

# PRELIMINARY PLAT APPLICATION PACKET



*Lancaster*

Development Services Department  
Planning Division

211 North Henry Street - Lancaster, TX  
75146 Phone: 972-218-1200 - Fax:  
972-227-7220 [www.lancaster-tx.com](http://www.lancaster-tx.com)

City of Lancaster  
**PRELIMINARY PLAT APPLICATION**  
[www.lancaster-tx.com](http://www.lancaster-tx.com)

**ACTION REQUESTED\* (CHECK ONE)**

Preliminary Plat (Including Replat\*\*)

Final Plat (Including Replat\*\*)

Tree Survey/Preservation Plan

**\*Please complete a new application for each action you request.**

**\*\*If the action requested below is a residential replat, it requires special notification and public hearing as required by State Law**

**Applicant/Owner Information**

Key Contact Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Contact's Status (check one):      Owner      Representative      Tenant      Prospective Buyer

Owners Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

Ownership Status (check one):      Individual      Trust      Partnership

Applicant Signature: \_\_\_\_\_ Owner Signature: \_\_\_\_\_

*Property owner must sign the application or submit a notarized letter of authorization.*

**Request Information**

Proposed Project Name: \_\_\_\_\_

Site Location: \_\_\_\_\_

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

Subdivision\*: \_\_\_\_\_ Block #: \_\_\_\_\_ Lot #: \_\_\_\_\_

Existing Zoning/Land Use: \_\_\_\_\_ Requested Zoning/Land Use: \_\_\_\_\_

Requested Specific Use Permit: \_\_\_\_\_ Requested Planned Development District: \_\_\_\_\_

*\*A metes and bounds description must be attached if the request is for a portion of a platted lot or a non-platted tract.*

**Notary Statement (All signatures must be notarized)**

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_  
known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged  
to me that he/she executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal office

Seal

on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Notary Public in and for the State of Texas. My Commission Expires: \_\_\_\_\_

**For Office Use Only**

Application Date:

Fee:

Case No.:

Planning and Zoning Hearing:

City Council Hearing:



## Planning Department

### **PRELIMINARY PLAT APPLICATION**

The City is concerned about the time, expense and efforts you and City staff have or will put into your project. The check lists herein are provided to expedite the project review process, and to provide clear understanding as to what will be required, and what will be expected and evaluated. City staff is bound by City ordinance and State law regarding publishing of notices, mail outs, etc. that will have an affect upon when your project will be heard by the approval body, which can only occur when the Plat Application and plat is complete in all detail. It has been learned through the years and by many previous cases, that the effectiveness and efficiency of the process most often is determined by the capabilities and determination of consultants and their contractors and associated quality control.

Please read the applicable check list carefully. It is to be completed for all projects and, along with the associated Plat, is required to be complete in all details prior to acknowledgement by the City that the respective plat is ready to proceed for approval. A plat is considered filed with the City on the date of the hearing by the Planning and Zoning Commission or, if subject to administrative approval, when the Plat has been determined to meet all requirements. Instructions for completion are included with each checklist. The Lancaster Development Code may be reviewed on the City's web site [www.lancaster-tx.com](http://www.lancaster-tx.com).

The City has made every effort to evaluate historical plans and approvals to make sure that the check list addresses all details needed on a Plat. Recognizing that no two projects sites are the same, and that consultant's vary in their abilities, determination, experience, and quality control processes, the City may require that a plat or an element of the plat be redone, or that information not specifically addressed on the check list be provided for a smoother review and approval experience.

It is recognized that there most often will be changes needed from what was submitted to the City for review. City staff conscientiously examines each item on a check list to see if the item was sufficiently addressed according to City requirements. Where deficiencies are found, the plat will be marked up and returned to the consultant named on the application to be addressed prior to further review or acceptance.

#### **IMPORTANT NOTICE**

Due to recent legislation enacted by the 79th Texas legislature in 2005, the City is required to treat any original application, development plan or plat application as a formal permit application if the submittal gives the City fair notice of the proposed project and hence, according to Chapter 245 of the Texas Local Government Code, the City will treat such as a formal permit application as that term is defined under that Chapter. Once a permit application is received, the City will furnish a response to the applicant within 10 business days from the date of submittal to provide comments as to any deficiencies in the submittal. The applicant shall be given a total number of 45 days, commencing from the initial date of submittal, to make all corrections as noted, to provide a complete set of plans meeting submission requirements, and to correct any deficiencies. Failure of a resubmittal to meet all check list, ordinance and submission requirements upon the expiration of the 45-day period will result in the closure the file; the case shall become null and void, and the permit shall be deemed to be expired. Any further submittal will be treated as a new case and subject to existing requirements, together with required fees.

