



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

Preliminary 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: \_\_\_\_\_

**PART I. PRELIMINARY PLAT PRE-SUBMITTAL** (To be completed by City of Melissa)

- Completed Preliminary Plat Pre-Submittal
- Current Tax Certificate issued by Collin County Tax Offices, 2300 Bloomdale Rd Ste 2104 McKinney, Texas 75071
- Fees (Based on Fee Schedule) - Check made payable to City of Melissa
- Two (2) Sets of Drawings and Supporting Documents: Individually Folded (8 1/2" x 11" size) or Rolled (sheet size 24" x 36") as deemed necessary with Cover Sheet facing out.
- Copy of Notice of Intent
- Copy of Pre-Design Conference Meeting Minutes
- Completed Part II.
- The following plans shall be submitted with a site plan application and approval is necessary prior to final authorization for development:
  - ( ) General Development
  - ( ) Engineering plans, including but not limited to, utility, paving, drainage and site layout plans;
  - ( ) Traffic impact analysis, if required;
  - ( ) Tree preservation plan, if required;
  - ( ) Traffic circulation study, if required;
  - ( ) Landscape plan/tree survey;
  - ( ) Flood study, if required;
  - ( ) Façade plan; or
  - ( ) Other approvals as required by ordinance or resolution.
- 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"
  - Electronic copies of the entire resubmittal scanned at full size.

**PART II. CHECKLIST PERTINENT TO DRAWINGS - PRELIMINARY PLAT:**

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

**Preliminary Plat.**

The commission shall be furnished with five (5) legible prints of the preliminary plat together with five (5) copies of necessary supporting documents describing the type of development, provision of services, development procedure and timing, and engineering studies. Such materials shall be received no later than twenty-five (25) days before the commission meeting scheduled for review of the preliminary plat. No plat will be considered by the commission until and unless the prescribed filing fees have been paid.

The developer shall obtain a checklist to be furnished by the city. Such checklist shall be attached to the preliminary and final plats, and shall be authenticated by proper officials of the city and the developer certifying that the plat has been fully and properly processed in accordance with the provisions of the Melissa Subdivision Ordinance.

The preliminary plat shall be delivered to the plan administrator who shall cause the same to be checked and verified, prepare a report to the commission setting forth his findings, and file such report, together with the plat, with the commission at the meeting scheduled for review.

The subdivider should be present at the meeting; however, the subdivider, by written notice filed with the plan administrator, may designate his land planner, engineer, surveyor, or like agent for the processing of his subdivision.

The following is a checklist for items that shall be included, as applicable, on each Preliminary 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) General Development Plan:**

When a subdivision is a portion of a tract larger than forty (40) acres in size to be subdivided later in its entirety, a general development plan of the entire tract shall be submitted with the preliminary plat of the portion to be first subdivided. The general development plan shall show the schematic layout of the entire tract and its relationship to adjacent property within the neighborhood unit. When appropriate, more than one (1) tract or subdivision may be included within the general development plan.

The general development plan shall delineate the proposed characteristics of the area in terms of major categories of land use, dwelling units and population densities, general layout of lots and streets, drainageways, utility trunk lines, location of sites for parks, schools and other public uses, present and proposed zoning, and such other information as the commission finds to be necessary for making a decision on the approval of the preliminary plat.

A general development plan shall be considered to be a detailing of the comprehensive plan and shall become effective upon adoption by the commission; providing, however, that no general development plan shall be approved other than in substantial conformity with the comprehensive plan. Every general development plan adopted by the commission shall be so certified by the chairman of the commission and a copy thereof shall be placed on file with the city secretary as part of the public record. A general development plan is to continue in force until amended or rescinded by the commission and shall be the official guide to the owners of all property within its area of coverage. Where multi ownerships preclude the preparation of a general development plan by a single owner, the commission is authorized to prepare or to cause such plan to be prepared. No preliminary plat within an area for which a general development plan has been adopted shall be approved except in substantial conformity with such adopted plan.

Commission approval shall include, approval of the sequence of development and construction of phases of the project as can reasonably be determined. It may include such stipulations or conditions as the commission deems necessary in order to accomplish the purposes of this ordinance and to protect the health, safety and welfare of the community.

The general development plan shall include the following:

Applicable N/A

- ( ) ( ) a. the schematic layout of the entire tract and its relationship to adjacent property within the neighborhood unit - When appropriate, more than one tract or subdivision may be included within the general development plan.
- ( ) ( ) b. the general development plan shall delineate the proposed characteristics of the area in terms of major categories of land use, dwelling units and population densities
- ( ) ( ) c. general layout of lots and streets
- ( ) ( ) d. drainage ways
- ( ) ( ) e. utility trunk lines
- ( ) ( ) f. location of sites for parks
- ( ) ( ) g. location of schools
- ( ) ( ) h. other public use reservations
- ( ) ( ) i. other information as the commission finds to be necessary for making a decision on the approval of the preliminary plat
- ( ) ( ) j. proposed sequence of development and construction of phases of the project as can reasonably be determined - Phase lines must be clearly delineated, with improvements capable of standing alone as development occurs and not depending on future construction to meet City standards or requirements.
- ( ) ( ) k. title information.
- ( ) ( ) l. scale and size of drawing.
- ( ) ( ) m. acceptance block - The following notice shall be placed on the face of the general development plan by the subdivider.

