



Preliminary Plat Checklist

For Office Use Only
Project # _____

Submittals will not be reviewed until all items are received

Revision Date: 9/2024

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A Preliminary Plat shall be prepared for all subdivisions within the corporate limits of the City. A Preliminary Plat is neither authorized nor required in the City’s extraterritorial jurisdiction (ETJ), unless expressly authorized by a valid approved development agreement.

The following is a listing of requirements for a Preliminary Plat application as found in Denison’s Subdivision Regulations. A completed checklist must be submitted with each application. Applicants shall indicate compliance with standards by checking the box adjacent to the standard. An application shall not be accepted for filing until all items on the checklist are submitted and each item complies with minimum standards. Once all documents have been received, you will receive comments back within ten (10) business days of your submittal. After all comments have been addressed and revisions made, the plat will be placed on the agenda of the next available Planning & Zoning Commission meeting. The Commission is the final approval body for Preliminary Plats.

Plat Format & General Standards (check if provided: indicate N/A if not applicable)

Plat/Replats shall comply with the following plan format and general standards:

- Completed application form
- Application fee - (\$350.00 + \$5.00/lot)
- Electronic PDF Copy of Plat
- Sheet size shall be 24”x36”, black & white drawing on bond paper in landscape view
- Plat is clear and legible. Use a variety of line types and line weights. Do not screen information. Indicate plat boundary/limits with heavy/bold line weight. Do not use gray-scale shading. Abandonments may be indicated by stipple or crosshatch shading
- Permissible scale for plats is one (1) inch equals one hundred (100) feet unless another scale is authorized by the planning director.
- Title block shall be in the lower right-hand corner of the plat/replat. The title block shall contain: plat/replat type; project name (subdivision name, lot and block designations); gross acreage; city, county and state name; survey and abstract name; and date of preparation.
- Title for preliminary replats shall reference subdivision name and recording information of the plat being revised.
- For nonresidential and multifamily development, title states lot and block designations.
- For single-family and two-family residential development, state number of residential lots developed, zoning district standards and number of common open space lots.
- Label company name, preparer name, address, and phone number of plat/replat preparer (e.g., surveyor, engineer, etc.) in the vicinity of the title block
- Label company name, contact name, address, and phone number of current property owner in the vicinity of the title block.
- Orient plat/replat so that North is the top or left-hand side of sheet

Plat Format & General Standards Continued (check if provided: indicate N/A if not applicable)

- Provide north arrow, graphic scale, and written scale in close proximity to each other
- A key map at a scale of not more that four hundred (400) feet to one (1) inch. Such sketch or map shall show existing streets in the vicinity of the subject property
- Tie point of beginning to abstract corner if not previously platted or subdivision corner if platted. Indicate on graphic and/or in legal description
- For property boundary lines, provide distances (to nearest hundredth of feet) and bearings (to nearest second)
- For property boundary curves, provide curve lengths, curve radii, and chord lengths (to nearest hundredth of feet), and internal angle and chord bearing (to nearest second)
- If Plat/Replat uses abbreviations, provide legend
- Label boundary monuments as to type and size whether found or set for all property corners, points of intersection and points of curvature/tangency
- Provide the following note: “Notice: Selling a portion of this addition by metes and bounds is a violation of city subdivision ordinance and state platting statutes and is subject to fines and withholding of utilities and building permits.”
- Two sets of plans and one digital copy shall be submitted
- Planning and Zoning Commission Approval Block:**

Approved for preparation of Final Plat _____

Approved this _____ day of _____, _____ by the Planning & Zoning Commission of the

City of Denison, Texas: _____

Chairman: _____ Date: _____

- Owner’s certificate of dedication and notary block
- Surveyor’s or engineer’s certificate
- Subdivider’s statement. A preliminary-final plat application shall be accompanied by a written statement, signed by the subdivider stating the developer will comply with all the city requirements in the proposed subdivision and all such proposals shall conform to or exceed the standards for such improvements prescribed by the city
- Fee payments. Certification that all city taxes and fees have been

Preliminary Plat Site Information (check if provided: indicate N/A if not applicable)

For proposed site, please provide the following:

- Plat/Replat is consistent with valid plans and plats approved for this site
- Plat/Replat integrates with valid plans and plats approved for adjacent contiguous sites.
- Plat/Replat depicts proposed layout of lots, streets, easements, and rights-of-way (R.O.W.)

