



Preliminary Plat Required Documents

The following items are required for a Preliminary Plat Application to be considered administratively complete. **Submittals will not be reviewed until all items are received.**

Once all documents have been received, you will receive comments back within 10 business days of your submittal. If submitted paper plans, markups will be available within 10 business days at City Hall.

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. The Preliminary Plat is one of the required approvals for issuance of a building permit.

- Completed Application Form
- Application Fee (\$350)
- Electronic PDF Copy of Plat
- Preliminary Site Plan
- Preliminary Engineering Plans
 - Utility Plans
 - Grading Plans
 - Drainage Plans
- Tax Receipt showing current paid taxes
- *(where applicable) Copy of any deed restrictions/restrictive covenants/HOA agreements
- *(where applicable) Construction plans for infrastructure and any required financial guarantees should be submitted to Public Works/Engineering Department. *If you are requesting to delay construction of public improvements until after Final Plat approval, you must escrow or bond funds at time of Preliminary Plat approval.*
- *(where applicable) Park Dedication Fees (per. Ordinance Sec. 22-100)

Important Resources

- Subdivision Ordinance: [Chapter 22](#)
- Zoning Ordinance: [Chapter 28](#)
- Stormwater Regulations: <http://www.cityofdenison.com/465/Stormwater-Management>
- Utilities: [Chapter 26](#)
- Building Code: [IBC 2012, as amended by Chapter 5](#)
- Electrical Code: [NEC 2015, IECC 2015, as amended by Chapter 5](#)



Required Plat Elements

A Plat must include, at a minimum, the following:

****All items must be properly scaled and dimensioned****

- Page size is 18x24 inches, please submit as 24x36 pdf with pages side by side.
- Title Block in lower right corner of both pages with:
 - Proposed Addition Name
 - Block and Lot
 - Gross acreage
 - City & County
 - Survey & Abstract
 - Date of preparation
- Scale, North Arrow, other general elements
- Owner's dedication
- Surveyor or engineer information and seal
- Street names
- Metes and bounds description of property with boundary monuments (set or found)
- Vicinity Map
- Locations and square footage of proposed lots, streets, public highways, alleys, parks and other features, with accurate dimensions in feet and decimal fractions of feet, with the length of radii and of arcs of all curves, all angles, and with all other engineering information necessary to reproduce the plat on the ground. Dimensions shall be shown from all angle points. All elevations shown shall be referred to sea level datum.
- Owner's signature block and notary block.
- Certificate of approval language with signature block for Planning and Zoning Commission
- Surveyor certificate with signature block.
- Required plat language for easements.

Subject Property Information

- Plat must comply with existing zoning requirements (if a zoning case is pending before PZ Commission or City Council, plat cannot be filed until zoning is approved)
- Show proposed lots, streets and rights-of-way. ROW dedications are indicated.
- Topography (existing)
- Show and label existing and proposed easements. Provide recording information for existing easements. If all or part of an easement is to be abandoned, label "to be abandoned by this plat"
- Property boundary shown in heavy line weight.
- Current and proposed lot lines



- Label lot area in acres and square feet for non-residential and multifamily. Label lot area in square feet only for single-family.
- Building setback lines along all streets
- Show and label fire lane, access and utility easements, including water, sanitary sewer, and storm sewer.
- Show and label all floodway and drainage easements. For lots adjacent to or containing floodway and drainage easements, label the minimum finish floor elevation.
- Label all line and curve data (either on lines or in a line/curve table)
- Do not show existing or proposed improvements, including buildings, utilities, landscaped areas, parking areas, or existing/proposed topography.

Adjacent Property Information

For properties contiguous to the site and across public ROW, provide the following information within 50 feet of the site boundary and 50 feet of ROW contiguous to the site boundary:

- Show and label adjacent properties, lot / block and ownership information.
- Show all easements on adjacent properties and filing information.
- Show public street and alley ROW and dimension ROW width and label as existing or proposed
- Label street names
- Show and label city limit lines and survey & abstract lines.

