



Planning and Development Services
 2118 South Uhl Road
 Glenn Heights, TX 75154
 Phone: 972-223-1690 ext. 452 / Fax: 972-274-5100

PLAT APPLICATION

Preliminary Plat	Final Plat	Replat	Amending Plat	Short Form Plat
Vacating Plat				

Subdivision Information		
Name: _____	Lots & Blocks: _____	Acreege: _____
Address/Parcel ID: _____	Zoning: _____	

Owner Information		
Name(s) / Entity: _____		
Address: _____	Contact Person: _____	
Phone Number 1 : _____	Phone Number 2: _____	Email: _____

Agent Information		
Name(s) / Entity: _____		
Address: _____	Contact Person: _____	
Phone Number 1 : _____	Phone Number 2: _____	Email: _____

For Plats Only: This waiver must be completed for all Plat applications; failure to do so will result in the rejection of your application. I waive the statutory time limits in accordance with Section 212 of the Texas Local Government Code. Waiver from Section 212.009: "The Texas Local Government Code requires that the municipal authority responsible for approving plats must take action on a plat within thirty (30) days of the plat application being accepted. A plat is considered approved by the municipal authority unless it is disapproved within that period." Because 30 days is generally not enough time for a plat to be processed by City Staff and forwarded to the Planning and Zoning Commission for approval, a waiver for this section has been provided on the plat application form. If the waiver on the plat application is not signed, then it is likely that the plat will be forwarded to the Planning and Zoning Commission with a staff recommendation of denial within 30 days of the application being accepted. The waiver must be signed by the property owner or by the property owner's designee as noted on a letter of authorization.

Signature of Applicant: _____

Name of Applicant: _____

Date: _____

STATE OF TEXAS COUNTY OF _____ BEFORE ME, a Notary Public, on this ____ day personally appeared _____ (printed owner's name) the above signed, who under oath, stated the following: "I hereby certify that I am the owner, for the purposes of this application; that all information submitted herein is true and correct."
 SUBSCRIBED AND SWORN TO before me this the ____ day of _____, 20__.

 Notary Signature

SEAL



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Letter of Authorization

Authority is hereby granted to _____ (AGENT) acting on my behalf as the owner of this property as indicated at the appraisal district, to file and present an application to the City of Glenn heights, Texas, to request a subdivision of the following property:

(LEGAL DESCRIPTION)

ACKNOWLEDGEMENT:

I hereby certify the above information is correct and complete to the best of my knowledge and ability and that I am now, or will be, fully prepared to present the above proposal at the Planning and Zoning Commission and City Council meetings if necessary.

Owner Name: _____

Applicant Name: _____

Date: _____

STATE OF TEXAS COUNTY OF _____ BEFORE ME, a Notary Public, on this ____ day personally appeared _____ (printed owner's name) the above signed, who under oath, stated the following: "I hereby certify that I am the owner, for the purposes of this application; that all information submitted herein is true an correct."
SUBSCRIBED AND SWORN TO before me this the ____ day of _____, 20__.

Notary Signature





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Preliminary Plat Checklist

Scale, Bar Scale and North Arrow

Title Block: Name of Plat, Lots and Blocks, Legal Description, Acreage, City and County Jurisdiction and Date of preparation

Vicinity Map at a scale of not more than one thousand (1,000) feet to the inch which shall show all existing subdivisions, streets, and tracts of acreage in the area.

Project boundary in bold weight, solid line

Proposed plan of subdivision, showing streets, blocks, lots, alleys and easements, building lines, parks, etc. with principal dimensions.

An accurate boundary survey of the property, with bearing and distance referenced to the corner of an existing survey or established subdivisions with complete and accurate filed notes of said boundaries. The line with dimensions of all adjacent lands and alleys, and easements in adjacent subdivisions shall be shown in dashed lines.

Describe and locate all permanent survey monuments, pins and control points; tie and reference survey corners as applicable.

The angular dimensions shall be shown by true bearings. The length of all straight lines, deflection angles, radii, tangents, central angle of curves shall be shown. All curve information shall be shown for the center line of the street. Dimensions shall be shown from all angle points and points of curve of lot lines. All lots on curves shall be shown with curve length dimension based on definitions.

