



Melissa Municipal Center  
3411 Barker Avenue  
Melissa, Texas 75454  
Phone: (972) 838-2036

# Preliminary Plat/Final Plat Application

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

Propose Addition Name: \_\_\_\_\_ Acres: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Propose Zoning: \_\_\_\_\_ No. of Lots: \_\_\_\_\_

I hereby request that this plat not be placed on a Planning and Zoning Commission agenda until all staff comments have been addressed. I hereby further waive the thirty (30) day time period for action on the plat as set forth in §212.009, Local Government Code, as amended.

I hereby request that this plat be placed on the agenda for action at the first available Planning and Zoning Commission meeting even if staff comments have not been addressed and the plat is not in compliance with City code. I realize this will likely result in a disapproval of my application and I will be required to pay new filing fees. **If this option is chosen, the following is required with this application:**

- 3 signed, sealed & notarized blue-line copies & 1 signed mylar (24" x 36")
- 25 signed, sealed & notarized copies (11" x 17"), three (3) hole punched and stapled.

I HEREBY CERTIFY THAT I AM THE SOLE CURRENT OWNER OF RECORD OF THE PROPERTY DESCRIBED ABOVE. THAT THIS APPLICATION IS BEING SUBMITTED WITH MY CONSENT AND THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT. IF I AM NOT THE SOLE CURRENT OWNER OF RECORD OF THE REAL PROPERTY INVOLVED, I HAVE ATTACHED NOTARIZED WRITTEN EVIDENCE OF AUTHORIZATION FROM THE CURRENT OWNER(S) OF RECORD. I ACKNOWLEDGE THAT ANY INVALID INFORMATION MAY BE CAUSE FOR DENIAL OF THIS APPLICATION. I AM THE OWNER OR AGENT AUTHORIZED TO MAKE THE STATEMENTS AND REPRESENTATIONS HEREIN ON THE BEHALF OF THE OWNER.

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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**PART I. PRELIMINARY PLAT/FINAL PLAT**

(To be completed by City of Melissa)

- Completed Plat Application
- Completed Review Application
- Current Tax Certificate issued by Collin County Tax Offices, 2300 Bloomdale Rd. Ste 2104, McKinney, Texas 75071
- Fees (Based on Fee Schedule) - Check made out to City of Melissa
- Completed Part II – Final Plat Requirements
- Replats** - Exhibit identifying adjacent property owners within ±200 feet of the proposed site
- Replats** - List of adjacent property owners addresses as noted in most recent tax records
- Five (5) reduced copies (11" X 17") of the approved and signed Preliminary Plat, General Development Plan, and supporting reports.
- Five (5) Sets of Final Plat (24" x 36") Individually Folded or Rolled as deemed necessary with Cover Sheet facing out.
- Two (2) Sets of Final Plat (11" x 17")
- Copy of Pre-Design Conference Meeting Minutes
- Facilities Agreement Application (if applicable)
- Public Improvement Application Parts I and II
- Electronic copies of documents and supporting documents (CAD and PDF).
- Re-submittals shall include:
  - Original Staff marked-up drawings
  - Five (5) Sets 24" x 36"
  - Two (2) Sets 11" x 17"
  - Electronic copies of the entire resubmittal scanned at full size.

**NOTE:**  
Upon city engineering staff approval, submit the following copies to the Plan Administrator not less than ten (10) calendar days prior to the scheduled meeting at which action is requested:

- One (1) mylar and five (5) black-line prints size 24" x 36"
- Twenty-five (25) 11" x 17" sheet size reductions, three (3) hole punched and stapled.

Upon city council approval, submit the Development Permit Application with the required sets of construction plans. Within ten (10) days of written acceptance by the City Engineer of all public improvements associated with the final plat approved by the City Council, the final plat shall be recorded in the Map & Plat Records of Collin County, Texas. A current tax certificate issued by the Collin County Tax Offices is required prior to plat filing.

The attached and referenced plat has been fully and properly processed in accordance with the provisions of the City of Melissa Subdivision Ordinance.

City of Melissa Representative: \_\_\_\_\_  
Title: \_\_\_\_\_ Date: \_\_\_\_\_

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## **PART II. CHECKLIST PERTINENT TO DRAWINGS – PRELIMINARY PLAT/ FINAL PLAT:**

**Final Plat.** When a preliminary plat has been accepted by the commission and the City Council, or changes designated by the same have been made by the subdivider, the subdivider may prepare his a final plat for all or a portion of the area in form for acceptance by the City Council. The final plat shall be submitted to the plan administrator who shall cause the same to be checked and verified as to its conformance with the preliminary plat as accepted by the commission.

If the final plat is incomplete or does not conform to the preliminary plat, the final plat shall be deemed not to have been submitted until any and all deficiencies are corrected. Submittals that do not meet the requirements listed below or other requirements within the City of Melissa Subdivision Regulations shall be deemed incomplete; and therefore shall be deemed not to have been submitted until any and all deficiencies are corrected.

