



CONSTRUCTION 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. **Construction Plats will follow the requirements below for submittal (Section 23.02.003):**
 - Applicant shall prepare a construction plat together with full engineering plans for the construction of the subdivision and all associated public improvements and other supplementary materials, as required by the city.

 - Provide an accurately drawn vicinity, or location, map that shows the location of the proposed construction plat within the city (or within its ETJ) and in relationship to existing roadways.

 - Provide boundary lines, abstract/survey lines, corporate and other jurisdictional boundaries, existing or proposed highways and streets (including right-of-way widths), bearings and distances sufficient to locate the exact area proposed for the subdivision, and all survey monuments (identified and labeled; see Section **23.05.002** for specifications) including any required concrete monuments (per the city's Planner and/or Engineer); the length and bearing of all straight lines, radii, arc lengths, tangent lengths and central angles of all curves shall be indicated along the lines of each lot (curve and line data may be placed in a table format); accurate reference ties via courses and distances to at least one recognized abstract or survey corner or existing subdivision corner shall be shown;

 - Provide the name, location and recording information of all adjacent subdivisions (or property owners of adjacent unplatted property), including those located on the other sides of roads or creeks, shall be drawn to the same scale and shown in dotted lines adjacent to the tract proposed for subdivision in sufficient detail to show accurately the existing streets, alleys, building setbacks, lot and block numbering, easements, and other features that may influence the layout of development of the proposed subdivision; adjacent unplatted land shall show property lines, the names of owners of record, and the recording information

 - Provide the location, widths and names of all streets, alleys and easements (it shall be the applicant's responsibility to coordinate with appropriate utility entities for placement of necessary utility easements and for location of all streets and median openings on highways or arterial roadways), existing or proposed, within the subdivision limits and adjacent to the subdivision; a list of proposed street names shall be submitted (in the form of a letter or memo along with the application form) for all new street names (street name approval is required at the time the construction plat is approved)



CONSTRUCTION PLAT
APPLICATION CHECKLIST AND REQUIRED DOCUMENTS

- Provide the location of all existing property lines, existing lot and block numbers and date recorded, easements of record (with recording information), buildings, existing sewer or water mains (can be shown on a separate sheet, if preferred), gas mains or other underground structures, or other existing features within the area proposed for subdivision
- Provide proposed arrangement and square footage of lots (including lot and block numbers) and proposed use of same; for nonresidential uses, the location and size of buildings (this information may be provided on a separate sheet, such as on the final site plan; see the zoning ordinance)
- Provide a title block within the lower right-hand corner of the plat (and engineering plans) which shows the title or name under which the proposed subdivision is to be recorded; the name, address and phone number of the property owner(s); the name, address and phone number of the land planner, licensed engineer or registered professional land surveyor who prepared the plat/plans, the scale of the plat/plans; the date the plat/plan was prepared, and the location of the property according to the abstract or survey records of Dallas or Kaufman (as applicable) County, Texas; the subdivision name shall not duplicate (or too closely phonetically replicate) the name of any other platted subdivision in Seagoville, its ETJ, or other surrounding communities in Dallas or Kaufman County, but phasing identification is allowed to be similar to previous phases of that particular development (it is the property owner's responsibility to check the plat records of Dallas or Kaufman (as applicable) County to ensure that the proposed subdivision name will not duplicate or sound too much like a subdivision name already in existence - the city may, at its discretion, require a different subdivision name if there is potential for confusion by public safety officials or the general public)
- Provide sites, if any, to be reserved or dedicated for parks, schools, playgrounds, other public uses or for private facilities or amenities
- Provide scale (including a graphic scale), date, north arrow oriented to the top or left side of the sheet, and other pertinent informational data
- Provide contours with intervals of two feet (2) or less shown for the area, with all elevations on the contour map referenced to sea level datum; and the limits of any portion of the 100-year floodplain (pursuant to the flood study, if required by the city's engineer) that may be within or adjacent to (i.e., within 100 feet of) the property (final monumentation of the floodplain shall occur, and shall be shown, on the final plat prior to approval and filing at the county) - if no floodplain present, then a note stating this shall be shown on the plat
- Provide areas contributing drainage to the proposed subdivision shall be shown in the engineering plans; locations proposed for drainage discharge from the site shall be shown by directional arrows



CONSTRUCTION PLAT
APPLICATION CHECKLIST AND REQUIRED DOCUMENTS

- Provide all physical features of the property to be subdivided shall be shown, including the location and size of all watercourses, 100-year floodplain according to Federal Emergency Management Agency (FEMA) information, U.S. Army Corps of Engineers flowage easement requirements, ravines, bridges, culverts, existing structures, drainage area in acres or area draining into subdivisions (only in the engineering plans), the outline of major wooded areas or the location of major or important individual trees, and other features pertinent to subdivision
- Provide engineering plans of water and sewer lines and other infrastructure (including sizes) to be constructed in the subdivision; the proposed connections to distribution mains shall be indicated
- Provide proposed phasing of the development; where a subdivision is proposed to occur in phases, the applicant, in conjunction with submission of the construction plat, shall provide a schedule of development; the dedication of rights-of-way for streets and street improvements, whether on-site or off-site, intended to serve each proposed phase of the subdivision; the planning and zoning commission shall determine whether the proposed streets and street improvements are adequate pursuant to standards herein established, and may require that a traffic impact analysis be submitted for the entire project or for such phases as the commission determines to be necessary to adjudge whether the subdivision will be served by adequate streets and thoroughfares

****NOTE: All construction plats shall be submitted in a legible format that complies with Dallas or Kaufman (as applicable) county requirements for the filing of plats, and shall be drawn on a good grade blue line or black line paper**

- Provide existing or proposed zoning of the subject property and all adjacent properties
 - Provide minimum finished floor elevations of building foundations shall be shown for lots adjacent to a floodplain or within an area that may be susceptible to flooding
 - Provide Traffic impact analysis (TIA), if applicable pursuant to section **23.03.001(e)**
3. **Certificates and other language shall be included on the plat, pursuant to the following subsections:**

(A)

A statement that the subdivided area is legally owned by the applicant.



