



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

Conveyance Plat Pre-Submittal Form

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: _____

By signing below, I agree and certify as follows: I am the sole current owner of record of the real property described above or I am the authorized agent of the owner and have legal authority to bind the owner to these terms as the owner's lawful representative under Texas law or as evidenced by the attached, notarized authorization from the owner of record of such real property. This form is being submitted with the property owner's consent, and the information contained herein is true and correct.

I further acknowledge and agree on behalf of myself, my firm (if applicable) and the property owner that:

- The submission of this form does not constitute the filing of an application for approval of a "plat" or "plan" pursuant to Chapter 212 and/or Chapter 245 of the Texas Local Government Code. Rather, it constitutes a request to the City staff of the City of Melissa to engage in an informal, pre-submittal process prior to the filing of an official application for approval of a "plat" or "plan."
- Neither this form nor the pre-submittal process sought herein shall be subject to Chapter 212 and/or Chapter 245 of the Texas Local Government Code. To the extent that Chapter 212 and/or Chapter 245 of the Texas Local Government Code apply, all rights and protections thereunder are hereby waived.
- This request is voluntarily submitted, and an official application for approval of a "plat" or "plan" may be filed at any time.

THE PROPERTY OWNER AND DEVELOPER/CONSULTANT COMPLETING THIS FORM HEREBY AGREE TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE CITY OF MELISSA AND ITS CITY COUNCIL MEMBERS, OFFICIALS, EMPLOYEES, AGENTS AND REPRESENTATIVES OF AND FROM ANY CLAIMS, DEMANDS, LAWSUITS AND COSTS ARISING OUT OF OR RELATED TO THE SUBMISSION OF THIS FORM, THE REQUEST FOR THE PRE-SUBMITTAL PROCESS SOUGHT HEREIN AND/OR THE WAIVER OF RIGHTS AND PROTECTIONS SET FORTH HEREIN. I acknowledge that any inaccurate information in this form may be cause for rejection of this form and/or cancellation of any pre-submittal process commenced in connection with this form. I sign this form voluntarily as my own free act, with full knowledge of its significance and legal effect, intending to be legally bound thereby.

Printed Name: _____ Title: _____

Signature: _____

Conveyance Plat Pre-Submittal Form

PART I. CONVEYANCE PLAT PRE-SUBMITTAL

(To be completed by City of Melissa)

- ☐ Completed Conveyance Plat Pre-Submittal Form
- ☐ 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 ± 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: _____