



MINOR PLAT REVIEW APPLICATION

SUMMARY OF MINOR PLAT REVIEW APPLICATION REQUIREMENTS

Application Review Requirements:

1. This application is for requesting a change to a plat that will result in four (4) or fewer lots; does not create or change any easements; or does not require any new streets or extension of municipal facilities. Any property to be subdivided using a minor plat shall already be served by all required City utilities and services.
2. Meet with Development Services Staff to review the application requirements for your specific request.
3. Make sure you have everything on the attached Check List.
4. Completed application with signatures of owners and/or applicant
5. Application Fees are established in the Fee Schedule as adopted.
6. Must have the address and the lot, block and subdivision name of the subject property
7. It is the applicant's responsibility to provide evidence or proof that all taxes, assessments, debts or obligation directly attributable to said property and owed by the owner or previous owner thereof shall have been paid at the time of application submittal.
8. Submit any drawing, plans, exhibits, information about proposed uses in order to ensure that the request is understood. Development Services Staff will let you know if additional copies are needed and what size they need to be.
9. This application and/or payment will not be accepted if it is incomplete. Staff will not retain partial packets.

Application must be signed by the property owner before the request can be scheduled with the Planning and Zoning Commission and City Council.

DELIVERY ADDRESS:

DEVELOPMENT SERVICES DEPARTMENT
CITY OF KAUFMAN
209 S. WASHINGTON
KAUFMAN, TEXAS 75142

**DIRECT QUESTION TO DEVELOPMENT SERVICES STAFF AT
(972)-932-2216
FAX NUMBER (972)-932-6288**



MINOR PLAT CHECK LIST

ITEMS REQUIRED		
Minor Plat Check list		
Application for Minor Plat		
Minor Plat Fee of \$100.00 plus \$10.00 per lot		
Tax Certificate certified by Kaufman County Tax Office showing all taxes have been paid.		
Minor Plat to be reviewed		
Proposed plans to be reviewed (3 full size sets of 24"x36" and 1 set of 11"x17")		
Digital copy on a usb drive (the drive will not be returned and can contain all sets)		
Engineering Plans		
Civil Plan Review Application		
Proposed plans to be reviewed (3 full size sets of 24"x36")		
Digital copy on a usb drive (the drive will not be returned and can contain all sets)		
Minor Plat to be filed at Kaufman County Courthouse by staff		
Approved Plat will need to be printed in the sizes listed below.		
Size 18" x 24"	Mylar – 1 Copy	Paper – 2 Copies
Size 22"x34"	Mylar – 1 Copy	Paper – 5 Copies
Size 11"x17"	Mylar – Not required	Paper – 1 Copy
All Plat sizes must be signed by the owner and notarized.		
All Plat sizes must be signed by the surveyor.		
Staff will get the signatures of the P&Z Chairman, City Secretary, Mayor or City Manager.		
All City of Kaufman engineering fees must be paid in full.		
A check made out to Kaufman County for filing fees of the plat and tax certificate.		
Kaufman County charges \$64.00 per page for each plat.		
Example: 1 page plat is \$64, 2 page plat is \$128, 3 page plat is \$192, 4 page plat is \$256, etc.		
Kaufman County charges \$26 for the 1st page and \$4 for each additional page.		
Example: 1 page tax is \$26, 2 page tax is \$30, 3 page plat is \$34, 4 page plat is \$38, etc.		
The information below is for staff regarding notifications.		
Assign case number: FPM-		
This case type does not go to the Planning and Zoning or City Council.		



MINOR PLAT REVIEW APPLICATION

1. Site Location:

Street Address: _____

Lot, Block, & Subdivision Name: _____

2. Applicant:

Name: _____

Address: _____

City/State: _____ Zip: _____

Office #: _____ Cell #: _____ Fax #: _____

Email Address: _____

3. Property Owner:

Name: _____

Address: _____

City/State: _____ Zip: _____

Office #: _____ Cell #: _____ Fax #: _____

Email Address: _____

4. Summarize the proposed development. If necessary, use a separate sheet.

5. **Present Zoning:** _____ **Present Land Use:** _____

Future Land Use Designation: _____

6. **Attach:** any additional maps, exhibits, drawings or pictures necessary to help explain the request.

