



**DEVELOPMENT 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. **Development Plats will follow the requirements below for submittal (Section 23.02.005):**
  - Be prepared by a Registered Professional Land Surveyor
  
  - Clearly show the boundary of the development plat
  
  - Be accompanied by a site plan showing all existing and proposed buildings, structures and improvements, or any proposed modifications of the external configuration of the existing buildings, structures and improvements involving a change therein
  
  - Show all easements and rights-of-way within or adjacent to the development plat
  
  - Be accompanied by the required number of copies of the plat, a completed application form, the required submission fee (per the city's current fee schedule), and a certificate or some other form of verification from the Dallas or Kaufman (as applicable) county appraisal district showing that all taxes have been paid on the subject property and that no delinquent taxes exist against the property in accordance with section **23.01.010**.
  
  - A copy of all application materials for a development plat shall be simultaneously submitted to the municipal development review committee for review in the same manner as for a final plat, or the application shall be deemed incomplete.

3. **Final Plat Fees:**

3 lots or less- \$100.00 + \$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.**



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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.