



<p>For Office Use Only</p> <p>Project # _____</p>
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## Final Plat / Replat Checklist

**Revision Date: 10/2023**

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The following is a listing of requirements for final plat and replat 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. An application shall not be accepted for filing until all items on the checklist are submitted and each item complies with minimum standards. A park dedication fee of five hundred dollars (\$500.00) per dwelling unit (50 Dwelling units), or such other amount as amended from time to time by the city council, shall be imposed on all residential development within the extra territorial jurisdiction of the City of Denison and within the corporate boundaries of the City of Denison, as provided for herein.

**Plan 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 (\$500.00 + \$5.00 per lot) - Includes County Filing Fee - (After Plat approval, three (3) paper copies of the Plat and the property Tax Certificate are required for filing)
- Electronic PDF Copy of Plat
- Sheet size shall be 18”x 24” and submitted as a digital file.
- 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.
- Plans shall be at 1” = 100’ scale or other scale approved by the planning director. Architectural scales are not acceptable.
- 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; location of subdivision with reference to the original land grant or survey; and date of preparation.
- Title for replats shall reference subdivision name and recording information of the plat being revised.
- For nonresidential and multifamily development, state lot and block designations.
- For single-family and two-family residential development, state number of residential lots developed at 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
- Include the names of the owner and subdivider and of the licensed state land surveyor, or registered engineer responsible for the plat.
- Where more than one ownership is involved in the area being subdivided , the limits of each owner’s land shall be clearly designated on the final plat.
- Orient plat/replat so that North is the top or left-hand side of sheet
- Provide north arrow, graphic scale, and written scale in close proximity to each other.
- Location map. A key map at a scale of not more than 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.

- Locations and square footage of proposed lots, streets, public highways, alleys, parks and other features, with accurate dimensions in feet and decimals 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 lots or building sites shall conform to the standards prescribed by the zoning ordinance for the district or districts in which the subdivision is located. All streets, alleys, drainage and public utilities shall conform to the specifications of the city.

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

- Streets, alley and lot lines in adjacent subdivisions shall be shown in dashed lines.
- 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
- Certificates from Grayson County showing that all taxes have been paid.
- Certificates of the owner, surveyor and utility companies, a dedication statement, detention and/or drainage easement, city signature block and other standard notes, if applicable, shall be placed on the final plat in accordance with the below and the City Design Manual. (Do not obtain the signatures of the utility companies until the City approves the preliminary plat.)

Standard Notes

1. Selling off a portion of this addition by metes and bounds description, without a replat being approved by the City of Denison, is a violation of city ordinance and state law and is subject to fines and withholding of utilities and building permits.
2. Visibility Note. Intersection visibility triangles shall be shown and maintained in accordance with the Subdivision Regulations.

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, this plat was duly approved by the Planning Director of the city of Denison.

Signed: \_\_\_\_\_

Surveyor Certificate

STATE OF TEXAS

I, \_\_\_\_\_, Registered Public Surveyor, hereby certify that I have (Engineer/Surveyor’s printed name) prepared this plat from an actual on-the-ground survey of the land, and that the corner monuments shown thereon were properly placed under my personal supervision in accordance with the platting rules and regulations of the City of Denison, Texas.

\_\_\_\_\_

Engineer/Surveyor’s Signature, Title and  
Registration Number

\_\_\_\_\_

Professional Seal and Date

- An instrument of dedication, signed and acknowledged by the owner or owners and by all other parties who have a mortgage or lien interest in the property, showing all restrictions, reservations, and/or easements, if any, to be imposed and reserved in connection with the addition. Such restrictions shall contain the following provisions, along with any other restrictions which may be imposed:

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

No house, dwelling unit or other structure shall be constructed on any lot in this addition by the owner or any other person until:

- a. Such time as the developer and/or owner has complied with all requirements of the subdivision ordinance of the City of Denison regarding improvements with respect to the entire block on the street and/or streets on which the property abuts (a corner lot shall be regarded as abutting on both intersection streets adjacent to such lot,) including the actual installation of streets, water, sewer, drainage structures, and storm sewer and alleys, all according to the specifications of the City of Denison; or
- b. Until the escrow deposit, sufficient to pay for the cost of such improvements, as determined by the public works director and/or city manager, computed on a private commercial rate basis, has been made with the finance director, accompanied by an agreement signed by the developer and/or owner, authorizing the city to make such improvements at prevailing private commercial rates, or have the same made by a contractor and pay for the same out of the escrow deposit, should the developer and/or owner fail or refuse to install the required improvements within the time stated in such written agreement, but in no case the city be obligated to make such improvements itself. Such deposit may be used by the owner and/or developer as progress payments as the work progresses in making such improvements by making certified requisitions to the city secretary, supported by evidence of work done; or
- c. If approved by the city manager, until the developer and/or owner files a corporate surety bond with the finance director in a sum equal to the cost of such improvements for the designated area, guaranteeing the installation thereof within the time stated in the bond, which time shall be fixed by the city manager, or his designee of the City of Denison.

These restrictions with respect to required improvements are made to ensure the installation of such required improvements and to give notice to each owner and to each prospective owner of lots in the subdivision until said required improvements are actually made or provided for on the entire block on the street and/or streets on which the property abuts as described herein and in compliance with the City of Denison specifications.

Dedication Statement (to be used in all instances)

A certificate of dedication of all streets, public highways, alleys, parks and other land intended for public use, signed by the owner or owners and by all other parties who have mortgage or lien interests in the property and acknowledged before a notary public. All deed restrictions that are to be filed with the plat shall be shown or filed separately. The certificate of dedication shall be substantially in the following form:

STATE OF TEXAS  
 COUNTY OF \_\_\_\_\_

I (we) the undersigned owner(s) of the land shown on this plat and designated herein as the \_\_\_\_\_ subdivision to the City 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. I (we) further certify that all other parties who have a mortgage or lien interest in the \_\_\_\_\_ subdivision have been notified and signed this plat.

I (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 (we), my (our) successors and assigns hereby waive any claim, damage, or cause of action that I (we) may have as a result of the dedication of exactions made herein.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Signature of Party with Mortgage or Lien Interest

STATE OF TEXAS COUNTY OF \_\_\_\_\_

I (we) the undersigned owner(s) of the land shown on this plat and designated herein as them \_\_\_\_\_ subdivision to the City 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. I (we) further certify that all other parties who have a mortgage or lien interest in the \_\_\_\_\_ subdivision have been notified and signed this plat.

Given upon my hand and seal of office this \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the State of Texas

My Commission Expires: \_\_\_\_\_

- A waiver of claim for damages against the city occasioned by the establishment of grades or the alteration of the surface of any portion of existing streets and alleys to conform to the grades established in the subdivision.
- Certification by a registered engineer or a licensed state land surveyor, duly licensed by the state, to the effect that the plan represents a survey made by him, and that all the necessary survey monuments are correctly shown thereon.

**Dedication Statement Continued (to be used in all instances)**

- The following certificate shall be placed on the plat after it has been finally approved by the Planning Director:

\_\_\_\_\_  
I hereby certify that the above and foregoing plat of \_\_\_\_\_ Addition to the City of Denison, Texas, was approved by the Planning Director of the City of Denison on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Planning Director

## 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.).
- Do not show or label existing or proposed topography.
- Show the subdivision boundary in heavy lines. Label line and curve data to match legal description.
- Show the true bearings and distances to the nearest established street lines, official monuments, or subdivision corner, which shall be accurately described on the plat.
- Show and label the location and width of existing streets, alleys, easements, right-of-ways, buildings and structures to be retained.
- Show current and proposed property boundaries/lot lines. Label line and curve data. Provide ties and/or intermediate distances as appropriate. The location of minimum building setback lines from all streets on lots and other sites shall conform to the provisions of the Zoning Ordinance for the specific use assigned to the project area.
- The name of the subdivision and adjacent subdivisions, the names of streets (to conform whenever possible to existing street names) and numbers of lot and blocks, in accordance with alphabetical block arrangements and numerical lot arrangement. In case of branching streets, the lines of departure shall be indicated. (See general requirements).
- 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 the description and location of all permanent survey monuments and control points.
- Show and label suitable primary control points to which all dimension, bearings, and similar data shall be referred. Dimensions shall be shown in feet and decimals of a foot.
- 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 to property lines / easements.