7. Local Government Code 212.010 Standards for Approval

- a. The municipal authority responsible for approving plats shall approve a plat if:
 - i. It conforms to the general plan of the municipality and its current and future streets, alleys, parks, playgrounds, and public utility facilities;
 - ii. It conforms to the general plan for the extension of the municipality and its roads, streets, and public highways within the municipality and in its extraterritorial jurisdiction, taking into account access to and extension of sewer and water mains and the instrumentalities of public utilities;
 - iii. A bond required under Section 212.0106, if applicable, is filed with the municipality; and
 - iv. It conforms to any rules adopted under Section 212.002.
- b. However, the municipal authority responsible for approving plats may not approve a plat unless the plat and other documents have been prepared as required by Section 212.0105, if applicable.

I hereby authorize the undersigned applicant to act as my agent for the representation and/or presentation of the request.

Applicant Name (print or type): _____

Applicant signature: _____

Owner Name (print or type): _____

Owner signature: _____

Date Received _____ Date Paid _____ Receipt Number _____

SETS TO BE FILED AT KAUFMAN COUNTY

2	Paper	18 x 24	1	Mylar	18 x 24
5	Paper	22 x 34	1	Mylar	22 x 34
1	Paper	11 x 17			

The fee, for filing a single page plat, at Kaufman County, is \$64.00. Additional pages of a plat, is an additional \$61.00 per page (4 page plat would be \$256.00). It is preferred to have the tax certification placed on the plat. If the tax certificate is on a separate page, please add \$24.00 for the 1st page and \$4.00 for each additional page.

You will need to have the following original signatures on all of the plat pages before it is delivered to Development Services:

1. Property Owner(s)
2. Surveyor
3. Kaufman County Tax Assessor.

Please make your check payable to Kaufman County. Bring the check made out to Kaufman County and all the plat pages **signed** to Development Services. After it is brought to Development Services, the staff will obtain the signatures of the Mayor, Chairman of Planning & Zoning, and City Secretary.

Staff will take the plats and check to the courthouse, file the plats and mail you one stamped original.

Kaufman Subdivision Regulations:

Section 1.16 Definitions

- ee. Minor Plat. A subdivision resulting in four (4) or fewer lots, provided that the plat is for conveyance purposes only (i.e., sale of the property with no development/construction proposed), that the plat does not create any new easements for public facilities, or that the construction/development of said subdivision will not require the construction of any new street (or portion thereof) or the extension of any municipal facilities to serve any lot within the subdivision. Any property to be subdivided using a minor plat shall already be served by all required City utilities and services. If the development of any lot within the proposed subdivision will require the construction of a new street (or portion thereof) or a public improvement (e.g., water or sewer line, drainage facility, required screening wall, etc.), the plat shall be classified as a major plat (Final Plat).

Section 2.2: Statutory Procedures

- 2.2 a. Classification of Subdivisions and Additions. Before any land is platted, the property owner shall apply for and secure approval of the proposed subdivision plat, in accordance with the following procedures, unless otherwise provided within this Ordinance. Subdivisions are classified as major or minor, depending upon the number of lots to be created and upon whether or not any public improvements will be required to develop the property.

1. Minor subdivisions shall create no more than four (4) lots, and every lot within a minor subdivision shall already be served by all required City utilities and services pursuant to this and other applicable City ordinances. If the development of any lot within the proposed subdivision will require the construction of a new street (or portion thereof) or a public improvement (e.g., water or sewer line, drainage facility, required screening wall, etc.), or if an easement(s) for any public facility(s) must be established on the plat, then the subdivision (and its corresponding plat) shall be classified as a major subdivision (and plat) and shall be processed/approved as such. Minor subdivisions may be approved for residential or non-residential properties. Minor plat approval requires the submission of a final plat as described under Sections 2.5 and 2.6, except that the final authority of approval for minor plats is with the Planning and Zoning Commission. In the event that the Planning and Zoning Commission disapproves a minor plat application, the applicant may appeal the decision to City Council.

