



Development Services Dept.
142 N. Ohio St.
Celina TX 75009

(972) 382-3617

City of Celina Plat Checklist

THIS CHECKLIST WILL BE USED TO REVIEW YOUR SUBMITTAL.

Submission of an application for plat approval may be preceded by a pre-application meeting with the city. The plat shall be prepared by a state registered surveyor, land planner, landscape architect, architect or civil engineer at a scale no smaller than one inch equals one hundred feet and on sheets 24" X 36" in size.

Complete application must be submitted at least 24 days prior to the commission meeting at which it is to be considered. Submittals via Courier will not be accepted.

Checks must accompany application and drawings, piecemeal submissions will be turned away.

The plat submittal shall consist of the following:

1. A notice of intent submitted at least 25 days prior to the scheduled commission meeting which details:
 - Intended use
 - Location description
 - Amount of land to be reviewed
 - A Request that the review of the petition for the property be placed on the agenda of a scheduled commission meeting.
2. Certified proof of ownership such as one of the following:
 - General warranty deed
 - Special warranty deed
 - Title Policy
3. An original, completed plat application signed and notarized.
4. Current tax certificates (signed and sealed) showing that all property taxes have been paid.
5. One 24"x36" copy of the plat in landscape orientation, with name of project on right-hand side. folded to 8.5" X 11".
6. One 8 ½"x11" copy of the plat in landscape orientation.
7. Four 11"x17" copies of the plat in landscape orientation.
8. One CD Containing a PDF version of the plat or E-mailed to Brodriguez@Celina-tx.gov prior to submittal.
9. An engineer's summary report which describes of the overall nature and scope of the proposed development, including:
 - a. Zoning of the property;
 - b. Proposed use(s) and acreage of each proposed use;

- c. Minimum lot sizes, widths and depths based on zoning;
 - d. Total number of lots to be created;
 - e. Any special amenities or facilities that will be included in the development;
 - f. How storm water drainage will be handled; and
 - g. An itemization and description of any variances from provision of the City Zoning or Subdivision Ordinance that have been granted, or to be considered.
10. Letters from each applicable utility service provider, including water, wastewater, gas electricity, telephone, cable TV and solid waste, verifying they have reviewed the plat and will provide an adequate level of service for the proposed development.
11. Copies of any applicable development agreements pertaining to the subject property.

1. Filing fee (NON-REFUNDABLE) –

Construction Plat/Minor Plat fee: **\$300.00** plus **\$15.00** per lot, in the subdivision or phase.

Final Plat/Development Plat fee: **\$400.00** plus **\$10.00** per lot, in the subdivision or phase.

Replat/Amended Plat fee: **\$300.00** plus **\$10.00** per lot affected.

2. Professional fees for the review of concept plans, zoning applications, site plans, planned developments, plat applications and other land use related permits shall be paid by the applicant to the city. The professional fees shall include, but not necessarily be limited to, civil engineering, traffic engineering, expenses for related legal fees, land planning and financial analysis in order that the application can be properly evaluated to achieve compliance with the city's regulations. A deposit of **\$5,000.00** shall be paid for the service at the time the initial application is filed. The actual costs will be determined prior to final approval and either an additional sum will be due from the applicant or a reimbursement made if the actual cost is less than the deposit. (*Celina Code of Ordinances, Appendix A: Fee Schedule, Sec. A6.008 Professional fees for review of land use related permits.*)

THE FOLLOWING INFORMATION IS REQUIRED ON ALL PLATS.

FORMAT

- 1. A bar or graphic scale, and North Arrow located at the top right side of the sheet;
- 2. A location map with the subject site and its relationship to nearby streets clearly indicated;
- 3. A legend for any graphic symbols used; and
- 4. The plat must be drawn to a scale at which all details of the drawing are legible after the drawing has been reduced to an 11" X 17" format in landscape orientation.