Preliminary Plat Site Information Continued (check if provided: indicate N/A if not applicable)

- Show and label the location and width of existing streets, alleys, easements, buildings, and structures, sewers, water mains, culverts, or other underground structures within or adjacent to the tract.
- Include topographical information with contour lines at five (5) foot intervals, unless otherwise required or permitted by the Zoning Administrator due conditions of terrain involved. All elevations shall be referred to a Geodetic Survey or a City Survey.
- Show the subdivision boundary in heavy lines. Label line and curve data to match legal description.
- Show current and proposed property boundaries/lot lines. Label line and curve data. Provide ties and/or intermediate distances as appropriate. Label the approximate width and depth of all lots. If the side lines are not parallel, the approximate distance between them at the building line and at the narrowest point should be given.
- Label proposed lot and block designations
- Label lot area for each lot in acres and square feet for non-single-family residential development. For single-family residential development, label lot area in square feet only
- Show and label existing easements. Provide line and curve data for easement boundaries and tie down easements. Provide recording information. If all or portion of an existing easement is to be abandoned, label "To be abandoned by this plat."
- For single-family residential development only, show and label front yard building setbacks (within city limits).
- Show and label fire lane, access and utility easements. Provide line and curve data for easement boundaries and tie down easements.
- Show and label easements for water, sanitary sewer, and storm sewer utilities. Provide line and curve data for easement boundaries and tie down easements.
- Show and label easements for visibility access maintenance (VAM). Provide line and curve data for easement boundaries and tie down easements.
- Show and label floodway and drainage easements including access and maintenance easements. Provide line and curve data for easement boundaries and tie down easements.
- For lots adjacent to or containing floodway and drainage easements, label minimum finish floor elevation.
- Show and label storm water quality easements for structural and nonstructural storm water controls / best management practices. Provide line and curve data for easement boundaries and tie down easements.
- Show and label the location of existing water courses, railroads, and other similar drainage and transportation features.
- Label proposed street names.
- Show and label wall maintenance easements for required screening walls. Provide line and curve data for easement boundaries and tie down easements.
- For sidewalks not within R.O.W., show and label sidewalk easements. Provide line and curve data for easement boundaries and tie down easements.
- For electrical/communication utilities not within R.O.W., show and label electrical/communication easements. Provide line and curve data for easement boundaries and tie down easements.
- Show public street and alley R.O.W. Label as existing or proposed. Dimension R.O.W. width. Show street centerline and provide line and curve data.

Preliminary Plat Site Information Continued (check if provided: indicate N/A if not applicable)

- Show and label corner clip R.O.W. dedications. Provide line and curve data for dedications.
- Show and label the location and approximate size of sites for schools, churches, parks, including commercial retail, industrial, office, multifamily, educational, medical, and other special land uses.
- Show and label the outline of wooded area or the location of important individual trees (as required).
- The location and width of the proposed streets, roads, lots, alleys, easements, widening of existing thoroughfares, and other features, and their location in relation to platted streets, alleys and easements in adjacent subdivisions shall be shown consistent with the thoroughfare plan or other adopted plan for roads and streets. Whenever the proposed subdivision contains, is adjacent to, or is parallel to a railroad, freeway, or expressway right-of-way provision shall be made for a street approximately parallel to and on each side of such right-of-way to provide reasonable use of the intervening land. Proposed streets shall be adjusted to the contour of the land so as to produce useable lots and streets of reasonable gradient.
- The plat or an accompanying exhibit shall show the proposed location and size of the development's water distribution system and facilities, including valves, fittings, fire hydrants and line sizes. The plan shall also address the requirements for all offsite water lines and/or oversize requirements and shall conform to the city's water distribution system master plan. The plan shall show the location of all proposed wastewater collection lines and facilities, including manholes, lift stations, and preliminary line sizes. The plan shall also address the requirements of all offsite sanitary sewers and/or oversize requirements and shall conform to the city's wastewater collection system master plan.
- The plan or an accompanying exhibit shall show the drainage areas of the development and all proposed stormwater infrastructure.