Section 2.11: Administrative Approval

- 2.11 a. The following plats may be approved by the City Manager or his designee:
1. Amending plats described in Section 212.016 of the Texas Local Government Code and Section 2.9 above;
 2. Minor Plats involving four or fewer lots fronting on an existing street and not requiring the creation of any new street or the extension of municipal facilities;
 3. Replats under Section 212.0145 of the Local Government Code that do not require the creation of any new street or extension of municipal facilities;
- c. The City Manager or his designee may, for any reason, elect to present the plat for approval to the Planning & Zoning C
- d. omission and the City Council;
- c. The City Manager or his designee shall not disapprove the plat and shall be required to refer any plat which he refuses to approve to the Planning & Zoning Commission and the City Council within the time period specified in Section 212.009 of the TLGC and Sections 2.2 and 2.5 of the Kaufman Subdivision Ordinance.

Section 2.5: Procedures and Submission Requirements for Final Plat Approval

- 2.5 a. The final plat shall be in accordance with the preliminary plat as approved and incorporate all conditions, changes, directions and additions imposed by the Planning and Zoning Commission and City Council. The final plat shall not be approved by the City until detailed engineering and construction plans have been approved by the City Engineer. The final plat shall not be submitted prior to approval of the preliminary plat (see Section 2.4 [d] and [g] for exceptions). At the time the developer files the final plat with the City Planner, he shall also file a certificate showing that all taxes have been paid on the tract to be subdivided and that no delinquent taxes exist against the property in accordance with Section 1.13.
- b. The final plat shall constitute only that portion of the approved preliminary plat which the subdivider proposes to record and then develop provided, however, that such portion conforms to all the requirements of these regulations. The final plat shall also include construction plans and cost estimates for construction of improvements.
- c. The required number of copies of the proposed final plat and construction plans shall be submitted no later than twenty-one (21) calendar days before the meeting at which they shall be considered, accompanied by a filing fee as prescribed by the City Council by separate ordinance. The City Planner shall check the plat to ascertain its compliance with these regulations and shall report to the applicant. If revisions are necessary,

the applicant, developer or his engineer shall submit additional corrected copies of the properly completed final plat to the City Planner for final action no later than seven (7) days prior to the Commission meeting. Failure to submit corrected copies shall be reason to determine the submittal as incomplete and as reason to not schedule the plat on the Commission's agenda.

The Planning and Zoning Commission shall recommend approval or denial of the final plat within thirty (30) days of the official submission date. The City Council shall take action within thirty (30) days of the Planning and Zoning Commission action. After the final plat has been scheduled on an agenda, the applicant or subdivider may request in writing a waiver of the thirty (30) day approval requirement. After receipt of the request, the City may delay approval of the final plat beyond thirty (30) days of the submission date. A certificate of approval of the City Council, attested by the Mayor or Mayor Pro Tem and City Secretary, as provided herein, shall be attached to the plat when such final plat has been approved.

The developer and/or applicant shall return copies of the final plat, as approved, with any other required documents and necessary fees attached thereto to the City Planner within thirty (30) days, in accordance with requirements established by the City. All easements shall be included as required by utility companies or the City of Kaufman prior to filing, and a copy of letters from each applicable utility company shall be submitted to the City Planner stating that the plat contains the proper easements. Mylars, reductions and blueline copies as required by the County Clerk of Kaufman County, in addition to mylar copies required by the City, shall be returned to the City Secretary with the required fees. If the required copies are not returned to the City within the specified time, the City approval of the final plat shall be null and void unless an extension is granted by the City Council. The City Secretary shall file the final plat within thirty (30) working days at the office of the County Clerk of Kaufman County.