TITLE BLOCK

- 1. Title block shall be placed in the lower right corner of the plat, so that the title can be read when folded;
- 2. The name of the proposed project;

3. The number of acres or part thereof included in the plat;
4. The total number of lots, specify open space/common area lots separately.
5. Phasing identification, if applicable;
6. The words, "Construction Plat", "Final Plat", "Replat", etc. as applicable;
7. The county in which the plat is located;
8. The name, address and telephone number of the property owner(s);
9. The name, company, company address and telephone number of the licensed professional who prepared the plat;
10. Date of preparation and subsequent revision dates; and
11. The city file number for the case (assigned by city staff).

THE FOLLOWING INFORMATION IS REQUIRED FOR SPECIFIC PLATS.

CONSTRUCTION PLAT REQUIREMENTS

1. The plat shall conform to all zoning and other city regulations as required;
2. The plat SHALL substantially conform to the approved concept plan (if applicable);
3. A Construction Plat not preceded by an approved concept plan showing phasing shall include all contiguous property under the ownership or control of the applicant. Multiple phases must be clearly identified. (if applicable)
4. Where a subdivision is proposed to occur in phases the Construction Plat shall provide the following:
 - A schedule of development
 - The dedication of rights of way for streets and street improvements whether on-site or off-site, intended to serve each proposed phase of the subdivision.
5. Graphic depiction of property boundary, including bearing and distance and consistent with the description;
6. Metes and bounds description of the perimeter of the subject property with accurate reference ties via courses and distances to at least one recognized abstract or survey corner or existing subdivision corner;
7. Label a place of beginning on the survey that accurately corresponds to the metes and bounds description;
8. Label a point of commencement whenever such is described in the metes and bounds description;
9. A vicinity or location map showing the location of the proposed construction plat within the city or within its ETJ and in relationship to existing roadways.
10. Applicable standard notes and approval blocks (see below);
11. Location, width and names of all existing and proposed streets, alleys, rights-of-way, and easements within the subdivision and adjacent to the subdivision; include the volume and page number if applicable;
12. Locations of existing and proposed sewer, water, gas or other underground structures;

13. Locations of existing and proposed drainage discharge from the site shown by directional arrows;
14. The name, location and recording information of all adjacent subdivisions including those located on the other sides of roads or creeks shall be drawn to the same scale and shown in dotted lines adjacent to the subject site. If the adjacent property is unplatted, show property lines and current owner(s) name and note the property is "Not Platted";
15. Proposed lot lines with the acreage, square footage, and lot / block designations of all proposed lots;
16. Number of lots clearly written in the title block "Containing _____ Lots, totaling _____ acres"
17. Dedication of all open space/common areas to the HOA.
18. County boundary lines, if any, which cross or are adjacent to the property;
19. Sites, if any, to be reserved or dedicated for parks, schools, police/fire, playgrounds, floodways or any other public uses;
20. Fire lanes and access easements(if applicable);
21. The limits of the 100-year flood plain or a note stating that there is no flood plain present on the site;
22. Finish floor elevations for lots in and near flood plain and floodway areas;
23. Topographic contours with intervals of two-feet or less. All elevations must be referenced to sea level datum;
24. Show existing and proposed buildings, structures or improvements, including any proposed modifications of the external configuration of the buildings;
25. All physical features of the site including but not limited to rock outcroppings, bodies of water, streams / rivers, major wooded areas or important individual trees; and
26. Traffic impact analysis if the subdivision contains 50 lots or more, or if the site will generate 1,000 trips or more per day.
27. All associated public improvements or other supplementary materials required by this division or the city.
28. A statement signed by the property owners and acknowledged by a notary saying that he or she dedicates, in fee simple to the public use forever the streets, alleys, and easements shown on the plat.
29. Engineering plans in compliance with subdivision ordinance *Sec. 10.03.084*. Engineering plans must be a minimum of 90% complete or they will be returned as incomplete without review.
30. **The City Code of Ordinances requires you to submit landscape/hardscape plans during the construction plat phase.**

FINAL PLAT REQUIREMENTS

1. All information that is required for a construction plat must be included with the exception of:
 - Engineering plans, provided that such plans were submitted and approved with the construction plat.

