



Life Connected.

*This application form must be completed for all new civil construction plans and plats.*

**Application Type:**

- Plat
- Civil Construction Plans

In order to provide the best customer service possible, including the most expedient plan review process possible, please check one of the two boxes below. State law provides two processes by which a City may process new plans and plats, and each process encompasses different timelines, fees, and other related nuances. If you have any questions, please do not hesitate to contact staff to better assist you; however, no new plats or civil construction plans can be processed without this form being completed. Thanks!

**Chapter 212 Process**

- 30-day plan review timeline
  - Please note that if you, as the owner or authorized agent, do not respond to or correct staff comments prior to the Planning & Zoning meeting to occur during the 30-days (for plats) or with sufficient time for staff to review your corrected submission prior to the 30<sup>th</sup> day (for construction plans), your application will be denied.
  - If your application is denied you will be provided with a list of deficiencies in your application as the City is required by state law to act on your application within 30-days of filing unless you choose the Alternative Process. Pursuant to state law, the City cannot request or require a waiver of the 30-day timeframe for action on your application; however, state law does not prevent you from requesting such a waiver.
- Full Amount of Application Fees will be collected

**Alternative Process**

- Typically 10 business-day plan review timeline for City to provide comments
  - You, as owner or authorized agent, may make corrections and exchange communications with City staff to make any corrections or supplements needed to qualify for approval.
  - Your application will go on the next available agenda (for plats) or be administratively approved within 10 business days (for construction plans) if all requirements are fulfilled or if all comments are adequately addressed.
- Application Fees will be reduced by one-half (1/2)

CONTACT INFORMATION – APPLICANT (PRIMARY CONTACT)	CONTACT INFORMATION - OWNER
<b>Name:</b> Click or tap here to enter text. <b>Company:</b> Click or tap here to enter text. <b>Address:</b> Click or tap here to enter text. <b>Phone:</b> Click or tap here to enter text. <b>Email:</b> Click or tap here to enter text.	<b>Name:</b> Click or tap here to enter text. <b>Company:</b> Click or tap here to enter text. <b>Address:</b> Click or tap here to enter text. <b>Phone:</b> Click or tap here to enter text. <b>Email:</b> Click or tap here to enter text.
PROPERTY OWNER CONSENT/AGENT AUTHORIZATION	
<p>I CERTIFY THAT I AM THE LEGAL OWNER OF THE ABOVE REFERENCED PROPERTY, OR HIS AUTHORIZED AGENT, AND THAT TO THE BEST OF MY KNOWLEDGE THIS IS A TRUE DESCRIPTION OF THE PROPERTY UPON WHICH I HAVE REQUESTED THE ABOVE CHECKED ACTION. I UNDERSTAND THAT I AM FULLY RESPONSIBLE FOR THE ACCURACY OF THE LEGAL DESCRIPTION GIVEN.</p> <p><b>Signature:</b> Click or tap here to enter text.  <b>Name:</b> Click or tap here to enter text.  <b>Date:</b> Click or tap to enter a date.</p>	



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142 N. Ohio Street, Celina, Texas, 75009  
www.celina-tx.gov

## PLATS CHECKLIST

- **Pre-Application Meeting:** A pre-application meeting with City Staff is required, unless otherwise determined by the Director, prior to formal submittal.
- **Electronic Submittal:** The City of Celina is paperless in terms of submittals and resubmittals. All required materials shall be submitted in electronic formats – Adobe PDF (single file) via email; via your dropbox or go to [www.hightail.com](http://www.hightail.com), upload, and send to [submittal@celina-tx.gov](mailto:submittal@celina-tx.gov); or on a CD/DVD or flash drive.
- **Purpose of Plats:**
  - **Amending Plat:** To provide an expeditious means of making minor revisions to a recorded plat consistent within the provisions of State Law. Amending Plats may only be used in specific circumstances which include: to correct an error on the preceding plat; to correct an error in the metes and bounds description of a preceding plat; to correct a scrivener error or clerical omission (e.g. a typographical error or omission); to correct a lot line between two adjacent lots (when both owners agree and when no covenants or restrictions are removed).
  - **Conveyance Plat:** Is used only in specific circumstances to transfer ownership of property, and does not establish the right to develop the property, or any other entitlement, on which the conveyance plat is requested.
  - **Final Plat:** To ensure that the proposed subdivision and development of the land is consistent with all standards of this Subdivision Ordinance pertaining to the adequacy of public facilities, that public improvements to serve the subdivision or development have been installed and accepted by the City or that provision for such installation has been made, that all other requirements and conditions have been satisfied or provided to allow the Final Plat to be recorded. Final Plat submittal must be accompanied by full Civil Plans. \*
  - **Minor Plat:** To provide an expeditious means of filing a plat consistent within the provisions of State Law. Minor Plats may only be used in specific circumstances which include: The proposed division results in four (4) or fewer lots; all lots in the proposed subdivision front onto an existing public street and the construction or extension of a street or alley is not required to meet the requirements of this Subdivision Ordinance; and except for right-of-way widening and easements, the plat does not require the extension of any municipal facilities to serve any lot within the subdivision. \*
  - **Preliminary Plat:** To determine the general layout of the lots and blocks of a proposed subdivision to determine the adequacy of public facilities needed to serve the intended development and overall compliance with the Codes of Celina, including but not limited to the Zoning Ordinance, Subdivision Regulations, Thoroughfare Plan, and Comprehensive Plan.
  - **Replat:** To modify a plat that has been recorded within Denton or Collin County. \*

\* Note that Final Plats, Amending Plats, Minor Plats, and Replats will not be filed with the County until all required public improvements have been installed and accepted by the City, unless specifically allowed in a Development Agreement.