- d. The final plat (and any replats) shall be prepared by a registered public surveyor or licensed land surveyor. Construction plans shall be prepared by or under the supervision of a professional engineer or architect registered in the State of Texas, as required by State law governing such professions and in accordance with this Ordinance and the Technical Construction Standards and Specifications (TCSS). Construction plans submitted for review by the City shall be dated and shall bear the responsible engineer's registration number, and the designation of "professional engineer," or "P.E." and an appropriate stamp or statement near the engineer's identification, stating that the documents are for preliminary review and are not intended for construction. Construction plans shall be approved by the City Engineer when such plans meet all of the requirements of this Ordinance and the TCSS manual.
- e. Before approval of any final plat by the City Council and the Planning and Zoning Commission, the developer shall prepare, or have prepared, and submit the required copies of the complete engineering construction plans of streets, alleys, storm sewers and drainage structures, and water and sanitary sewer improvements for the area covered by the final plat. Prior to approval of the final plat, a set of construction plans marked "approved" must be on file at the City. A drainage plan showing how the drainage of each lot relates to the overall drainage plan for the plat under consideration shall be submitted with the construction plan. The drainage plan shall be made available to each builder within the proposed subdivision and all builders shall comply with the drainage plan. The developer shall have these plans prepared by their own professional engineers subject to approval of the plans by the City of Kaufman. The City Planner shall review or cause to be reviewed, the plans and specifications and if approved, shall mark them approved and return one set to the developer. If not approved, two (2) sets shall be marked with the objections noted and returned to the

applicant or developer for correction. The subdivider shall provide additional sets of corrected engineering plans as specified by the City Engineer for use during construction.

After approval of the plat, plans, and specifications by the City of Kaufman, the developer shall cause a contractor to install the facilities in accordance with the approved plans and standard specifications of the City and at the developer's expense (also see Section 6). The developer shall employ engineers, surveyors, and other professionals as necessary to design, stake and supervise the construction of such improvements, and shall cause his contractor to construct the said improvements in accordance with these regulations. The City shall inspect the installation of the improvements.

When all of the improvements are found to be installed in accordance with the approved plans and specifications, and after the improvements have been completed, and upon receipt by the City of Kaufman of a maintenance bond or certificate of deposit in accordance with Section 6 of this Ordinance from each contractor, three (3) sets of "AS BUILT" (or "Record Drawing") plans and one (1) set of "As-Built" or "Record Drawing" sepias shall be submitted with a letter stating the contractor's compliance with these regulations. After such letter is received, the City Manager or his designee shall receive and accept for the City of Kaufman the title, use and maintenance of the improvements according to Section 6.7.

f. The engineering construction plans shall be valid for a period of twelve (12) months after approval by the City. The City Manager, or his designee, may grant a one (1) year extension after which they are subject to be reapproved by the City if no construction has occurred.

g. Timing of Public Improvements.

1. The Commission and City Council may require that all public improvements be installed, offered for dedication and accepted by the City prior to the approval of the final plat by the City. Also see Section 6.

The City Council may permit or require the deferral of the construction of public improvements if, in its judgment, deferring the construction would not result in any harm to the public or would offer significant advantage in coordinating the site's development with adjacent properties and off-site public improvements. Any required public improvement(s) approved for deferred construction must be provided for as required in Section 6.2(d) prior to the approval of the final plat.

2. If the Commission and City Council do not require that all public improvements be installed, offered for dedication and accepted by the City prior to signing of the final plat, it shall require that the applicant execute an agreement and provide security for the agreement as provided in Sections 6.2 and 6.3.

*h. There is hereby established a twenty-four (24) month time limit on starting development after approval of the Final Plat. The twenty-four (24) month time frame begins the day after city Council approves the Final Plat. If development has not started within this timeframe, the Final Plat shall become null and void and any subsequent development activity shall require a new Final Plat.

Section 2.6: Final Plats (Information and Format Requirements)

2.6 a. All final plats shall be submitted on sheets no larger than twenty-four inches by thirty-six inches (24" x 36") or twenty-two inches by thirty-four inches (22" x 34"), and to a scale of not less than one hundred feet to the inch (1"=100') or larger. Kaufman County requires that no plat be larger than twenty-four by thirty-six inches (24" x 36") for filing. Where more than one sheet is required to encompass the subdivision, an index sheet, twenty-two inches by thirty-four inches (22" x 44") or twenty-four inches by thirty-six inches (24" x 36"), shall

be filed showing the entire subdivision together with the complete dedication, attests, dates, titles and seals, on one (1) sheet.

