



FINAL PLAT
APPLICATION CHECKLIST AND REQUIRED DOCUMENTS

By checking each requirement, you are stating that you have supplied correct and complete information. In the event that the required information is not contained in the submitted documents, you will be notified of the deficiency. Failure to supply the additional requested information may result in your application being delayed. The re-submittal will be treated as a new application and will be processed in the order of receipt. The estimated review process can take 3-4 weeks to complete and you will be notified once the review is complete or if more information is needed to complete the review.

- 1. Provide a complete Development Application
- 2. **Final Plats will follow the requirements below for submittal (Section 23.02.004):**
 - All information that is required for a construction plat (see section **23.02.003(h)**), except for submission of engineering plans, provided that such plans were already submitted and approved with the construction plat; and except that physical features of or on the land (such as topography, buildings, utility structures, water bodies and tree cover) shall not be shown on the final plat. In addition to these items, the final plat shall also provide a place for the county clerk of Dallas or Kaufman (as applicable) County to stamp the date and location where the plat will be filed (“Volume or Cabinet____, Page or Slide _____”) in the lower right-hand corner of all sheets of the plat drawing near the title block.
 - All aspects of the final plat shall conform to the standards of Dallas or Kaufman (as applicable) county for plats with respect to clarity, sheet size, lettering size and reproducibility, and the county’s formatting requirements for same shall control if different from this chapter. It is the applicant’s responsibility to be familiar with the county’s standards for filing plats and to comply with same.
- 3. **Approval block (required)**. The approval block used on the previously approved construction plat shall be modified and shown on the final plat, as follows:

FINAL PLAT

Approved by the City of Seagoville for filing at the office of the County Clerk of _____ (Dallas or Kaufman, as applicable) County, Texas.

APPROVED BY: Planning and Zoning Commission

City of Seagoville, Texas

Signature of Chairperson Date of Approval

ATTEST:

City Secretary Date



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4. **Property location statement** (if required by Dallas/Kaufman County):

This property is located in the corporate limits (or the extraterritorial jurisdiction) of the City of Seagoville, _____ (Dallas or Kaufman, as applicable) County, Texas.

Chairman, Planning and Zoning Commission Date

City of Seagoville

ATTEST:

City Secretary Date

5. **Standards for approval.** No final plat shall be approved by the planning and zoning commission unless the following standards have been met:

(a)

The plat substantially conforms with the approved construction plat and other studies and plans, as applicable;

(b)

The construction and installation of required public improvements and city utilities has been completed and the improvements have been accepted by the city as conforming to the city’s regulations and design standards in the TCSS (or the proper assurances for construction of the improvements have been submitted and approved by the city, per article **23.06**); and

(c)

The plat conforms to this subdivision ordinance, the Comprehensive plan (as amended), and to applicable zoning, subdivision and any other applicable codes or ordinances of the city that are related to development of a land parcel.

6. **Timing of public improvements.**

(1)

Completion prior to final plat approval.

Except as provided below, after approval of a construction plat and before approval and recordation of a final plat, the installation of all public improvements required to serve the subdivision, whether to be located off-site or on-site (including but not limited to water, wastewater, drainage, street and park improvements), shall be finally completed in accordance with approved engineering plans.



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(2)

Completion following final subdivision plat. The planning and zoning commission may permit some or all of the required public improvements to be installed, offered for dedication, or accepted by the city after approval of the final plat by the planning and zoning commission (see article **23.06**). The commission may permit or require the deferral of the construction of all or some public improvements if, in its judgment, there exists a compelling reason that is consistent with the public health, safety or welfare to do so; deferring the construction would not result in any harm to the public; or deferring the construction would offer significant advantage in coordinating the site's development with adjacent properties and off-site public improvements.

(A)

A request for deferral of the completion of improvements shall be submitted along with a construction plat. The deferred construction of any required public improvement(s) must be approved by the planning and zoning commission during and as a part of construction plat approval by the commission.

(B)

The applicant must enter into a Subdivision Improvement Agreement, see section **23.06.002**, to provide the necessary assurances, security, or escrowed funds for completion of any deferred improvements. The city may assume responsibility for the completion of such improvements as outlined in section **23.06.005**.

7. **Effect of approval**

Approval of a final plat authorizes the developer, upon fulfillment of all requirements and conditions of approval and upon completion of construction of all required improvements (or submission of the proper assurances for construction of same, per article **23.06**), to submit the final copies, or mylars, of the plat for filing at Dallas or Kaufman (as applicable) county. No conveyance or sale of any portion or lot of the property may occur until after the final plat is approved by the city in accordance with this chapter, and after the plat has been filed for record at Dallas or Kaufman (as applicable) county.

8. **Revisions to approved final plat prior to filing at the county.**

Occasionally, minor revisions are needed before the final plat can be filed at the county. Minor revisions such as correction of bearings or distances, correction of minor labeling errors, addition of erroneously omitted informational items and labels, etc. may occur on the record plat prior to filing it without the planning and zoning commission having to reapprove the final plat. Whether or not revisions are "minor" in nature shall be determined by the municipal development review committee. Major revisions, such as obvious corrections or reconfiguration of lot lines or easements, relocation of driveways or access easements or fire lanes, any modification to the perimeter or boundary of the property, and relocation or addition or deletion of any public improvement (including corresponding easement), shall necessitate resubmission and reapproval of the plat as a "revised final plat" unless otherwise approved by the municipal development review committee, as applicable. The procedures for such reapproval shall be the same as for a final plat, and such reapproval may constitute a new



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project thus necessitating submission of a new application form, payment of new fees, compliance with amendments to this chapter which occurred since original final plat approval, and other requirements.

- 9. All easements shall be included on the final plat, including the recording information for those easements that are filed or recorded as separate instruments, as required by utility companies and the city prior to filing the final plat, and a copy of letters from each applicable utility company shall be submitted stating that the plat contains the proper easements.
- 10. All necessary filing materials as required by the county clerk of Dallas or Kaufman (as applicable) county, in addition to the appropriate number of mylar copies and a computer disk containing the digital plat file(s) required and returned to the city with the required fees.
- 11. If the required copies and materials are not returned to the city within the specified 30-day time frame, the approval of the final plat shall be deemed to expire and shall become null and void unless an extension is granted by the commission.

12. **Final Plat Fees:**

\$300.00 + 10.00 per acre + \$88.00 Plat filing fee

Additional Requirements and Information

1. All documents submitted for review must be drawn to standard scale, full size- not reduced, of sufficient size to be able to be read and take accurate dimensions for plan review.
2. This checklist is not intended to address all issues that may arise but address the more common ones. Additional information may be necessary for the issuance of the permit.
3. The permit will be valid from the date it is issued for 180 days (6 months), if the permit should expire before the work is complete a letter can be submitted 10 days prior to expiration requesting an extension. The Building Official can extend the permit twice (2x) for a maximum of 90 days each time.