- Physical features of or on the land (such as topography, buildings, utility structures, water bodies and tree cover).
2. The plat shall conform to all zoning and other city regulations as required;
 3. Graphic depiction of property boundary, including bearing and distance and consistent with the description;
 4. Metes and bounds description of the perimeter of the subject property with accurate reference ties via courses and distances to at least one recognized abstract or survey corner or existing subdivision corner;
 5. Label a place of beginning on the survey that accurately corresponds to the metes and bounds description;
 6. Label a point of commencement whenever such is described in the metes and bounds description;
 7. Applicable standard notes and approval blocks (see below);
 8. Location, width and names of all existing and proposed streets, alleys, rights-of-way, and easements within the subdivision and adjacent to the subdivision; include the volume and page number if applicable;
 9. Proposed lot lines with the acreage, square footage, and lot / block designations of all proposed lots;
 10. Number of lots clearly written in the title block "Containing _____ Lots, totaling _____ acres"
 11. Dedication of all open space/common areas to the HOA.
 12. County boundary lines, if any, which cross or are adjacent to the property;
 13. The limits of the 100-year flood plain or a note stating that there is no flood plain present on the site;
 14. An area in the lower right corner of all sheets shall be left blank for the County Clerk to stamp the date/location of where the plat is filed;
 15. A "Letter of Satisfactory Completion" from the City Engineer, Public Works Superintendent and Construction Inspector accepting all public improvements;
 16. Letters from affected utility companies verifying their easements;
 17. A two year maintenance bond posted for all public improvements at 100% construction cost;
 18. The appropriate number of originals sealed;
 19. One (1) sealed set of "AS BUILT" plans;
 20. A letter stating the contractor's compliance with the City Subdivision Ordinance and bearing sealed certification by the design engineer with all City construction standards; and
 21. The Final Plat must include the above information or the application will not be considered complete and the plat will not be scheduled on a Planning and Zoning Commission agenda and/or submitted to the County for recording.

REPLAT PLAT REQUIREMENTES

1. The plat shall conform to all zoning and other city regulations as required;
2. Graphic depiction of property boundary, including bearing and distance and consistent with the description;
3. Metes and bounds description of the perimeter of the subject property with accurate reference ties via courses and distances to at least one recognized abstract or survey corner or existing subdivision corner;
4. Label a place of beginning on the survey that accurately corresponds to the metes and bounds description;
5. Label a point of commencement whenever such is described in the metes and bounds description;
6. Applicable standard notes and approval blocks (see below);
7. The name, location and recording information of all adjacent subdivisions including those located on the other sides of roads or creeks shall be drawn to the same scale and shown in dotted lines adjacent to the subject site. If the adjacent property is unplatted, show property lines and current owner(s) name and note the property is "Not Platted";
8. Proposed lot lines with the acreage, square footage, and lot / block designations of all proposed lots. New lot numbers designated by an "R";
9. The limits of the 100-year flood plain or a note stating that there is no flood plain present on the site;
10. The title shall identify the document as a "Replat" of the " _____ Addition, Block _____, Lot(s) _____, Being a Replat of Block _____, Lot(s) _____ of the _____ Addition, an addition to the City of Celina, Texas, as recorded in Volume/Cabinet _____, Page/Slide _____ of the Plat Records of _____ County, Texas

AMENDED or MINOR PLAT REQUIREMENTS

1. A minor plat shall meet all of the informational and procedural requirements set forth for a final plat,
2. The plat shall conform to all zoning and other city regulations as required;
3. Graphic depiction of property boundary, including bearing and distance and consistent to the description;
4. Metes and bounds description of the perimeter of the subject property with accurate reference ties via courses and distances to at least one recognized abstract or survey corner or existing subdivision corner;
5. Label a place of beginning on the survey that accurately corresponds to the metes and bounds description;
6. Label a point of commencement whenever such is described in the metes and bounds description;
7. Applicable standard notes and approval blocks (see below);
8. Location, width and names of all existing and proposed streets, alleys, rights-of-way, and easements within the subdivision and adjacent to the subdivision; include the volume and page number if applicable;
9. The name, location and recording information of all adjacent subdivisions including those located on the other sides of roads or creeks shall be drawn to the same scale and shown

in dotted lines adjacent to the subject site. If the adjacent property is unplatted, show property lines and current owner(s) name and note the property is "Not Platted";

