, and other utilities and facilities, and any other property necessary to serve the plat and to implement the requirements of the subdivision regulations and other City codes and do hereby bind ourselves, our heirs, successors and assigns to warrant and to forever defend the title on the land so dedicated. Further, the undersigned covenants and agrees that he/she shall maintain all Easements and facilities in a state of good repair and functional condition at all times in accordance with City codes and regulations. No buildings, fences, trees shrubs or other improvements or growths shall be constructed or placed upon, over, across the Easements as shown, except that landscape improvements may be installed, if approved by the City of Kaufman. At no point shall any overhead utilities be installed on the subject property. The City of Kaufman and public utility entities shall have the right to access and maintain all respective Easements without the necessity at any time of procuring permission from anyone.

By: _____ (Company Name if applicable)
Owner: _____
Title: _____

STATE OF TEXAS §
COUNTY OF _____ §

BEFORE ME, the undersigned authority in and for _____, County, Texas, on this day personally appeared _____, known to me to be the person and officer whose name is subscribed to the foregoing instrument known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he/she is _____, and that he/she is authorized to execute the foregoing instrument for the purposes and consideration therein expressed, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this _____ day of _____, 20_____.

Type or Print Notary's Name
My Commission Expires: _____

(ddd) (Certificate of Plat Approval example for Amending, Conveyance and Minor Plats)

CERTIFICATE OF PLAT APPROVAL

Approved

City Official

City of Kaufman, Texas

Date

Witness by hand this _____ day of _____, 20____.

City Secretary

City of Kaufman, Texas

(eee) (Certificate of Plat Approval example for Preliminary, Final, Replats, Development and Vacation Plats)

CERTIFICATE OF PLAT APPROVAL

Approved

Planning and Zoning Commission Chairperson

City of Kaufman, Texas

Date

Mayor

City of Kaufman, Texas

Date

Witness by hand this _____ day of _____, 20____.

City Secretary

City of Kaufman, Texas