Adjacent Property Information (check if provided: indicate N/A if not applicable)

For properties contiguous to the site and for properties across R.O.W. contiguous to the site, provide the following information within 50 feet of the site boundary and 50 feet of R.O.W. contiguous to the site boundary:

- All lines outside of subdivision boundaries are to be dashed lines.
- Show and label properties. For platted properties, show lot lines and label subdivision name, lot and block designation, and plat record information for each lot. For unplatted properties, show parcel lines and label record owner and deed record information for each parcel.
- Do not show or label existing or proposed improvements including buildings, utilities, landscape areas, or parking lots.
- Show and label pipelines and water courses.
- Show all easements. Label as existing or proposed. If existing, provide recording information. Provide a written statement as to how the easement shall be used.
- Show public street and alley R.O.W. Label as existing or proposed. Dimension R.O.W. width.
- Label street names.
- Show and label city limit lines, county limit lines, and/or survey (abstract) lines.

Legal Description (check if provided: indicate N/A if not applicable)

Provide legal description of the land including the following:

- Name of record owner and corresponding deed reference.

Legal Description Continued (check if provided: indicate N/A if not applicable)

- Name of survey, abstract, county, and state
- Metes and bounds legal description for subdivision boundary. Calls and monumentation match plat/replat graphic.
- Total area of the plat/replat in acres and square feet.
- Closure calculations on separate 8.5"x11" sheets

Other (check if provided: indicate N/A if not applicable)

- Submit a Traffic Impact Analysis (TIA).
- Submit a list of proposed street names to the City Secretary. Street names must be approved prior to preliminary plat/replat approval.
- For off-site easement and/or R.O.W. dedication (as approved by the City Engineer), provide field notes and other documents necessary for dedication or conveyance.
- For residential preliminary plats/replats proposing common open space lots and/or common property improvements, provide homeowners association (HOA) conditions, covenants, and restrictions (CCR) for review by Denison's City Attorney.
- Submit one (1) hard copy and one (1) electronic copy of a letter of transmittal, stating briefly the type of Street surfacing, drainage, sanitary facilities, and water supply proposed, and the name and address of the owner or agent, engineer, and surveyor.
- Preliminary subdivision plats shall provide sites for parks, open space, or other public areas as set out in the City's Comprehensive Plan. A dedication fee of \$500 per dwelling unit is required. In lieu of the required dedication fee, a donation of one (1) acre per 50 dwelling units (with a minimum of five (5) total acres) may be made. Acceptable land dedications shall reduce the total dedication fee by \$8,000 for the first five (5) acres, plus \$1,000 for every acre thereafter. The dedication and/or payment shall be made upon approval of the final plat and prior to the construction of any infrastructure improvements.
- In accordance with Sec. 28.51.8 of the City of Denison Code of Ordinances, a tree survey must be submitted with all Site Plan and Preliminary Plat applications.
- Preliminary title report or ALTA Survey
- Narrative project description discussing purpose and need for preliminary plat/replat

City of Denison
Application for Approval of Preliminary Plat
 300 W. Main Street, PO Box 347
 Denison, TX 75020
planning@denisontx.gov
 903-465-2720



Revision Date: 9/2024

Parcel/Property ID #: _____

Name of Applicant: _____ Phone: _____

Mailing Address: _____

Email Address: _____

Engineer/Surveyor/Land Planner: _____ Email: _____

Location of Property: _____

Addition/Subdivision Name: _____

Subdivision Size: Acres: _____ # of existing Lots: _____ #of proposed Lots: _____

Does the proposed subdivision require the vacation or relocation of existing streets, alleys, or easements?

YES NO

If yes, has an application to secure approval of such abandonment or relocation been made?