- 10. Proposed lot lines with the acreage, square footage, and lot / block designations of all proposed lots;
- 11. County boundary lines, if any, which cross or are adjacent to the property;
- 12. The limits of the 100-year flood plain or a note stating that there is no flood plain present on the site;
- 13. The title for an amending plat shall identify the document as a(n) "Amended Plat" or "Minor Plat" of the " _____ Addition, Block _____, Lot(s) _____, Being an Amended Plat of Block _____, Lot(s) _____ of the _____ Addition, an addition to the City of Celina, Texas, as recorded in Volume/Cabinet _____, Page/Slide _____ of the Plat Records of _____ County, Texas; and
- 14. The City Manager or designee may approve an amended or minor plat.

APPROVAL BLOCK FOR ALL PLATS

Approved for preparation of final plat following construction of all public improvements (or appropriate sureties thereof) necessary for the subdivision shown on this plat.

RECOMMENDED BY: Planning and Zoning Commission
City of Celina, Texas

Signature of Chairperson

Date of Recommendation

APPROVED BY: City Council
City of Celina, Texas

Signature of Mayor

Date of Approval

ATTEST:

City Secretary

Date

STANDARD NOTES

- 1. Selling a portion of this addition by metes and bounds is a violation of city ordinance and state law, and is subject to fines and withholding of utilities and building permits.

2. The undersigned does hereby covenant and agree that he or she or they shall construct upon the fire lane easements, as dedicated as shown hereon, a hard surface in accordance with the City of Celina's paving standards for fire lane, and that he or she or 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 accessibility 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 local law enforcement agency(s) is hereby authorized to enforce parking regulations within the fire lanes, and to cause such fire lanes and utility easements to be maintained free and unobstructed at all times for Fire Department and emergency use.
3. The undersigned does hereby covenant and agree that the access easement may be utilized by any person or the general public for ingress and egress to 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 Celina, its agents, employees, workmen and representatives having ingress, egress, and regress in, along, upon and across said premises.
4. 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.
5. **Applicable for lots with drainage easements only**
This plat is hereby adopted by the Owners and approved by the City of Celina (Called "City") subject to the following conditions which shall be binding upon the Owners, their heirs, grantees, successors and assigns: The portion of _____ as shown on the plat is called "Drainage and Detention Easement." the Drainage and Detention Easement within the limits of this addition, will remain accessible at all times and will be maintained in a safe and sanitary condition by the owners of the lot or lots that are traversed by or adjacent to the Drainage and Detention Easement. The City will not be responsible for the maintenance and operation of said Easement or for any damage to private property or person that results from conditions in the Easement, or for the control of erosion. No construction of any type of building, fence or any other structure within the Drainage and Detention Easement, as herein above defined shall be permitted, unless approved by the City Engineer. Provided, however, it is understood that in the event it becomes necessary for the City to erect or consider erecting any type of drainage structure in order to improve the storm drainage that may be occasioned by drainage in or adjacent to the subdivision, then in such event, the city shall have the right to enter upon

the Drainage and Detention Easement at any point, or points, to investigate, survey or to erect, construct and maintain any drainage facility deemed necessary for drainage purposes. Each property owner shall keep the Drainage and Detention Easement clean and free of debris, silt, and any substance which would result in unsanitary conditions or obstruct the flow of water, and the city shall have the right of ingress and egress for the purpose of inspection and supervision of maintenance work by the property owner to alleviate any undesirable conditions which may occur. The natural drainage through the Drainage and Detention Easement is subject to storm water overflow and natural bank erosion to an extent which cannot be definitely defined. The City shall not be held liable for any damages of any nature resulting from the failure of any structure or structures, within the easement.

6. Property Owner's Certificate:

STATE OF TEXAS
COUNTY OF COLLIN

WHEREAS, [_____] is(are) the Owner(s) of a tract of land situated in the [_____] Survey, Abstract No. [____], Collin/Denton County, Texas and being out of a [___] acre tract conveyed to him/her(them) by [____], and a [___] acre tract conveyed to him/her(them) by [____], and being more particularly described as follows:

(Enter accurate metes and bounds property description here, with total land area shown in both acreage and square footage.)

