

A representative of the property must be present at the Public Hearing before the Planning and Zoning Commission and at the Public Hearing before the City Council.

Checklist of Items to be Submitted for Major Replat:

- **Minimum Filing Fee: \$500**
- For Subdivisions: A filing fee of \$500.00 plus \$20.00 per lot is assessed for a plat of property not exceeding five acres in size, and a fee of \$1,000 plus \$20.00 per lot shall be assessed for a plat of property greater than five acres in size, regardless of the number of lots proposed within the submitted plat.
- Five (5) black line copies of the plat stamped and signed by a registered professional engineer or registered surveyor licensed by the State of Texas
- Original Survey Plat and Proposed Survey Plat must be included
- The size of the plat shall be no larger than 24 inches by 36 inches
- The plat should include:
 - Boundary line accurate in scale, one hundred feet to the inch. (1"= 100')
 - Location, widths, and names of all new or existing platted streets adjacent to the tract, as well as any alley or other public easement.
 - Location of existing permanent buildings, railroads, right-of-way and other important features, such as abstract lines, political subdivision or corporation lines and flood plain and school district boundaries.
 - Existing sewer mains, water mains, drainage culverts, underground structures, underground cables within the tract and immediately adjacent thereto with pipe sizes, grade and locations indicated.
 - Contours with intervals of two (2) feet or less.
 - Approximate gradients of street.
 - North point, scale, date and approximate acreage of subdivision.
 - Tract designation according to the records of Denton County.
 - List all parcels of land intended to be dedicated for public use.
 - Layout of water system and fire hydrants.
 - Layout numbers, setback lines, dimension of lots, blocks and parks.
- Storm drainage plans plus (2) sets stamped by Engineer.
- Map of the proposed subdivision showing streets and thoroughfares covering an area at least one mile outside the proposed subdivision.
- Five (5) 11" x 17" size reduction copies of the plat for Planning and Zoning Commission.

Checklist of Items to be Submitted for Minor Replat:

- A filing fee of \$100.00 per lot is assessed for a plat of property not exceeding 4 lots for both commercial and residential property.
- Original Survey Plat and Proposed Survey Plat must be included.
- Five (5) black line copies of the plat stamped and signed by a registered professional engineer or registered surveyor licensed by the State of Texas.
- The plat should include the same requirements as a Preliminary Plat listed on the following page.

Checklist of Items to be Submitted for Preliminary Plat: No Fee

- Five (5) black line copies of the plat stamped and signed by a registered professional engineer or registered surveyor licensed by the State of Texas.
- Original Survey Plat and Proposed Survey Plat must be included.
- The size of the plat shall be no larger than 24 inches by 36 inches.
- The plat should include:
 - Boundary line accurate in scale, one hundred feet to the inch. (1" = 100')
 - Boundary lines and relationship to the established section lines
 - Location and width of existing and proposed streets, roads, and lots
 - Location of existing permanent buildings, railroads, right-of-way and other important features, such as abstract lines, political subdivision or corporation lines and flood plain and school district boundaries.
 - Physical features of property including watercourses, ravines, bridges, culverts, present structures and other features of importance to lot and street lay out
 - Approximate gradients of streets
 - Designation of proposed uses of land within subdivision
 - Centerline profiles of proposed streets.

Fees shall be paid at the time the preliminary plat is submitted for consideration. No refunds shall be made. A representative of the property must be present at the Public Hearing before the Planning and Zoning Commission and at the Public Hearing before the City Council.

Checklist of Items to be Submitted for Residential and Commercial Site Plan: \$250.00

- Site plans must be on 11 x 17 sheet of paper
- Site plans must include the following:
 - Showing to scale the size and location of new construction and existing structures on the site
 - Distance from lot lines
 - Property line and dimensions
 - The established street grades and proposed finished grades
 - If applicable: flood hazard areas, floodways, and design flood elevations
 - Accurate boundary line survey
 - Easements
 - Building and driveway locations
 - Landscaping to be used
 - Location of existing and proposed utility poles, pad mounted transformers, curb inlets, etc.
 - North arrow and scale
 - For new construction, indicate location of erosion control fencing
 - For fencing, indicate location fence will be erected
 - Exterior Surface Percentage of masonry and masonry calculations
 - Plans must be sufficient to show that the design meets the 2009 IBC, Plumbing, Mechanical and Fire codes and the 2008 IECC.