



Minor Plat Checklist

For Office Use Only
Project # _____

Revision Date: 10/2023

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Minor Plats can be used to subdivide into four (4) or fewer lots of record, if all new lot(s) front onto an existing public or private street and the construction or extension of a street or alley is not required to meet these requirements. The plat does not require the extension of any municipal facilities to serve any lot within the subdivision. The following items are required for a Minor 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, staff will approve the Minor Plat. The Minor Plat will be recorded with Grayson County.

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

- Completed application form
- Application fee (\$500.00) - Includes County Filing Fee
- Electronic PDF Copy of Plat
- Preliminary Site Plan (if required)
- Preliminary Engineering Plans (if required)
 - Utility Plans
 - Grading & Drainage
- 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
- *(Where applicable) Park Dedication Fees (per. Ordinance Sec. 22-100)

Required for Filing (When Plat is Approved)

- Tax Certificates
- 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)

A Plat must include, at minimum, 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 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 (original) and proposed (new) lot lines

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

- 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 (check if provided; indicate N/A if not applicable)

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.
Building setback lines along all streets
- 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)

- | |
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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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- | |
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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, Credential, & No. Date



City of Denison
Application for Approval of Minor Plat

300 W. Main Street, PO Box 347
 Denison, TX 75020
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 Minor 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: _____
	<input type="checkbox"/> City of Denison Standards		<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