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That _____, acting herein by and through his/her(its) duly authorized officer(s), does hereby adopt this plat designating the herein above described property as [_____] [Name of Addition _____] addition an addition to the City of Celina, Texas, and does hereby dedicate, in fee simple to the public use forever, the streets, rights-of-way, and other public improvements shown thereon. The streets and alleys, if any, 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 on landscape easements, if approved by the City Council of the City of Celina. 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 Celina's use thereof. The City of Celina 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 Celina and public utility entities shall at all times have the full right 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 Celina, Texas

WITNESS, my hand this the ____ day of _____, 20__.

BY:

Authorized Signature of Owner
[use additional signature lines if necessary.]

Printed Name and Title

STATE OF TEXAS
COUNTY OF COLLIN

Before me, the undersigned authority, a Notary public in and for the State of Texas, on this day personally appeared _____, Owner, 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 purpose and considerations therein expressed.

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

Notary Public in and for the State of Texas

My Commission Expires On:

7. Preparers Certificate:

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 Celina.

(*seal*)

Signature of the Registered Professional

Texas Registration No.

STATE OF TEXAS
COUNTY OF COLLIN

Before me, the undersigned authority, a Notary public in and for the State of Texas, on this day personally appeared _____, Registered Public Land Surveyor, 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 purpose and considerations therein expressed.

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

Notary Public in and for the State of Texas

My Commission Expires On:

8. Property Location Statement:

This property is located in the corporate limits [or the extraterritorial jurisdiction] of the City of Celina, _____ County, Texas.

Signature of Mayor

Date of Approval

ATTEST:

City Secretary

Date

PROPERTY OWNERS CERTIFICATE (ETJ PLATS)

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That _____, does hereby adopt this plat designating the herein above described property as _____[Name of Addition]_____an addition to _____ County, Texas, and does hereby dedicate, in fee simple to the public use forever, the streets, rights-of-way, and other public improvements shown thereon. The streets and alleys, if any, 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 on landscape easements, if approved by the City Council of the City of Celina. 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 Celina's use thereof. _____ County, the City of Celina 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. _____ County, the City of Celina and public utility entities shall at all times have the full right 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 Celina, Texas.

WITNESS, my hand this the ____ day of _____, 20____.

BY:

Authorized Signature of Owner
[use additional signature lines if necessary.]

Printed Name and Title

STATE OF TEXAS
COUNTY OF COLLIN

Before me, the undersigned authority, a Notary public in and for the State of Texas, on this day personally appeared _____, Owner, 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 purpose and considerations therein expressed.

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

Notary Public in and for the State of Texas

My Commission Expires On:

FILING PROCEDURES FOR APPROVED PLATS

Please obtain the following signatures before submitting the final mylars and blackline copies to the Development Services Department:

- Property owner(s)
- Surveyor/Engineer w/seal

Please note that all signatures must original and notarized and the notary signature block must be signed and sealed.

The Development Services Department will obtain the following signatures:

- Chairperson of the Planning and Zoning Commission
- Mayor
- City Secretary

The city will file the corrected and signed plat with the appropriate county if returned within thirty (30) calendar days following approval. If the plat is not returned to the city within the thirty (30) day timeframe, the approval of the plat shall be null and void unless an extension is granted by City Council. The plat must include all needed information such as easement recording information and be accompanied by all necessary filing materials including letters of approval from the City Engineer and applicable utility companies; the appropriate number of mylars and blackline copies (per county regulations) with signatures; and the required fees.

COLLIN COUNTY: \$31 for the first page of the plat; \$10 for each additional page of the plat; plus \$2 per tax certificate; one copy file marked is free; any additional copies file marked are \$0.50. **Note:** The County keeps one (1) Paper copy and the city keeps one (1) mylar and one (1) blackline copy. Plat filing fees are preferred to be provided in cash. If paying by check make the check payable to Collin County Clerk, and include your Drivers License number, Expiration date, and Date of Birth on the check.

