

City of Denison  
**Application for Approval of Conveyance Plat**  
 300 W. Main Street, PO Box 347  
 Denison, TX 75020  
[planning@cityofdenison.com](mailto:planning@cityofdenison.com)  
 903-465-2720



Revision Date: 2/2024

Parcel/Property ID #: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Engineer/Surveyor/Land Planner: \_\_\_\_\_ Email: \_\_\_\_\_

Location of Property: \_\_\_\_\_

Addition/Subdivision Name: \_\_\_\_\_

Area of Subdivision: \_\_\_\_\_ # 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 application to secure approval of such abandonment or relocation been made?

Purpose of Conveyance 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**

<b>Water Supply:</b>	<input type="checkbox"/> City of Denison	<b>Sanitation Facilities</b>	<input type="checkbox"/> City of Denison Sewer
	<input type="checkbox"/> Well		<input type="checkbox"/> Septic System
<b>Type of street Surfacing:</b>	<input type="checkbox"/> Independent Water District	<b>Type Storm Drainage:</b>	<input type="checkbox"/> Independent Disposal
	<input type="checkbox"/> Other: _____		<input type="checkbox"/> Other: _____
<b>Type of street Surfacing:</b>	<input type="checkbox"/> City of Denison Standards	<b>Type Storm Drainage:</b>	<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 \_\_\_\_\_

Date \_\_\_\_\_

Property Owner's Printed Name \_\_\_\_\_

*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**



# Conveyance Plat/Revised Conveyance Plat Checklist

**For Transfer of Real Property ONLY**  
**No Improvements Proposed**

For Office Use Only
Project # _____

**Revision Date: 2/2024**

**Page 1 of 3**

A Conveyance Plat is used solely for the purpose of subdividing land into large tracts solely for purposes of sale but not for purposes of development. Conveyance Plats may only be used with City limits of within areas subject to an executed development agreement authorized by V.T.C.A. Unless provided otherwise in a development agreement, all parcels created by Conveyance Plats must be a minimum of five (5) acres in size.

The following is a partial listing of requirements for conveyance plat and revised conveyance plat applications 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. Failure to comply with standards could result in rejection of application and/or delay of Conveyance Plat/revised Conveyance Plat approval. 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 Conveyance Plat will be placed on the agenda of the next available Planning & Zoning Commission meeting. The Commission is the final approval body for Conveyance Plats.

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

- Completed application form
- Application fee (\$450.00) - Includes County Filing Fees
- Electronic PDF Copy of Plat
- The boundary lines with accurate distances and bearings and the exact location and width of all existing or recorded streets intersecting the boundary of the tract.
- True bearings and distances to the nearest established street lines or official monuments, which shall be accurately described on the Plat;
- Municipal, township, county, or section lines accurately tied to the lines of the subdivision or addition by distances and bearings.
- The location of the subdivision or addition with reference to the abstract and survey records of the county.
- The exact layout including:
  - Street names (if known or proposed).
  - The length of all arcs, radii, internal angles, points of curvature, length, and bearings of the tangents.
  - Rights-of-way specifying their provision by reservation.
  - All lot numbers and lines with accurate dimensions in feet and hundredths of feet and with bearings and angles to street and alley lines.
- The accurate location, material, and approximate size of all monuments and corners, as provided in section 22-107.
- Proposed name of the subdivision or addition.
- Label name, address, and phone number of current property owner in the vicinity of the title block.
- North point, graphic and written scale, and date.
- Certification by a registered public surveyor to the effect that the plat represents a survey made by him and that all the monuments shown thereon actually exist, and their location, size, and material description are correctly shown.
- Boundary survey closure and area calculations.
- A certificate of ownership and dedication of all street and alley rights-of-way to public use forever, signed and acknowledged before a notary public by the owner and lien holder of the land along with complete and accurate description of the land subdivided, and the streets reserved.

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

- All conveyance plats must be titled "conveyance plat" and carry the following wording:  
"A conveyance plat is a record of property approved by the city for the purpose of sale or conveyance in its entirety or interests thereon defined. No building permit shall be issued nor permanent public utility service provided until a final plat is approved, filed of record and public improvements accepted in accordance with the provisions of the Subdivision Ordinance of the City of Denison. Selling a portion of this property by metes and bounds, except as shown on an approved, filed and accepted conveyance plat, final plat or replat is a violation of the city Ordinance and State Law."
- 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 plat are engineer scales 1" = 10', 20', 30', 40', 50', 60', or 100' scale may be used. Architectural scales are not acceptable.
- Title block shall be in the lower right-hand corner of the plat. The title block shall contain: plat 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 revised conveyance plats shall reference subdivision name and recording information of the plat being revised.
- Provide city approval verbiage above title block.
- Label company name, preparer name, address and phone number of plat preparer (e.g., surveyor, engineer, etc.) in the vicinity of the title block
- Orient plat so that North is the top or left-hand side of sheet
- Provide a vicinity map in the same orientation of the plat showing subject property, north arrow, scale (or labeled "not to scale"), and adjacent thoroughfares with a one-half mile radius of site.
- If plat uses abbreviations, provide legend.

**Legal Description and Plat Language: (check is provided; indicate N/A if not applicable)**

Provide legal description of the land including the following:

- Name of record owner and corresponding deed reference.
- Name of survey, abstract, county, and state.
- Metes and bounds legal description for subdivision boundary. Calls and monumentation match plat graphic.
- Total area of the plat in acres and square feet.

Provide standard City of Denison plat language for the following (available online):

- General owner's certificate and dedication language.
- Owner signature block and notary block for owner signature.
- Certificate of approval language with signature block and notary block.
- Surveyor certificate language with signature block and notary block.

**Required for Filing: (check is provided; indicate N/A if not applicable)**

- Tax Certificate
- Three (3) Paper copies

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

- Planning & Zoning Webpage: [Planning Department](#)
- Subdivision Ordinance: [Chapter 22](#)
- Zoning Ordinance: [Chapter 28](#)

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 Hempkins 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.

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, Credential, & No.

\_\_\_\_\_  
 Date