Required Notes (order is not important)

1. Water service provider
2. Sewer service provider
3. Other utilities service provider
4. Floodplain designation note
5. Release of liability for surveyor and city
6. Current zoning of property
7. Any other notes as requested
8. Preliminary Plat Note

General Notes:

1. Water Supply to be provided by the City of Denison.
2. Sewer service to be provided by the City of Denison.
3. Electrical service is provided by Oncor Electric Delivery Co.
4. The property shown on the plat hereon lies within a Zone "X" (areas determined to be outside 500-year floodplain) Designation, as shown on the Flood Insurance Rate Map for Grayson County, Texas and Incorporated Areas, Map No. 48181C0170 F, Revised Date: September 29, 2010.
5. Neither the City of Denison nor the undersigned surveyor will be responsible for any damage, personal injury, or loss of life or property occasioned by flooding or flooding conditions.
6. Current zoning of subject property is Central Area District.
7. Variance to be requested to reduce minimum lot depth to front onto Chestnut Street

NOTICE:

THIS IS A PRELIMINARY PLAT ONLY. THE DEVELOPER HAS NOT YET FULLY COMPLIED WITH THE STATE AND COUNTY REQUIREMENTS FOR SUBDIVISIONS. THIS PRELIMINARY PLAT IS FOR REVIEW PURPOSES ONLY AND NOT SUFFICIENT FOR FILING, RECORDING, DEDICATION, ACCEPTANCE OR FOR THE SELLING OR MARKETING OF LOTS SHOWN HEREIN.




Required Certificates


1. Planning & Zoning Commission Approval

<i>APPROVED FOR PREPARATION OF FINAL PLAT</i>	
Approved This _____ Day Of _____ 2017, By The City Planning And Zoning Commission Of The City Of Denison, Texas	
Chairman _____	Secretary _____

2. Owner’s Certificate and Notary Block (Must be owner of record on file with CAD)

<p>STATE OF TEXAS COUNTY OF GRAYSON</p>	
<p>We, the undersigned Owner of the land shown hereon, and legally described herein above, and designated herein as Replat of Lots 2, 3, 4, 5, 6 and the West 18 ft. of Lot 1, Block 61, Original Town Plat of Denison, Texas, and whose name is subscribed hereto, hereby dedicate to the use of the public forever all streets, alleys, parks, water courses, drains, easements and public places thereon shown on the purpose and consideration therein expressed.</p> <p>We further acknowledge that the dedications and/or exactions made herein are proportional to the impact of the subdivision upon the public services required in order that the development will comport with the present and future growth needs of the City; I, my successors and assigns hereby waive any claim, damage, or cause of action that we may have as a result of the dedication of exactions made herein.</p> <p>_____ Authorized Agent for Hemphins Partners, Ltd.</p> <p>Before me the undersigned, a notary public in and for said County and State, on this day personally appeared Hemphins Partners, Ltd., known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that <he/she> executed the same for the purposes and consideration therein expressed and in the capacity therein stated.</p> <p>Given under my hand and seal of office this _____ day of _____, 2017.</p> <p>_____ Notary Public, Grayson County, Texas</p>	

3. Surveyor’s or Engineer’s Certificate and Seal (Seal not required for Preliminary Plat)

<p>I, Kate A. Wagner, Registered Professional Land Surveyor, do hereby certify that a survey was made on the ground of the property shown hereon under my personal and direct supervision, and that the corner monumentation meets the standards set according to the Subdivision Regulations of the City of Denison, Texas.</p>	
<p>_____ Kate A. Wagner, R. P. L. S. No. 6578</p>	<p>Date: _____</p>
	

City of Denison

Application for Approval of Subdivision Plat

Planning Department, 500 W. Chestnut, PO Box 347, Denison, TX 75020

Phone: (903) 465-2720 x2466 x2467 | e-mail: gloyd@cityofdenison.com



Name of Applicant: _____ Phone: _____

Mailing Address: _____

Engineer/Surveyor/Land Planner: _____ Phone: _____

Location of Property: _____

Addition/Subdivision Name: _____

Area of Subdivision: _____ Acres _____ Lots

Does the proposed subdivision require the vacation or relocation of existing streets, alleys, or easements? YES NO

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

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 <input type="checkbox"/> Well <input type="checkbox"/> Independent Water District <input type="checkbox"/> Other _____	Sanitation Facilities: <input type="checkbox"/> City of Denison Sewer <input type="checkbox"/> Septic System <input type="checkbox"/> Independent Disposal <input type="checkbox"/> Other _____
Type of Street Surfacing: <input type="checkbox"/> City of Denison Standards <input type="checkbox"/> Existing Paved Street <input type="checkbox"/> Other _____	Type Storm Drainage: <input type="checkbox"/> Curb & Gutter <input type="checkbox"/> Storm Sewers <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 in conformance with the standards and requirements of the City of Denison.

Applicant's Signature _____

Date _____

OFFICIAL USE ONLY

Received Date: _____
Case No. _____

Received By: _____
P & Z Hearing: _____