An **original** tax certificate(s) for each lot or tract included in the plat and the cash for plat filing fees must be submitted with the following:

Three (3) copies with **original signatures and seals:**

- 1 – 24" X 36" mylar (with signatures)
- 2 – 24" X 36" blackline copy (with signatures)

DENTON COUNTY: \$50 per page of the plat. Two sets will be stamped at no charge, additional file marked pages are \$0.25 cents per page. For any additional documents such as

restrictions or covenants, etc. the filing fee is \$11.00 for the first page, \$4.00 for each additional page (any print on the back of a page is considered a page) and \$4.00 for the recording information.

Three (3) copies with **original signatures and seals:**

1 – 24" X 36" mylar (with signatures)

2 – 24" X 36" blackline copy (with signatures)

Must be not larger or smaller than 24" x 36" or Collin and Denton County will not accept.



CITY OF CELINA

PLAT APPLICATION

PART 1. APPLICATION TYPE

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Construction Plat | <input type="checkbox"/> Final Plat |
| <input type="checkbox"/> Replat | <input type="checkbox"/> Amended Plat |
| <input type="checkbox"/> Minor Plat | |

PART 2. APPLICANT INFORMATION

Name of applicant / contact:

Date:

Street address of applicant / agent:

City / State / Zip Code of applicant / agent:

Telephone number of applicant / agent:

Fax number of applicant / agent:

Email address of applicant / agent:

Mobile phone number of applicant / agent:

Applicant's interest in subject property:

PART 3. PROPERTY INFORMATION

Street address of subject property:

Lot:

Block:

Addition Name:

Legal description of subject property (metes & bounds must be described on 8 1/2" x 11" sheet):

Total # of Lots

Acres

Square footage

Present zoning classification:

Property Tax ID#:

Name of Plat:

PART 4. PROPERTY OWNER INFORMATION

Name of current property owner:

Street address of property owner:

City / State / Zip Code of property owner:

Email address of property owner:

Mobile phone number of property owner:

Telephone number of property owner:

Fax number of property owner:

PART 5. ENGINEER / SURVEYOR

Name of engineer/surveyor:

Street address of engineer/surveyor:

City / State / Zip Code of engineer/surveyor:

Email address of engineer/surveyor:

Mobile phone number of engineer/surveyor:

Telephone number of engineer/surveyor:

Fax number of engineer/surveyor:

PART 6. SIGNATURE TO AUTHORIZE PLATTING OF SUBJECT PROPERTY

Print Applicant's Name:

Applicant's Signature:

The State Of _____

County Of _____

Before Me _____

(notary)

(applicant)

known to me (or proved to me on the oath of card or other document) 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 consideration therein expressed.

(Seal) Given under my hand and seal of office this _____ day of _____, A.D. _____.

Notary In And For State Of Texas

Print Property Owners Name:

Property Owners Signature:

The State Of _____

County Of _____

Before Me _____

(notary)

(property owner)

known to me (or proved to me on the oath of card or other document) 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 consideration therein expressed.

(Seal) Given under my hand and seal of office this _____ day of _____, A.D. _____.

Notary In And For State Of Texas



Plat Item Application Checklist

To be completed by staff upon submittal

Fee	
Plat Exhibits	
Deposit (Construction Plats Only)	
Outdoor Warning Fee \$24/ac. (Final Plats Only)	
Completed Application	
Completed Payment Agreement	
Completed 30 Day Waiver	
Tax Certificates	
County Filing Fees	



STACEY KEMP, COUNTY CLERK

LAND RECORDING FEES (EFFECTIVE: 10/01/2015)

NO PLAT FILINGS AFTER 3:30 PM

NO COURIERS AFTER 4:00 PM

OFFICE HOURS: 8:00 AM - 4:30 PM - MONDAY-FRIDAY

PHONE: 972-548-4185

METRO: 972-424-1460

email: ctyclerks@collincountytx.gov

Warranty Deeds, Deeds of Trust, Oil and Gas Leases, Mechanics Liens, Releases, Affidavits, Powers of Attorney, Lis Pendens, Bills of Sale, Abstracts of Judgment, Hospital Liens, State Tax Liens, or Releases filed by an individual and Other Instruments filed in Land Records

- First Page\$26.00
- Each Additional Page (File Stamp will be the last marking on the page)\$ 4.00
- Each Name to be Indexed in Excess of 5 Names.....\$.25

Any Marking on the Back Side of Any Page is Considered an Extra Page. There needs to be 4” of blank space after all the writing on the last page or \$4.00 must be added for an additional page. Filing information shall be the last marking on the document.