GENERAL DEVELOPMENT PLAN

Accepted for Preparation of final plat

Chairman \_\_\_\_\_  
 Planning and Zoning Commission, \_\_\_\_\_  
 City of Melissa, Texas \_\_\_\_\_  
 Date \_\_\_\_\_

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

(2) Scale and drawing size:

- ( ) ( ) a. preliminary plat shall be drawn to a scale of one hundred (100) feet to the inch or larger
- ( ) ( ) b. drawing size should be 24" by 36"

(3) Existing features inside subdivision:

- ( ) ( ) a. topography to be shown with mean sea level contour intervals of two (2) feet.
- ( ) ( ) b. locations, widths, and names of all existing or platted streets
- ( ) ( ) c. locations and widths of all existing or platted alleys
- ( ) ( ) d. locations, width, and descriptions of all existing or platted easements
- ( ) ( ) e. locations and descriptions of all existing permanent buildings

- f. locations, width, and owner's name of all railroad rights-of-way
- g. name and location of existing creeks
- h. abstract lines
- i. political subdivisions
- j. city limits
- k. school district boundaries
- l. other important features which impact the subject property including, but not limited to, cemeteries, parks, landfills, and monuments
- m. sanitary sewers with pipe sizes, grades, and locations
- n. water mains with pipe sizes and locations
- o. storm sewer with pipe sizes, grades, and locations
- p. culverts with pipe sizes, grades, and locations
- q. other underground structures with pipe sizes, grades, and locations

**(4) Existing features outside the subdivision**

Existing features outside the subdivision shall be identified for a distance of two hundred (200) feet outside the proposed subdivision. Property lines & names of adjacent subdivisions and/or names of record of adjoining parcels of unsubdivided land shall be indicated.

- a. topography to be shown with mean sea level contour intervals of two (2) feet
- b. locations, widths, and names of all existing or platted streets
- c. locations and widths of all existing or platted alleys
- d. locations, width, and descriptions of all existing or platted easements
- e. locations and descriptions of all existing permanent buildings
- f. locations, width, and owner's name of all railroad rights-of-way
- g. name and location of existing creeks
- h. abstract lines
- i. political subdivisions
- j. city limits
- k. school district boundaries
- l. other important features which impact the subject property including, but not limited to, cemeteries, parks, landfills, and monuments
- m. property lines and the names of adjacent subdivisions and/or the names of record of adjoining parcels of unsubdivided land shall be indicated
- n. features outside the subdivision should be shown in lighter or dashed lines as appropriate to distinguish from features within the subdivision

**(5a) New features inside subdivision:**

- a. boundary line, accurate in scale, of the tract to be subdivided, with accurate distances and bearings indicated
- b. layout, designations, names and widths of any and all proposed streets, alleys and easements

- ( ) ( ) c. street names shall provide continuity with existing streets
- ( ) ( ) d. where a development abuts a street shown on the City's thoroughfare plan, the preliminary plat shall include a proposed dedication of right-of-way in accordance with the requirements of the subdivision ordinance
- ( ) ( ) e. cross-section of proposed streets and alleys showing the width of pavement, type of pavement and location and width of sidewalks
- ( ) ( ) f. median openings, turning lanes, acceleration and deceleration lanes
- ( ) ( ) g. traffic control signals, devices and striping
- ( ) ( ) h. layout, designations, names and widths of any and all proposed alleys
- ( ) ( ) i. layout, designations, names and widths of any and all proposed easements including access, utility, drainage, and visibility easements
- ( ) ( ) j. layout of proposed lots
- ( ) ( ) k. lot numbers of proposed lots
- ( ) ( ) l. setback lines of proposed lots
- ( ) ( ) m. approximate dimensions of proposed lots
- ( ) ( ) n. layout of proposed blocks
- ( ) ( ) o. blocks designations
- ( ) ( ) p. approximate dimensions of proposed lots and blocks
- ( ) ( ) q. all parcels of land intended to be dedicated or reserved for public use
- ( ) ( ) r. all parcels of land intended to be dedicated or reserved in the deeds for the use of all property owners in the proposed subdivision
- ( ) ( ) s. reservations for other uses together with the purpose or conditions and limitations of such reservations, if any

**(5b) Conceptual Design of onsite public utilities**

- ( ) ( ) a. schematic plan of the proposed water lines and related facilities necessary to provide adequate water service within the subdivision
- ( ) ( ) b. schematic plan of the proposed sanitary sewer lines and related facilities necessary to provide adequate sanitary sewer service within the subdivision
- ( ) ( ) c. preliminary line sizes for all water mains and sewer trunk lines
- ( ) ( ) d. developer is responsible for all costs associated with water and sewer lines necessary to serve the subdivision and the cost of installation of lines up to 12 inches, as necessary and as determined by the city engineer to serve development of the surrounding area - Provide a summary table of all water and sewer lines that are sized greater than 12 inches that the developer believes may be eligible for City participation.