## **PRELIMINARY PLAT SUBMISSION REQUIREMENTS**

**Plats must be submitted on time. Please refer to the Plat Process Calendar for submittal dates. Failure to submit any of the following items could result in application being incomplete and returned to applicant.**

### **1<sup>st</sup> or initial submittal**

1. 5 – 24"x36", not greater than 60 feet to the inch, folded copies of Plat
2. 2 – 11" x 17" hardcopy reduction of the Plat
3. An electronic copy of the Plat in jpg or pdf format
4. A completed application
5. The completed check list is required at time of submittal
6. A letter requesting any variance, exception or modification to a regulation, or why an issue was not addressed
7. A fee as required herein

***Failure to provide any of the items listed above could cause the application to be considered incomplete and possibly returned to the applicant.***

### **When staff has determined the plat as complete and ready for final approval**

1. 2 – 24"x36" folded copies of the Plat
2. 2 – 11" x 17" hardcopy reduction of the Plat
3. An electronic copy of the Plat in jpg or pdf format

### **NOTES:**

If a Facilities/Developer's Agreement is required, such shall be approved by the City Council, and should be coordinated through the Planning Division.

At the submission of the approved Final Plat, prior to release of the Final Plat for filing with Dallas County, the City shall require the following:

1. A check made payable to Dallas County for applicable filing fees; and
2. A stamped Tax Certificate from Dallas County.

## **WHEN A FINAL PLAT IS DETERMINED CORRECT AND READY FOR FILING**

### **City Requirements:**

- 1 - 24"x36" mylar with original seals and signatures, stamped with County recording information
- 4 - 24"x36" blackline copies

The City of Lancaster will file the final plat and return copies to the applicant. If you would like additional filing information please contact the Dallas County Clerk at 214-653-7131.

**All plans shall be folded at time of submittal. Failure to fold plans could result in failure of acceptance for the application submittal.**

**We look forward to working with you on your project.**





# Preliminary Plat Minimum Requirements

Project Name \_\_\_\_\_ Submission # \_\_\_\_\_

This check list is provided to assist you in addressing the minimum requirements for Preliminary Plat submission. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** This completed form must be returned at the time of application submittal.

If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided on a separate sheet on letterhead with sufficient details as to allow a determination by the appropriate approving body. Additional information may be required. Reference the specific requirement.

Plats are to be submitted complete in all detail as shown by the checklist. Should plats be determined to be incomplete, they may either be returned to the applicant without further review or marked up with needed changes.

**If a Preliminary Plat is required, a Tree Survey/Preservation Plan is also requested as part of the submittal requirements with and at the time of Preliminary Plat submittal. A check list for such a Plan is included in this packet.**

## Included

- 1. Property boundary is indicated by a heavy solid line, intermittent with 2 dash lines; dimensioned with bearing and distance.
- 2. Front and exterior side or corner setback lines are shown as a light dashed line and labeled.
- 3. Location map clearly showing the location of the proposed preliminary plat with cross streets. Indicate scale or not to scale (NTS).
- 4. Written and bar graph scale and north arrow are indicated. North shall be oriented to the top or left side of the sheet.
- 5. Abstract lines, survey lines, county lines, and corporate boundaries are shown.
- 6. A title block is provided in the lower right corner that includes large, boldly printed:  
PRELIMINARY PLAT  
(SUBDIVISION NAME)  
LOT(S) \_\_\_\_\_, BLOCK(S) \_\_\_\_\_  
(or survey, abstract and tract number)  
If a replat, include:  
REPLAT OF LOT(S) \_\_\_\_\_, BLOCK(S) \_\_\_\_\_
- 7. The owner and engineer's names, addresses and phone numbers, gross area, submission date, and a log of submittal/revision dates since submitted to the City.
- 8. If the proposal is a re-subdivision, the existing lot numbers and block numbers or letters are shown as light dotted lines



**PLACE THE FOLLOWING ON ALL PLATS**

**CITY CERTIFICATION**

Approval

\_\_\_\_\_  
Chairman, Planning and Zoning Commission

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name & Title

The Senior Planner of the City of Lancaster, Texas, hereby certifies that to the best of her knowledge or belief, this subdivision plat conforms to all requirements of the Subdivision Regulations, or as may have been amended or modified, as allowed by the Planning and Zoning Commission as to which her approval is required.