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

- Show and label easements for water, sanitary sewer, and storm sewer utilities. Provide line and curve data for easement boundaries and tie to property lines / easements.
- Show and label easements for visibility access maintenance (VAM). Provide line and curve data for easement boundaries and tie to property lines / easements.
- Show and label floodway and drainage easements including access and maintenance easements. Provide line and curve data for easement boundaries and tie to property lines / 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 to property lines / easements.

- Show and label the location of existing water courses and other similar drainage features, flood prone land, railroads, highways, and other transportation features.
- Label distances along the side lot lines from the front lot line or the high bank of a stream.
- A traverse line should be provided along the edge of all large water courses in a convenient location, preferably along a utility easement, if paralleling the drainage easement or stream.
- Show and label wall maintenance easements for required screening walls. Provide line and curve data for easement boundaries and tie down easements.
- Show and label corner clip R.O.W. dedications. Provide line and curve data for dedications.
- 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.
- Label street names (as approved by the City of Denison), and show street name breaks with a diamond shape.
- Show and label the use and property dimensions of all special reservations identified for the project, including sites for schools, churches, and parks. The Master Plan for the public sites, school sites, and park sites shall be followed or may be amended to conform to the conditions established by the City Council.

#### 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.
- Show all easements. Label as existing or proposed. If existing, provide recording information.
- 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 and Plat/Replat Language (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.
- 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.

Provide standard City of Denison plat/replat 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.

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

- For offsite easement and/or R.O.W. dedication (as approved by the City Engineer), provide field notes and other documents necessary for dedication or conveyance.
- Accompanying the Final Plat shall be an original and two (2) true copies of a Dedication Deed or certificate of dedication executed by all persons, firms, or corporations owning an interest in the property subdivided or platted, and acknowledged in the manner prescribed by the laws of the State of Texas for conveyance of real property. Details about what should be included in the Dedication Deed can be found in the Subdivision Ordinance.
- For offsite easement and/or R.O.W. dedication (as approved by the City Engineer), provide field notes and other documents necessary for dedication or conveyance.
- The developer shall install all survey monuments and markers, street paving, curbs and gutters, alley grading, storm drainage, water and sanitary sewer mains and laterals, fire hydrants, water valves, traffic signs, streetlights, street signs and sidewalks, within and adjacent to the subdivision, or shall provide cash deposit or other guarantee acceptable to the City for the payment of the cost of such installations prior to final approval.
- Final Plats may be approved on portions of a large area for residential or other uses for which a preliminary plat has been approved, provided that the required improvements for said portion are developed as part of the required improvements for the entire area. Water mains, storm sewers, trunk sewers, and any sewage treatment plant shall all be designated and built to serve the entire area owned by the subdivider or designed and built in such a manner that they can easily be expanded or extended to serve the entire area. Construction plans as required in Section 4.4 will be designed to serve the entire area shown on the preliminary plat.
- For subdivisions in Grayson County, the County requires:
- Eight (8) copies of a final plat, one (1) of which is reproducible, with each sheet measuring 18" x 24" and drawn to a scale not exceeding 1" = 200'.
  - A Certificate of Compliance for the County Clerk.
  - A Certificate Acceptance of Dedication for the County Clerk.
  - Space for the signature of the County Judge to attest approval of the plat.

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

- A certificate bearing the signature and seal of the surveyor
- For subdivisions with lots located within the 100 yr. floodplain a statement on the plat: A floodplain development permit will be required from Grayson County for any construction in the floodplain.
- Numbers/letters to identify all blocks and lots on the plat.
  - A name for each street
  - The location of all permanent monuments and control points.
  - The location, size and flow line of all existing and proposed drainage structures on the land being subdivided and on adjoining tracts affecting the subdivision.
  - A Tax Certificate will need to be submitted with the final plat to certify that there are no delinquent taxes on the property. This certificate is available from the Tax Assessor office at the Grayson County Courthouse.
  - Engineered construction plans are also required for road and drainage improvements along with construction bonds or other financial guarantees, if required.

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



Revision Date: 10/2023

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 Final Plat/Replat (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"/> Resubdivision of existing lot(s) Correction 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: \_\_\_\_\_





## Subdivision Procedures & Timing Notice Planning Department

### 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.

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Signature of Applicant (or Representative)

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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).

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**Owner/Project Representative**

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**Date**

**Printed Name**

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**Signature**