All necessary dimensions, including linear, angular and curvilinear, and other surveying information necessary to reproduce the Plat on the ground with the linear and curvilinear dimension shown in feet and decimals of a foot.

Curve and line table

Lot widths, lot areas, and front/side/rear yard setbacks

The location, width, and name of existing streets and any blocks, lots, alleys, building lines, water courses, boundary of tree cover, or other natural features in the area affected, with principal dimensions, and any other significant information on all sides for not less than two hundred feet (200').

The exact location, dimensions and description of all existing or proposed public and private easements

Legal description and owner information of abutting property

Jurisdictional boundaries

Street names

Location of nearest existing sewers, water and gas mains, and other public utilities if any.

Identification of 100 year floodplain and floodway

Topographic contours at 5 foot intervals

Identification of HOA, common area, and/or open space lots/tracts

Centerline of proposed and existing streets. Dimension from centerline to edge of existing right-of-way and from centerline to edge of proposed/dedicated right-of-way.

Metes and bounds description

City of Glenn Heights right-of-way dedication instrument

Owner signature and notarization

Surveyor certificate, signature, seal and notarization

Signature Block for approving body

Contact Information for Owner, Developer, and Surveyor



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Final Plat Checklist

Computer generated closure sheets for the exterior boundary of the subdivision

Computer generated closure sheets for all street rights-of-way within and contiguous to a lots within subdivision

Street cross sections

Lot detail(s)

Appropriate Plat Notes

Service Providers:

Electric _____

Gas _____

Telephone _____

Cable _____

Internet _____

Items for Submittal

Five (5) 24" X 36" full-size plat copies

Two (2) 24" X 36" full-size construction and civil engineering plans

PDF of plat

PDF of civil/engineering plans

Completed Application

Completed Authorization (if applicable)

Property Deed (if Owner does not match Appraisal District)

Tax Certificate(s)

Deed Restriction(s) to be filed with Plat

Drainage Study and/or Flood Study

Executed copies of paving and utility contracts

Temporary Use Permit (TUP) application for concrete batching plant (if applicable)

Fees

Preliminary Plat

5 acres or less: \$350.00

5 acres or more: \$350.00 plus \$25.00 per acre over five

Final Plat

25 lots or less: \$450.00

25 lots or more: \$450.00 plus \$25.00 per lot over twenty-five

Replat/amending/vacating plat

\$450.00

In-house plat review

\$60.00 hourly

Plat or Engineering Review by third party

Actual cost



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Preliminary Plat Signature Block

APPROVED FOR PREPARATION OF FINAL PLAT			
_____	_____	_____	_____
Chairman, Planning and Zoning Commission	Date	Mayor	Date
_____	_____	_____	_____
Secretary, Planning and Zoning Commission	Date	City Secretary	Date

Final Plat Signature Block

"I HEREBY CERTIFY THAT THE ABOVE AND FOREGOING PLAT OF _____ TO THE CITY OF GLENN HEIGHTS WAS APPROVED THIS ____ DAY OF _____, 2018, BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF GLENN HEIGHTS"			
_____	_____	_____	_____
Chairman, Planning and Zoning Commission	Date	Recording Secretary	Date
"I HEREBY CERTIFY THAT THE ABOVE AND FOREGOING PLAT OF _____ TO THE CITY OF GLENN HEIGHTS WAS APPROVED THIS ____ DAY OF _____, 2018, BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF GLENN HEIGHTS"			
_____	_____	_____	_____
Mayor	Date	Secretary	Date



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Standard Plat Notes

Waiver of Claim for Damages

The Owner and the Developer release the City of Glenn Heights from any and all claims, damages, obligations, or liabilities by the establishment of grades, or the alteration of the surface of any portion of the existing streets and alleys, to conform the grades established in this plat.

Common Areas

All Common Area Tracts will be owned and maintained by the Homeowner's Association.

Planned Development

Said Plat shall be subject to all requirements as established by Ordinance

_____.