**(5c) Preliminary Drainage Plan**

- ( ) ( ) a. drainage areas that affect the area being platted (on-site and off-site)
- ( ) ( ) b. preliminary estimated runoff both in existing state and at ultimate development for the area
- ( ) ( ) c. points of concentration
- ( ) ( ) d. all required drainage calculations in accordance with City of Melissa Drainage Criteria Manual

- ( ) ( ) e. location, size, and slope of proposed storm sewer lines
- ( ) ( ) f. location of proposed storm sewer inlets
- ( ) ( ) g. location of proposed culverts
- ( ) ( ) h. location of proposed bridges
- ( ) ( ) i. downstream drainage features and structures, and capacities of such features and structures, through which site drainage passes
- ( ) ( ) j. existing and proposed on-site and off-site drainage easements and rights of way - All point source storm water discharges from subdivisions require off-site drainage easements
- ( ) ( ) k. utility and drainage plans shall be submitted on separate sheets at the same scale as the preliminary plat

**(5d) Conceptual Design of off site public utilities**

- ( ) ( ) a. schematic plan of the proposed water lines and related facilities necessary to provide adequate water service to the subdivision
- ( ) ( ) b. schematic plan of the proposed sanitary sewer lines and related facilities necessary to provide adequate sanitary sewer service to the subdivision
- ( ) ( ) c. preliminary line sizes for all off site water mains and sewer trunk lines
- ( ) ( ) d. developer is responsible for all costs associated with water and sewer lines necessary to serve the subdivision and the cost of installation of lines up to 12 inches, as necessary and as determined by the city engineer, to serve development of the surrounding area - Provide a summary table of all offsite water and sewer lines that are sized greater than 12 inches that the developer believes may be eligible for City participation.

**(6) Location map:**

- ( ) ( ) a. location map of the proposed subdivision at a scale of one inch to two thousand (2,000) feet showing existing and proposed major features covering an area of at least one mile in all directions from the proposed subdivision

**(7) Title information:**

- ( ) ( ) a. existing zoning
- ( ) ( ) b. proposed zoning
- ( ) ( ) c. proposed name of the subdivision
- ( ) ( ) d. north point (oriented to the top or right of the sheet)
- ( ) ( ) e. scale (drawing scale and graphic scale)
- ( ) ( ) f. date (dates of revision are also to be added with each modified set of plans)
- ( ) ( ) g. acreage of the proposed subdivision
- ( ) ( ) h. names, addresses, and phone numbers of the owner, developer and land planner, engineer, and surveyor, as appropriate
- ( ) ( ) i. tract designation, abstract and other description according to the real estate records of the city or county
- ( ) ( ) j. 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
- ( ) ( ) k. total number of lots
- ( ) ( ) l. designation and amounts of land of the proposed uses within the division

( ) ( ) m. variances from the subdivision ordinance which may be requested shall be listed on the face of the plat

**(8) Acceptance block:****Applicable N/A**

( ) ( ) a. The following notice shall be placed on the face of each preliminary plat and utility plan by the subdivider:

"PRELIMINARY PLAT FOR REVIEW PURPOSES ONLY"

b. The following certificate shall be placed on the preliminary plat by the subdivider.

"Accepted for Preparation of final plat"

Chairman _____ Planning and Zoning Commission, City of Melissa, Texas	Date _____	City Secretary _____ City of Melissa, Texas	Date _____
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**(9) Preliminary Plat Notes:**

( ) ( ) a. "Any and all access, utility, drainage, and visibility easements deemed appropriate by the City of Melissa will be added for Final Plat."

( ) ( ) b. "Final design sizing, details, and alignment for storm sewer, sanitary sewer, water, and roadway improvements shall conform to all City of Melissa requirements regardless of the impact on lot count or geometrics approved on the preliminary plat."

( ) ( ) c. "Acceptance of preliminary plat is contingent upon execution of a Facilities Agreement mutually acceptable to the City of Melissa and the developer."

( ) ( ) d. "Developer shall obtain all offsite access, utility, drainage, and other easements identified during detailed design of public improvements prior to acceptance of Final Plat by the City of Melissa"

( ) ( ) e. "Acceptance of the preliminary plat shall, in no way, constitute final acceptance of the subdivision"

( ) ( ) f. "The final plat for all or a part of the area of an approved preliminary plat shall be submitted within six (6) months of acceptance of the preliminary plat by the City of Melissa or the said approval shall terminate and shall be void, unless prior to the expiration of said acceptance, the time for filing of the final plat is extended at the written request of the subdivider. If the final plat submission is incomplete or does not conform to the preliminary plat, the final plat is deemed not to have been submitted until any and all deficiencies are corrected. When the planning and zoning commission has confirmed that the final plat complies with all City of Melissa requirements, the City of Melissa shall submit written confirmation to the subdivider which shall specify the meeting of the city council scheduled for review of the final plat. Said confirmation shall be deemed the date of submission of the final plat."

( ) ( ) g. "Construction plan and profile sheets for all public improvements shall be submitted with the final plat. The final plat shall not be approved until construction plans and specifications are approved by the city engineer."

( ) ( ) h. 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.