Make Sure There is a Return Address on the Instrument, which states:

“RETURN TO” OR “AFTER RECORDING RETURN TO”:

- UCC Filed in Real Estate Records Standard Form\$34.00
- For Each Additional Debtor.....\$ 5.00
- UCC Non-Standard Form\$49.00
- For Each Additional Debtor.....\$ 5.00
- For Each Attachment\$ 4.00

IF ADDENDUM IS ADDED, THIS WILL MAKE DOCUMENT NON-STANDARD, BUT THERE IS NO CHARGE FOR THE EXTRA PAGE.

- State Tax Lien or Release filed by the State\$16.00
- Federal Tax Lien or Release\$31.00
- Plat Filing for 1st Page\$31.00
- Plat Filing for Each Additional Page\$10.00
- One File-Marked CopyFREE
- Any Additional File-Marked Copies (Per Page).....\$.50
- Plus an Original Tax Certificate from each Taxing Unit with Jurisdiction of the Real Property Indicating that no Delinquent Ad Valorem Taxes are Owed on the Real Property.
- For Each Tax Certificate Filed.....\$ 2.00
- Tax Certificates Obtained from the Collin County Tax Office\$10.00
- All Searches (Name, Legal, Document Type)\$10.00
- Copies (Per Page)\$ 1.00
- Certified Copies.....\$1.00 Per Page, Plus \$5.00 for Certification.

We will be happy to return a Filed-Marked Copy to you if you include the Copy and a self-addressed stamped envelope.

Any Additional File-Marked Copies are \$.50 Each. All Copies should be marked “COPY”.

**MAIL DOCUMENTS TO: STACEY KEMP, COUNTY CLERK
2300 BLOOMDALE ROAD, SUITE 2106
MCKINNEY, TEXAS 75071**

**Make checks payable to: COLLIN COUNTY CLERK
Checks older than 90days will not be accepted.**

**Refunds of ten dollars (\$10.00) or less will be issued upon request.
All checks must clear bank before a refund will be issued.**

NOTE: A convenience fee of 2.34%, with a minimum fee of \$1.00, will be applied to all credit and debit card transactions.



Development Services Dept.
142 N. Ohio St. Suite A
Celina TX 75009

(972) 382-3617

**City of Celina
Request for Waiver
of 30-Day
Plat Application
Approval Requirement**

Date: _____

Applicant: _____

Subdivision: _____

Date of
Submittal: _____

I, _____, certify that I am the property owner/applicant or the designated agent representing the property included in the plat application for the _____, a proposed addition to the City of Celina, Collin/Denton County, Texas, or the extraterritorial jurisdiction of the City of Celina, Collin/Denton County, Texas. I hereby request that the 30-day approval requirement as specified in Section 212.009 of the Local Government Code be waived in order to allow more time to correct deficiencies, address concerns, or otherwise improve the plat application pursuant to the City of Celina's regulations. This request is in no way to be deemed a withdrawal of the plat application.

Signed:

[Signature of Applicant or Designated Agent]

**AGREEMENT FOR PAYMENT OF REVIEW AND DEVELOPMENT
EXPENSES INCURRED BY THE CITY DEVELOPMENT REVIEW PROCESS**

THIS AGREEMENT (“the Agreement”) is entered into this _____ day of _____, 201 , by and between the City of Celina, Texas (“the City”), and _____, (“the Applicant”) (collectively herein referred to as “the Parties”).