\_\_\_\_\_  
Senior Planner

\_\_\_\_\_  
Date

**SURVEYOR'S CERTIFICATION**

KNOW ALL MEN BY THESE PRESENTS:

That I, \_\_\_\_\_, do hereby certify, that I prepared this plat from an actual on the ground survey of the land as described and that the corner monuments shown thereon were properly placed under my personal supervision in accordance with the Subdivision Regulations of the City of Lancaster.

\_\_\_\_\_  
Registered Professional Surveyor

STATE OF TEXAS  
COUNTY OF *DALLAS*

§  
§

Before me, the undersigned authority, a Notary Public in and for said County and State, 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 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

**PLACE THE FOLLOWING ON FINAL PLATS AS APPLICABLE**



**SAMPLE OWNER’S CERTIFICATE**

STATE OF TEXAS §  
COUNTY OF DALLAS §

WHEREAS, John Doe and Joe Dokes are the Owners of a tract of land situated in the J. Foreman Survey, Abstract No. 483, Dallas County, Texas and being out of a 40 acre tract conveyed to them by Joe Smith and Tom Smith and a 0.54 acre tract conveyed to them by Jim Henry and being more particularly described as follows:

*(Enter accurate property description here)*

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That I/we, *John Doe, Joe Dokes*, Owners, do hereby bind themselves and their heirs, assignees and successors of title this plat designating the hereinabove described property as *New Town Estates*, an addition to the City of Lancaster, and do hereby dedicate to the public use forever the streets, alleys, and right-of-way easements shown thereon, and do hereby reserve the easement strips shown on this plat for the mutual use and accommodation of garbage collection agencies and all public utilities desiring to use or using same. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths that in any way endanger or interfere with the construction, maintenance or efficiency of its respective systems on any of these easement strips, and any public utility shall at all times have the right of ingress and egress to and from and upon the said easement strips for the purpose of constructing, reconstructing, inspecting, patrolling, without the necessity at any time of procuring the permission of anyone.

Witness our hands at *Dallas*, Texas, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*Joe Dokes, Owner*

\_\_\_\_\_  
*John Doe, Owner*

STATE OF TEXAS §  
COUNTY OF *DALLAS* §

Before me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared *John Doe and Joe Dokes*, 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





## Fee Schedule

### Standard Application Fees

General Zoning/Rezoning	\$500 + \$10/per acre
Planned Development Zoning and Amendments	\$1500 + \$10/per acre
Specific Use Permit (SUP) and Amendments	\$500 + \$10/acre
Private Club SUP	\$350
Site Plan Review	\$250 + \$10/acre
Waiver/Miscellaneous Cases	\$100
Historic Landmark Preservation Committee Review	\$100
Zoning Board of Adjustment	\$250
Tree Survey Review	\$25
Dedication/Abandonment of Right-of-Way or Easements	\$150.00 per development for first 5 + \$25 for each additional document

### Plat Application Fees

Preliminary Plat Fee (50 acres or less)	\$500 + \$50/per acre
Preliminary Plat Fee (more than 50 acres)	\$1,000 + \$100/per acre
Final Plat Fee	\$500 + \$10/per lot
Amended Plat Fee	\$200 + \$10/acre
Plat Correction Fee	\$400
Minor Plat Fee	\$400
Replat Fee (with property owner notification)	\$575 + \$35/per acre
Replat Fee (without property owner notification)	\$450 + \$35/per acre
Plat Vacations (Plat vacation increasing lots)	\$200 + \$10/per acre
Plat Vacations (all other plat vacations)	\$500
County Recordation Fees*	\$60 for the page of the plat, \$25 subsequent pages + \$4 per tax Certificate

\* This fee is collected on behalf of Dallas County and is subject to change without notice.