CONSTRUCTION PLAT
APPLICATION CHECKLIST AND REQUIRED DOCUMENTS

(B)

An accurate metes and bounds description by bearings and distances (including necessary curve and line data), accurate to the nearest one-hundredth of a foot, for all boundary, block and lot lines, with descriptions correlated to a permanent survey monument.

(C)

A statement signed by the property owner(s) and acknowledged before a Notary Public as to the authenticity of the signatures, saying that the property owner(s) adopts the plat as shown, described and named, and that he/she does dedicate, in fee simple, to the public use forever the streets, alleys and easements shown on the plat. The property owner(s) further reserves any easement areas shown for mutual use of all public utilities desiring to use the same. Any public utility shall have the right to remove and keep removed all or any part of any vegetative growth or other appurtenance for construction or maintenance, or efficiency of its respective system in these easements and all or any part of any growth or construction which in any way hinders or interferes with the right of ingress and egress to these easements for any necessary use without asking anyone's permission.

(D)

The registered professional land surveyor's certificate, with a place for his or her signature and notarization of his or her signature.

(E)

A place for plat approval signature of the Chairman of the planning and zoning commission (or Vice-Chairman, in the Chairman's absence), a place for the city secretary to attest such signature, and the approval dates by the planning and zoning commission (and city council, in the instance of any type of appeal).

(F)

Following are the certificates and languages to be used on the plat to accommodate the above requirements:

(i)

Property owner's certificate (required):

STATE OF TEXAS

COUNTY OF

WHEREAS, (Name(s)____) is (are) the Owner(s) of a tract of land situated in the (____) Survey, Abstract No. (____), Dallas/Kaufman County, Texas and being out of a (____) acre tract conveyed to him (them) by (____), and a (____) acre tract conveyed to him (them) by (____), and being more particularly described as follows:



CONSTRUCTION PLAT
APPLICATION CHECKLIST AND REQUIRED DOCUMENTS

(Enter accurate metes and bounds property description here, with total land area shown in both acreage and square footage)

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That _____, acting herein by and through his (its) duly authorized officer(s), does hereby adopt this plat designating the herein above described property as _____, an addition to the city and does hereby dedicate, in fee simple, to the public use forever, the streets, rights-of-way, and other public improvements shown thereon. The streets and alleys, if any, are dedicated for street purposes. The easements and public use areas, as shown, are dedicated, for the public use forever, for the purposes indicated on this plat. No buildings, fences, trees, shrubs or other improvements or growths shall be constructed or placed upon, over or across the easements as shown, except that landscape improvements may be placed in landscape easements, if approved by the city. In addition, utility easements may also be used for the mutual use and accommodation of all public utilities desiring to use or using the same unless the easement limits the use to particular utilities, said use by public utilities being subordinate to the public's and city's use thereof. The city and public utility entities shall have the right to remove and keep removed all or parts of any buildings, fences, trees, shrubs or other improvements or growths which may in any way endanger or interfere with the construction, maintenance, or efficiency of their respective systems in said easements. The city and public utility entities shall at all times have the full right of ingress and egress to or from their respective easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, reading meters, and adding to or removing all or parts of their respective systems without the necessity at any time procuring permission from anyone.

This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Seagoville, Texas

WITNESS, my hand, this the ____ day of _____, 20____.

BY:

Authorized Signature of Owner (use additional signature lines, if necessary)

Printed Name and Title

STATE OF TEXAS

COUNTY OF

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared _____, Owner, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this ____ day of _____, 20____.



**CONSTRUCTION PLAT
APPLICATION CHECKLIST AND REQUIRED DOCUMENTS**

Notary Public in and for the State of Texas

My Commission Expires On:
(use additional Notary blocks, if necessary, for additional owners)

(ii)
Surveyor's certificate (required)

KNOW ALL MEN BY THESE PRESENTS:

That I, _____, do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown thereon as "set" were properly placed under my personal supervision in accordance with the Subdivision Ordinance of the City of Seagoville.

(seal)

Signature of Registered Public Land Surveyor
Registration No.

STATE OF TEXAS
COUNTY OF

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared _____, Registered Public Land Surveyor, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this _____ day of _____, 20_____.

Notary Public in and for the State of Texas
My Commission Expires On:

(iii)
Approval block (required):

CITY APPROVAL OF CONSTRUCTION PLAT

Approved for preparation of final plat following construction of all public improvements (or appropriate sureties thereof) necessary for the subdivision shown on this plat.

APPROVED BY: Planning and Zoning Commission
City of Seagoville, Texas
Signature of Chairperson Date of Approval



CONSTRUCTION PLAT
APPLICATION CHECKLIST AND REQUIRED DOCUMENTS

ATTEST:

City Secretary

Date

4. **Construction Plat Fees:**

\$500.00 + \$10.00 per acre/ Per Acre or \$3.00/per lot/unit (whichever is greater)

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 to complete the plat process.