WHEREAS, the Applicant owns or is the authorized agent of the owner of certain property situated in the Collin County, Texas described on **Exhibit A**, attached hereto and incorporated herein by reference (“the Property”);

WHEREAS, the development review process includes review of all aspects of land use including, but not limited to annexation, subdivision, zoning development agreements, change of land use, site plan review, installation of public improvements, dedication of lands and the availability of and feasibility of providing utility services;

WHEREAS, the Applicant desires to develop the Property and has made application to the City for _____;

WHEREAS, Article A6.000 of the Code of Ordinances provides for certain development related fees;

WHEREAS, the Parties desire to memorialize their intent regarding the payment of said fees by the Applicant;

WHEREAS, the Parties hereto recognize that the City will continue to incur expenses through the entire development review process such as: legal publications, notices, reproduction of materials, public hearing expenses, recording of documents, planning fees, engineering fees, attorney fees, special constant fees, and fees for administrative time of City staff, permits and easements; and

WHEREAS, the City has customarily incurred significant expenses associated with ensuring an applicant’s compliance with design and construction specifications for public improvements, such as roads, drainage improvements, and water and sanitary sewer improvements, and these expenses oftentimes exceed the land use fees paid by the applicant as part of the customary review processes.

NOW, THEREFORE, for and in consideration of the foregoing premises and of the mutual promises and conditions hereinafter contained, it is hereby agreed as follows:

1. For purposes of this Agreement, “Application” shall mean and include all documentation, data, and information submitted to the City in order to seek or obtain approval of development of or land use approval for the Property, including but not limited to site plans, engineering and surveying documentation,

engineering and other professional reports and studies, and any construction documentation or permits required to authorize the construction of public or other improvements within the Property. The Parties acknowledge that Applicant has paid the deposits required in Article A6.000 of the Code of Ordinances.

2. Applicant shall pay all invoices submitted by the City within ten (10) days of the City's delivery of such invoice. Failure by the Applicant to pay any invoice within the specified time shall be cause for the City to cease processing the Application if any additional costs for any type of service set forth in Section A6.014 of Article A6.000 of the Celina Code of Ordinances will be incurred by the City, deny approval of the Application, and for the City to exercise such rights and remedies as otherwise available to it in law or equity or under the applicable provisions of the City Code.

3. Except where an agreement with the City provides otherwise, the Applicant may terminate its application at any time by giving written notice to the City. The City shall take all reasonable steps necessary to terminate the accrual of costs to the Applicant and file such notices as are required by the City's regulations. The Applicant shall be liable to all costs incurred by the City in terminating the processing of the Application.

4. If the Applicant fails to pay the fees and costs required herein when due, the City may take those steps necessary and authorized by law to collect the fees and costs due, in addition to exercising those remedies set forth in Section 2 above. The City shall be entitled to recover from the Applicant all court costs and attorneys' fees incurred in collection of the balance due, including interest on the amount due from its due date at the rate of 18% per annum.

5. The City will account for all funds expended and fees and expenses incurred by the City as a result of the development review of the Application throughout the development process. The City will make statements of expenses incurred available to the Applicant. Expenses to be charged to the Applicant's account shall include, but shall not be limited to legal publications, notices, reproduction of materials, public hearing expenses, recording of documents, planning fees, engineering fees, attorney fees, special consultant fees, fees for administrative time of City staff, security, permits and easements. Within sixty (60) days after the completion of the processing of the application by the City, the City will provide the Applicant with a statement of account and will refund to the Applicant any funds paid by the Applicant that were not expended by the City, except where the Parties expressly agree to the contrary.

6. Applicant's obligation to pay the costs and expenses provided for in this Agreement shall exist and continue independent of whether the Application, or any part thereof, is approved, approved with conditions, denied, withdrawn, or terminated by the City or the Applicant prior to a final decision in the process. The Applicant agrees to pay all expenses regardless of whether the City approves or denies the Application. The City shall not be stopped or otherwise limited or

precluded from denial or conditional approval of the Application by the terms, conditions, or obligations of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

APPLICANT:

By : _____ Date : _____

- D Owner of Property
- D Authorized Agent of Owner

Printed Name: _____

Title: _____

STATE OF TEXAS)
COUNTY OF COLLIN)

SIGNED under oath before me on this ____ day of _____, 201_.

Notary Public, State of Texas

My Commission Expires: _____

CITY OF CELINA:

By : _____ Date : _____
Mike Foreman, City Manager

ATTEST:

By : _____ Date : _____
Vicki Faulkner, City Secretary