



Melissa City Hall  
3411 Barker Avenue  
Melissa, Texas 75454  
Phone: (972) 838-2036

### Conveyance Plat Application

Developer/Consultant: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

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

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

### **Property Owner's Information**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

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: \_\_\_\_\_

## Conveyance Plat Application

### **PART I. CONVEYANCE PLAT APPLICATION**

(To be completed by City of Melissa)

- ☐ Completed Conveyance Plat 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 – City of Frisco Conveyance Plat Checklist
- ☐ **Replats** - Exhibit identifying adjacent property owners within  $\pm 200$  feet of the proposed site
- ☐ **Replats** - List of adjacent property owners addresses as noted in most recent tax records
- ☐ Facilities Agreement Application (if applicable)
- ☐ Electronic copies of plat document and supporting documents (Auto CAD and PDF)



# CONVEYANCE PLAT CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH FILING

**DO NOT STAPLE**

\*No documents are to be stapled at time of filing

This checklist is not all-inclusive of all City ordinances and standards.

## GENERAL

- ☐ Submit all documents specified on the Required Documents checklist with a signed copy of the Required Documents checklist.
- ☐ All plans shall be 24" x 36" and folded
- ☐ **Submit a disk with all plans – plans will be date stamped electronically.**
- ☐ **Collin County property** – Provide a 2" x 4" square in the lower right corner of each sheet for the filing information:
- ☐ **Denton County property** – Provide a 3" x 3" square in the lower right corner of each sheet for the filing information:
- ☐ Title block located in the lower right hand corner, above the area of filing sticker, with subdivision name, Plat type (i.e. Conveyance Plat), block and lot numbers, survey name and abstract number, number of acres, preparation date, city, county and state, City Project Number (to be provide at time of submittal).
- ☐ Lots and blocks with lot and block numbers (block stated first)
- ☐ Legend, if abbreviations or symbols are used
- ☐ Entity name, contact name, address and phone number for owner, applicant and surveyor
- ☐ Location/vicinity map (Use a single line drawing)
- ☐ North arrow and scale appropriate for the level of detail – multiple sheets may be required
- ☐ Legal (metes and bounds) description with total acreage (Refer to Plat Language Document). Ensure that the total acreage in the legal matches the title block.
- ☐ Property boundary drawn with "phantom" line type (---- ) with dimensions and bearings
- ☐ Lot dimensions in feet and hundredths of feet with bearing and angles to street and alley lines
- ☐ Outline of all property offered for dedication for public use
- ☐ Bold the labels and easement lines of any easements or rights-of-way being dedicated, abandoned or modified per the plat so that they stand out from existing easements
- ☐ Adjacent properties within 75 feet of the subject property – subdivision name of platted properties or owner name of unplatted property with recording information
- ☐ Surveyor's certificate (signed and sealed) with notary block (Refer to Plat Language document)
- ☐ City approval signature block located on the right side of the page (Refer to Plat Language document)
- ☐ Certificate of ownership with notary block(s) (Refer to Plat Language document)

- ☐ On each lot, put the statement, "For Conveyance Purposes Only"
- ☐ Include applicable notes as shown in the Plat Language and Easement Language sheets within the Development Application Handbook
- ☐ List the following note on the plat : "Notice: A conveyance plat is a record of property approved by the City of Frisco, Texas, for the purpose of sale or conveyance in its entirety or interests thereon defined. No building permit shall be issued nor permanent public utility service provided until a final plat is approved, filed of record and public improvements accepted in accordance with the Subdivision Ordinance of the City of Frisco. 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."

## ENGINEERING

- ☐ Locations, material, and size of all monuments
- ☐ Two opposing property corners with 3D coordinates, in accordance with the Survey Requirements section of the City of Frisco Engineering Standards.
- ☐ Limits of FEMA Effective Special Flood Hazard Area floodplain and regulatory floodway within and adjacent to plat area.
- ☐ Provide minimum finished floor elevations of all lots adjacent to FEMA and/or City floodplains.
- ☐ Provide Floodplain Note: "According to Flood Insurance Rate Map (FIRM) Map No. \_\_\_\_ dated \_\_\_\_\_ prepared by Federal Emergency Management Agency (FEMA) for <Denton/Collin> County, Texas, this property is within Zone(s) <A, AE, X>."
- ☐ Existing and proposed easements. Provide all bearing and distance information on proposed easements, including separate instruments. **Only easements where improvements exist or where improvements are required for lots being subdivided will be granted with a conveyance plat.**
- ☐ Dedication language for easements (Fire Lane, Visibility, Access and Maintenance, Public Way, Access, Drainage, Drainage and Detention, etc.)
- ☐ Additional documents necessary for dedication or conveyance of easements or rights-of-way
- ☐ Only dedicate easements required for any one lot to develop. Additional easements can be dedicated with the final plat



## PRELIMINARY SITE PLAN CHECKLIST

### TRAFFIC

- ☐ Location of streets and alleys, right-of-way widths, and names of streets
- ☐ Dimension property to centerline of right-of-way
- ☐ Right-of-way dedication in fee simple
- ☐ Filing information for all existing easements and rights-of-way
- ☐ Complete curve data (delta, length, radius, tangent, point of curve, point of reverse curve, and point of tangent) and bearing of all tangents

By signing this document, I attest that this plan complies with the Zoning and Subdivision Ordinance, Engineering Standards and all other applicable codes and ordinance of the City of Frisco.

Preparer's Name: \_\_\_\_\_

Preparer's Signature: \_\_\_\_\_