Upon confirmation by the Commission that all of the following requirements have been met, the Plan Administrator shall specify the meeting of the City Council scheduled for review of the final plat. Said written confirmation shall be deemed the date of submissions of the final plat by the subdivider. The plan administrator shall prepare a report of the final plat, with his report, for review at the next scheduled meeting of the City Council.

The final plat may constitute all or only a portion of the accepted preliminary plat, but any portion thereof shall conform to all of the requirements of the subdivision regulations. If final plats are submitted for acceptance by portions or section of the proposed subdivision, each portion or section shall carry the name or the entire subdivision but shall bear a distinguishing letter, number, or subtitle.

The following is a checklist for items that shall be included, as applicable, on each Final Plat submitted for review. IT SHALL BE THE RESPONSIBILITY OF THE ENGINEER/ PROJECT MANAGER IN CHARGE OF PLAN PREPARATION TO REVIEW PLANS FOR COMPLIANCE PRIOR TO SUBMITTAL.

### **CHECK ALL THAT APPLY:**

#### **(1) Scale and drawing size**

(Applicable) (N/A)

- a. Scale and drawing size: The final plat shall be drawn on 24" x 36" sheets, and shall be at a scale of one hundred feet (100') to the inch or larger.
- b. In the event that more than one sheet is required for the final plat, an index sheet at a reduced scale shall be provided.

#### **(2) Features to be Shown:**

- a. All necessary data to locate and reproduce the final plat on the ground must be shown on the final plat.
- b. The boundary line with accurate distances and bearings, a metes and bounds description of the boundary with an error closure not to exceed one in ten thousand,
- c. Exact acreage,
- d. The exact location and width of all existing or platted streets intersecting the boundary of the tract
- e. One copy of the traverse closure sheet shall accompany the final plat.
- f. Bearings and distances to the nearest established street lines, official monuments, or subdivision corner, which shall be found and accurately described on the final plat.
- g. Abstract lines and municipal and school district boundaries shall be shown.
- h. An accurate location of the subdivision in reference to the deed records of the Collin County which shall include the volume and page of the deed of the property to be subdivided.
- i. The layout, width, and names of all streets and/or alleys with the bearings and distances between points of curvature shall be shown.
- j. The length of all arcs, radii, internal angles, points of curvature, length and bearing of the tangents. Such data shall be provided on a table keyed to the curves of the final plat.

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## **(Applicable) (N/A)**

- ( ) ( ) k. The location, width, and description of all existing and proposed easements for right of way provided for public service, utilities, fire lanes and any limitations on use of the easements. Provide sufficient survey information to field locate all easements on the ground, tied to permanent horizontal control points.
- ( ) ( ) l. All lot lines with accurate dimensions in feet and hundredths and with bearings and angles to street and alley lines to the nearest second shall be shown.
- ( ) ( ) m. A certification that each and every lot complies with the minimum size requirements (acreage or square footage) of either the subdivision ordinance or the zoning ordinance, as appropriate shall be shown. Lots of lesser size shall be individually identified and sized in tabular form.
- ( ) ( ) n. The 100-year flood plain, if applicable, shall be delineated. For all lots located wholly or partially within or immediately adjacent to a flood plain area, as designated on maps provided by FEMA, a designation of the minimum finish floor elevation, which shall be at least one foot above the one hundred year flood elevation at that point.
- ( ) ( ) o. A continuous and sequential lettering and/or numbering of blocks and lots within the subdivision shall be shown. Block letters shall run consecutively throughout the entire subdivision, even though such subdivisions might be finally accepted in sections.
- ( ) ( ) p. All required building setback lines shall be shown.
- ( ) ( ) q. An accurate outline description and area to the nearest hundredth of an acre of all parcels of land which are offered for dedication or reserved for public use, or reserved in the deeds for the use of all property owners in the proposed subdivision or reservations for other uses, together with the purpose and conditions or limitations of such reservations and/or dedications, if any. Such reservations and dedications must be identified with a lot and block designation except street and alley rights-of-way.
- ( ) ( ) r. The accurate location, material and approximate size of all monuments, corner pins, and bench marks shall be shown, including description and whether found or set.
- ( ) ( ) s. The names of adjacent subdivisions and/or the names of record owners of adjoining parcels of un-subdivided land.
- ( ) ( ) t. Exact acreage per lot for all non-single family lots
- ( ) ( ) u. Variances from the subdivision ordinance shall be listed on the face of the plat.
- ( ) ( ) v. Right-of-way and public property to be abandoned should be identified on the plat, but information is to be provided separately as required for creation of an abandonment ordinance.
- ( ) ( ) w. Flowage easements, both on-site and off-site, if any, pertaining to drainage including a note regarding responsibility for maintenance. For off-site flowage easements, provide a copy of proposed easement language prior to execution by land owners. All easements are subject to review and approval by the City Attorney.
- ( ) ( ) x. Other features which impact the subject property including, but not limited to, buildings, cemeteries, parks, landfills and monuments.