- **Plat Approval Process:**
  - **Final Plats:** P&Z Approval (Consent)
  - **Conveyance Plats, Preliminary Plats:** P&Z Approval (Regular)
  - **Replats:** P&Z Approval (Regular with Public Hearing). Note Residential Replats require additional state-mandated notifications.
  - **Amending Plats, Minor Plats:** Administrative/Staff Approval
  
- **Submittal Items:**
  - Universal Planning Application
  - Fee (Refer to Fee Chart)
  - Letter of Intent (Generally describing the project)
  - Plat
  - Engineering Plans (Preliminary or Full Civils, depending)

<b>PLAT REQUIREMENTS</b>						
<b>PLAT TYPES</b>	<b>Amending</b>	<b>Conveyance</b>	<b>Final</b>	<b>Minor</b>	<b>Preliminary</b>	<b>Replat</b>
<b>GENERAL FEATURES</b>						
● Legal Description (Metes and Bounds)	■	■	■	■	■	■
● North Arrow	■	■	■	■	■	■
● Scale (both graphic and written) appropriate for the level of detail (typically 1"=100')	■	■	■	■	■	■
● Legend for any symbols used	■	■	■	■	■	■
● Location/Vicinity Map showing the location of the subject property	■	■	■	■	■	■
● Title Block with the following information: <ul style="list-style-type: none"> <li>○ Titled with Plat Type (ex: "Final Plat", "Preliminary Plat", etc.)</li> <li>○ Name of proposed development/addition</li> <li>○ Total number of lots and HOA/Open Space Lots</li> <li>○ Survey name and abstract number</li> <li>○ Gross acreage</li> <li>○ Right-of-way acreage, if dedicated</li> <li>○ Date of preparation and subsequent revisions</li> </ul>	■	■	■	■	■	■
● Blocks with the following information: <ul style="list-style-type: none"> <li>○ Name(s), address, phone number and email of preparer, owner, developer, engineer, and/or surveyor</li> <li>○ 3"X3" block in lower right-hand corner for County recording seal</li> </ul>	■	■	■	■	■	■
● Lot and block numbers (lot numbers are numbers; block numbers are letters)	■	■	■	■	■	■
● Location and dimensions of all boundary lines, lot lines, and City limit lines (if any)	■	■	■	■	■	■
● Location, dimensions, purpose, and filing information for all existing and proposed easements, rights-of-way dedications, and right-of-way reservations, within and abutting the property	■	■	■	■	■	■

• Subdivision name of adjacent platted properties (P.R.D.C.T) or ownership information for adjacent unplatted properties (D.R.D.C.T.) with recording information	■	■	■	■	■	■
• Proposed street names, subject to the review and approval of the City	■		■	■		■
• Acreage or square footage of right-of-way dedicated should be shown, including corner clips and deceleration/turn lanes on the Plat	■		■	■	■	■
• Dimensions of streets, drives, and alleys	■		■	■		■
• Show length and radii of all street segments	■		■	■	■	■
• Curve table for proposed streets, drives, and alleys	■		■	■		■
• All existing, recorded, and proposed residential lots, parks, public areas, permanent structures, and/or land dedication within or contiguous to the subject property	■		■	■	■	■
• Location of numbers and dimensions of existing lots, blocks, building lines, water courses, ravines, bridges, culverts, or other existing structures on the subject property	■		■	■	■	■
• Subdivision boundary marked with heavy weighted lines	■		■	■		■
• Bearings and length of each boundary line	■		■	■		■
• Acreage and square footage of individual proposed lots	■	■	■	■	■	■
• Proposed densities, lot sizes, and number of residential lots and blocks	■		■	■		■
• Existing FEMA 100-year floodplain boundaries with elevations listed	■		■	■	■	■
• Match lines & key map (if more than one sheet)	■	■	■	■	■	■
• Old lot lines and numbers should be “ghosted” if being abandoned	■	■	■	■		■
• 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	■	■	■	■	■	■
• Locations, materials, and size of all monuments found and set	■	■	■	■	■	■
• Layout of lots and blocks as well as setbacks or easements for proposed water, sanitary sewer, drainage easements with approximate dimensions	■		■	■	■	■
• All proposed rights-of-way must be in conformance with the Thoroughfare Plan	■		■	■	■	■
• Building setback lines (ETJ only)	■		■	■	■	■
• Lot numbers shall be noted as follows: <ul style="list-style-type: none"> <li>○ The first replat shall include the letter “R” following the lot number, as “Lot 1R, Block A”</li> <li>○ Any subsequent replats shall include a number following the “R,” as in “Lot 1R-1, Block A”</li> </ul>						■
<b>STANDARD NOTATIONS</b>						
• “All lots comply with the minimum size requirements of the zoning district.” (ETJ plats may omit)	■	■	■	■	■	■
• “This property may be subject to charges related to impact fees and the applicant should contact the City regarding any applicable fees due.”	■	■	■	■	■	■
• “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.”	■		■	■	■	■
• “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.”	■		■	■	■	■

