



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

### Final Plat/Replat 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: \_\_\_\_\_

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### **PART I. FINAL/REPLAT PLAT PRE-SUBMITTAL**

(To be completed by City of Melissa)

- Completed 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 – 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
- One (1) reduced copy (11" X 17") of the approved and signed Preliminary Plat, General Development Plan, and supporting reports.
- Two (2) Sets of Final Plat (24" x 36") Individually Folded or Rolled as deemed necessary with Cover Sheet facing out.
- One (1) Set 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, (Word format, Auto CAD and PDF).
- Re-submittals shall include:**
  - Original Staff marked-up drawings
  - Two (2) Sets 24" x 36"
  - One (1) Set 11" x 17"
  - Electronic copies of the entire resubmittal scanned at full size, (Word format, Auto CAD and PDF).

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### **PART II. CHECKLIST PERTINENT TO DRAWINGS - FINAL PLAT:**

**The following is provided for informational purposes only. The official Final Plat application shall require the following, as applicable:**

**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

( ) ( ) d. Date or (dates of revision are also to be added with each modified set of plans)

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( ) ( ) 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

( ) ( ) 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, and public places, as shown and set forth in an upon said map or plat, and said City Council further

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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)

( ) ( ) 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.