## **(3) Location Map**

- ( ) ( ) a. A location map of the proposed subdivision at a scale of one inch to two thousand feet showing existing and proposed major features covering an area of at least one mile in all directions from the proposed subdivision.

## **(4) Title information**

- ( ) ( ) a. The proposed name of the subdivision with section or sequencing designation and lot count summary, as appropriate
- ( ) ( ) b. North arrow (oriented to the top or right of the sheet)
- ( ) ( ) c. Scale

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- d. Date or (dates of revision are also to be added with each modified set of plans)
- e. The names, addresses, and phone numbers of the owner, developer, land planner, engineer, and surveyor responsible for actual design of the subdivision

**(Applicable) (N/A)**

- f. For all residential subdivisions, a plan summary table, to include total acreage per phase and zoning classification, minimum lot size, minimum dwelling size and density per acre. A summary table of each lot area (sq. ft.)
- g. Exact acreage per lot for all non-single family developments
- h. Zoning of subject lot and adjacent property

**(5) Certificates required**

- a. An official original tax certificate issued by the Collin County tax assessor stating that all taxes and assessments then due and payable on the land contained within the subdivision have been paid.
- b. A certificate of ownership and dedication, of a form approved by the commission, of all streets, alleys, parks, open space, and public ways to public use forever, signed and acknowledged before a notary public by the owner and any and all lien holders of the land, and a complete and accurate description of the land subdivided and dedications made.
- c. Certification by a registered public surveyor, registered in the State of Texas, to the effect that the plat represents a survey made by him or under his direct supervision and that all monuments shown thereon actually exist, and that their location, size, and material are correctly shown. **The surveyor certification must be sealed and acknowledged before a notary public.**

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 were properly placed under my personal supervision, in accordance with the subdivision regulations of the City of Melissa, Texas.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The surveyor shall affix his seal on the plat adjacent to the certification.

- d. Before approval and acceptance of any final plat, the developer shall place a sum of money, equal to the total estimated costs (as determined by the city engineer) of the required public improvements, in escrow or shall give the City of Melissa a certified check in this amount or shall present other financial guarantees, as sufficient to ensure that the required improvements will be made at developer expense, and as approved by the City Council.
- e. Certificate of acceptance by the City Planning and Zoning Commission: (To be placed on the plat in a manner that will permit the completion of the certificate by filling in blank spaces.)

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by the City Planning and Zoning Commission of the City of Melissa, Texas.

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

Attest:

\_\_\_\_\_  
Secretary, Melissa Planning and Zoning Commission

- f. Certificate of acceptance by the City Council: (To be placed on the plat in a manner that will permit the completion of the certificate by filling in the blank spaces.)

Accepted by the City Council of the City of Melissa:

\_\_\_\_\_  
Mayor, City of Melissa

\_\_\_\_\_  
Date

The undersigned, the City Secretary of the City of Melissa, hereby certifies that the forgoing final plat of \_\_\_\_\_ Subdivision or addition to the City of Melissa was submitted to the City Council on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, and the City Council by formal action then and there accepted the dedication of streets, alleys, easements,

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and public places, as shown and set forth in an upon said map or plat, and said City Council further authorized the Mayor to note the acceptance thereof by signing his name as hereinabove subscribed.

Witness my hand this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_\_.

\_\_\_\_\_  
City Secretary, City of Melissa, Texas

**NOTE: ALL SIGNATURES AND SEALS MUST BE CLEAR AND DISTINCT IN BLACK INK**

**(6) Notes Required**  
**(Applicable) (N/A)**

- ( ) ( ) a. UNLESS OTHERWISE AGREED TO IN WRITING, THE CITY OF MELISSA AND DEVELOPER AGREE THAT IF THE ABOVE-DESCRIBED PROPERTY LIES WITHIN THE SEWER AND/OR WATER CCN AREA OF AN ENTITY OTHER THAN THE CITY OF MELISSA, DEVELOPER SHALL REIMBURSE THE CITY OF MELISSA OF ANY AND ALL COSTS ASSOCIATED WITH THE CITY OF MELISSA OBTAINING THE CCN TO SERVICE THE ABOVE-DESCRIBED PROPERTY WITH WATER AND/OR SEWER.

**(7) Construction plans**

- ( ) ( ) a. Construction plan and profile sheets for all public improvements shall be submitted with the final plat.
- ( ) ( ) b. The approval of the final plat shall be contingent upon acceptance of construction plans and specifications by the city engineer.
- ( ) ( ) c. Completed Public Improvement Application.