<ul style="list-style-type: none"> <li>• “Notice – 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.”</li> </ul>	■	■	■	■	■	■
<ul style="list-style-type: none"> <li>• “This plat does not alter or remove existing deed restrictions, if any, on this property.”</li> </ul>	■	■	■	■	■	■
<ul style="list-style-type: none"> <li>• “Minimum finished floor elevations are at least 2 feet above the 100 year flood plain.”</li> </ul>	■	■	■	■	■	■
<ul style="list-style-type: none"> <li>• “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 Denton or Collin County, Texas.”</li> </ul>	■	■	■	■	■	■
<ul style="list-style-type: none"> <li>• “The purpose of this plat is _____ [state the purpose] _____.”</li> </ul>	■					■
<ul style="list-style-type: none"> <li>• “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 this Conveyance Plat does not constitute approval of any type of development on the subject property, as no building or development permits shall be issued, nor permanent utility services provided, for land that has only received approval as a Conveyance Plat.”</li> </ul>		■				
<ul style="list-style-type: none"> <li>• “Bearings are based on the State Plane Coordinate System, Texas North Central Zone (4202), North American Datum of 1983 (NAD '83).”</li> </ul>	■	■	■	■	■	■
<ul style="list-style-type: none"> <li>• “All parking spaces required of new development shall be reserved for general public use by businesses, both on-site and adjacent.” (Commercial development only)</li> </ul>	■	■	■	■	■	■
<ul style="list-style-type: none"> <li>• “No overhead utilities are permitted on the subject property.”</li> </ul>	■	■	■	■	■	■
<b>OTHER PLANS</b>						
<ul style="list-style-type: none"> <li>• Preliminary Drainage Plans</li> </ul>	■		■	■	■	■
<ul style="list-style-type: none"> <li>• Preliminary Utility Plans</li> </ul>	■		■	■	■	■
<ul style="list-style-type: none"> <li>• Floodplain Study, if applicable</li> </ul>	■		■	■	■	■
<ul style="list-style-type: none"> <li>• Traffic Impact Study, if applicable</li> </ul>	■		■	■	■	■
<ul style="list-style-type: none"> <li>• Tree Survey, or statement of no protected trees on site</li> </ul>			■	■	■	
<b>SIGNATURE BLOCKS (SEE BELOW)</b>						
<ul style="list-style-type: none"> <li>• Certificate of Registered Professional Land Surveyor</li> </ul>						
<ul style="list-style-type: none"> <li>• Owner’s Acknowledgement and Dedication</li> </ul>						
<ul style="list-style-type: none"> <li>• Certificate of Plat Approval</li> </ul>						
<b>ITEMS REQUIRED FOR FILING A PLAT</b>						
<ul style="list-style-type: none"> <li>• Final acceptance letter (not required for Conveyance Plats)</li> </ul>						
<ul style="list-style-type: none"> <li>• Three 24” X 36” black line paper copies of the plat with all original seals and signatures (avoid whiteouts)</li> </ul>						
<ul style="list-style-type: none"> <li>• Tax Certificates from each taxing entity, signed and sealed from County Tax Office. (Note that signed and sealed MUD Tax Certificates are required for properties within Municipality Utility Districts)</li> </ul>						
<ul style="list-style-type: none"> <li>• Filing fee of \$150</li> </ul>						

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 Texas, 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\_\_\_\_.

NOTARY PUBLIC

\_\_\_\_\_ County, Texas

OWNER'S 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 of Boundary)

**NOW, THEREFORE, KNOW ALL PERSONS BY THESE PRESENTS:**

THAT \_\_\_\_\_, acting herein by and through its duly authorized officer, does hereby adopt this (type of plat) plat designating the hereinabove described property as \_\_\_\_\_ (lot/block/subdivision), an addition to the City of Celina, 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, or across the easements as shown, except that landscape improvements may be installed, if approved by the City of Celina. At no point shall any overhead utilities be installed on the subject property. The City of Celina 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: \_\_\_\_\_  
Date: \_\_\_\_\_

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 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 the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Texas

\_\_\_\_\_  
Type or Print Notary's Name

My Commission Expires: \_\_\_\_\_

CERTIFICATE OF PLAT APPROVAL

Approved

\_\_\_\_\_  
City Development Official  
City of Celina, Texas

\_\_\_\_\_  
Date

Witness by hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
City Secretary  
City of Celina, Texas