



Master Plat/Development Plat Resources Checklist

For Office Use Only
Project # _____

Submittals will not be reviewed until all items are received

Revision Date: 3/2024

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Development Plats are required to develop or improve previously unplatted property (in the city limits or ETJ) without subdividing. The following items are required for a Development Plat Application to be considered administratively complete. Once all documents have been received, you will receive comments back within ten (10) business days of your submittal. If you submitted paper plans, markups will be available 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 development plats.

Plan Format & General Standards (check if provided; indicate N/A if not applicable)

Plan graphics shall comply with the following plan format and general standards:

- Completed application form
- Application fee (\$500.00)
- Electronic PDF Copy of Plat
- Preliminary Site Plan (if not provided with Preliminary Plat)
- Preliminary Engineering Plans (if not provided with Preliminary Plat)
 - Utility Plans
 - Grading & Drainage
- Tax Receipt showing current paid taxes
- Digital copy of 'as-built' plans for public infrastructure
- *(Where applicable) Copy of any deed restrictions/restrictive covenants/HOA agreements should be submitted to Public Works/Engineering Department
- *(Where applicable) Park Dedication Fees (per. Ordinance Sec. 22-100)

Planning & Zoning Commission Meeting:

- Tax Certificate (s)
- Three (3) Paper copies

Important Resources

- Subdivision Ordinance: [Chapter 22](#)
- Zoning Ordinance: [Chapter 28](#)
- Stormwater Regulations: [Stormwater Management](#)
- Utilities: [Chapter 26](#)

Required Documents and Elements (check is provided; indicate N/A if not applicable)

For proposed site, please provide the following:

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

- Page is 18 x 24 inches, please submit as 24 x 36 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 (check if provided; indicate N/A if not applicable)

- Plat must comply with existing zoning requirements (if a zoning case is pending before Planning & Zoning 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 (original) and proposed (new) lot lines
- Label lot area in acres and square feet for non-residential and multifamily. Label lot area in

Subject Property Information Continued (check if provided; indicate N/A if not applicable)

- 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.

Required Notes (order is not important)

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| <ol style="list-style-type: none"> 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 |
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| <p>General Notes:</p> <ol style="list-style-type: none"> 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 here on 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. 48181C0170F, 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. |
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Required Certificates - Mylar Example

1. Planning Department Approval

CITY ACCEPTANCE

I hereby certify that the above and foregoing plat of _____
 was approved by the Planning Director of the City of Denison this ____ day of _____, 20____.

 Planning Director
 City of Denison

2. Owner's Certificate and Notary Block

**STATE OF TEXAS
COUNTY OF GRAYSON**



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 expresses.

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.

Authorized Agent for Business Partners, Ltd.

Before me the undersigned, a notary public in and for said County and State, on this day personally appeared _____, 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.

Given under my hand and seal of office this ____ day of _____ 20____.

Notary Public, Grayson County, Texas

3. Surveyor's or Engineer's Certificate and Seal (Physical Seal required for filing)

I, _____, 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.

Surveyor's Name, Credentials, & No. Date