Purpose of Preliminary Plat (example: build structure, increase property size, etc.):

TYPE OF SUBDIVISION

<input type="checkbox"/> Resubdivision of existing lot(s)	<input type="checkbox"/> Public/Institutional
<input type="checkbox"/> Industrial	<input type="checkbox"/> Original Subdivision or Acreage
<input type="checkbox"/> Correcting error or omission	<input type="checkbox"/> Commercial/Retail
<input type="checkbox"/> Residential lot(s)	<input type="checkbox"/> Platting of streets or alleys

IMPROVEMENT PROPOSED

Water Supply:	<input type="checkbox"/> City of Denison	Sanitation Facilities	<input type="checkbox"/> City of Denison Sewer
	<input type="checkbox"/> Well		<input type="checkbox"/> Septic System
Type of street Surfacing:	<input type="checkbox"/> Independent Water District	Type Storm Drainage:	<input type="checkbox"/> Independent Disposal
	<input type="checkbox"/> Other: _____		<input type="checkbox"/> Other: _____
Type of street Surfacing:	<input type="checkbox"/> City of Denison Standards	Type Storm Drainage:	<input type="checkbox"/> Curb & Gutter
	<input type="checkbox"/> Existing Paved Street		<input type="checkbox"/> Storm Sewers
<input type="checkbox"/> Other: _____		<input type="checkbox"/> Improved Open Channels	<input type="checkbox"/> Other: _____

In submitting this application for approval of the above-described subdivision, I understand that if said subdivision is within the corporate limits or within the extra territorial jurisdiction of the City of Denison, that all improvements installed shall be conformance with the standards and requirements of the City of Denison.

Property Owner's Signature _____

Property Owner's Printed Name _____

Date _____

An application is not deemed filed pursuant to Texas Local Government Code Chapters 212 and 232 until all prerequisite authorizations and all documents required by and prepared in accordance with the requirements of the DMC Chapter 22 subdivision regulations are complete.

OFFICIAL USE ONLY

Received Date: _____

Received By: _____

Case No.: _____

P & Z Hearing: _____



Notice and Required Acknowledgment of Processing Time and Extension Option

State of Texas Local Government Code Chapters 212 and 232, which address in part, the **procedures for reviewing and acting upon an officially filed subdivision application** by a local jurisdiction with regulatory authority over the subdivision of land, were amended in 2019 by House Bill 3167. **Processing time for a filed application is strictly regulated. An exception can be made, if the applicant requests a one-time extension and the City of Denison agrees with it.** Processing timelines and an extension apply to a Site Plan only when it is jointly processed with a subdivision application. In summary, state statutes require the City to meet certain timing and procedural requirements:

- **Decide** whether to “Approve,” “Approve with Conditions,” or “Disapprove with Reasons” **within 30 calendar days after a subdivision application is filed;**
- **After the decision**, if the subdivision that was conditionally approved or disapproved is subsequently revised and resubmitted by the subdivider, then **the City must act on a resubmittal within 15-calendar days;**
- The City **may not make new review comments on the revised subdivision**, unless the revisions result in new issues;
- A **filed subdivision is automatically approved due to lack of action by the City** within the 30-calendar-day initial period or the 15-calendar day subsequent revision review period; and
- An **extension of processing time is allowed**, as described in the excerpt below:

“Notwithstanding Subsection (a) or (b), the parties may extend the 30-day period described by those subsections for a period not to exceed 30 days if

- (1) the applicant requests the extension in writing to the municipal authority responsible for approving plats or the governing body of the municipality, as applicable; and*
 - (2) the municipal authority or governing body, as applicable, approves the extension request.*
- Id. § 212.009(b-2).”*

Pursuant to Denison Municipal Code Section 22-20, the **“official filing date”** is defined as “[t]he time period established by state law or these subdivision regulations [DMC Chapter 22] for processing or deciding an application shall commence on the date that a complete application has been accepted for filing, which date shall be deemed the official filing date.”

An applicant must acknowledge receipt of requirements and procedures for processing and option for a time extension by signing below.

Signature of Applicant (or Representative)

Printed Name of Applicant (or Representative)



**City of Denison
Developer Acknowledgement Form**

I, _____, am aware and agree that I am solely responsible for all development costs related to this project, including but not limited to fees and costs related to site development and construction, plan review, construction inspections and testing, improvements necessary to offset impacts from my development, contribution to master plans, impact fees, and any other costs and/or fees related to my development and the impact to existing neighborhoods and infrastructure in the City and the Extra Territorial Jurisdiction (ETJ).

**Owner/Project Representative
Printed Name**

Date

Signature