Engineering and construction plans shall also be submitted according to the Technical Construction Standards and Specifications (TCSS) and the requirements set forth herein. Engineering construction plans showing paving and design details of streets, alleys, culverts, bridges, storm sewers, water mains, sanitary sewers, perimeter sidewalks, landscape plans (if appropriate), and other engineering details of the proposed subdivision at a scale of one inch equals 40 or 50 feet (1" = 40' or 50') horizontally and one inch equals 4, 5, or 10 feet (1" = 4', 5' or 10') vertically shall be submitted to the City Planner along with the final plat of the subdivision.

The number of copies as specified on the application form shall be submitted with the final plat submittal. Such plans shall be prepared by a registered professional engineer and shall conform to the Technical Construction Standards and Specifications (TCSS).

- b. The exterior boundary of the subdivision shall be indicated by a distinct bold solid line and corner markers by individual symbols.
- c. The length and bearing of all straight lines, radii, arc lengths, tangent length and central angles of all curves shall be indicated along the lines of each lot in addition to lot and block numbers. The curve data pertaining to block or lot boundary may be placed in a curve table.
- d. The names of all adjoining subdivisions, the dimensions of all abutting lots, lot and block numbers and accurate reference ties to courses and distances of at least one recognized abstract line or existing subdivision corner shall be shown. A location map drawn to scale shall also be shown. A listing of the lots and their correlating area in square feet shall be provided separately.
- e. The names and accurate location of all adjacent streets.
- f. The location and dimension of any utility easement adjoining or abutting the subdivision or proposed within the subdivision shall be shown. It shall be the applicant's responsibility to coordinate with appropriate utility companies for placement of utility easements.
- g. The description and location of all survey monuments placed in the addition or subdivision shall be shown (see Section 5.1 for specifications).
- h. The final plat shall show a title block in the lower right corner of the page, the words "Final Plat", the names of the addition or subdivision, the name of the owner and engineer or surveyor, the scale and location of the subdivision, north point and reference to original land grant or survey and abstract number. The final plat shall provide a place for the County Clerk of Kaufman County to stamp the number of the cabinet, drawer or area where the plat will be filed and a place for the date in the lower left-hand corner at least 2" x 2" in size.
- i. Finished floor elevations of building foundations shall be shown for lots adjacent to a floodway or area susceptible to flooding.
- j. Certificates shall be attached to and be a part of the final subdivision plat and shall contain a minimum of the following information:
 1. A statement that the subdivided area is legally owned by the applicant.

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 of Kaufman 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 Kaufman, Texas

WITNESS, my hand, this the _____ day of _____, 19____.

BY:

Authorized Signature of Owner

Printed Name and Title

STATE OF TEXAS §

COUNTY OF KAUFMAN §

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared John Doe and Jane Doe, Owners, known to me to be the persons whose names are subscribed to the foregoing instrument and acknowledged to me that they each executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this ____ day of _____, 19____.

Notary Public in and for the State of Texas

My Commission Expires On:

(b) Surveyor's Certificate (Example):

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 Kaufman.

Registered Public Surveyor

APPROVED BY: Planning and Zoning Commission

City of Kaufman

By: _____
Chairman Date

APPROVED BY: City Council

City of Kaufman

By: _____
Mayor

City Secretary Date

(c) Visibility, Access and Maintenance Easements (Example):

The area or areas shown on the plat as "VAM" (Visibility, Access and Maintenance) Easement(s) are hereby given and granted to the City, its successors and assigns, as an easement to provide visibility, right of access for maintenance upon and across said VAM Easement. The City shall have the right but not the obligation to maintain any and all landscaping within the VAM Easement. Should the City exercise this maintenance right, then it shall be permitted to remove and dispose of any and all landscaping improvements, including without limitation, any trees, shrubs, flowers, ground cover and fixtures. The City may withdraw maintenance of the VAM Easement at any time. The ultimate maintenance responsibility for the VAM Easement shall rest with the owners. No building, fence, shrub, tree or other improvements or growths, which in any way may endanger or interfere with the visibility, shall be constructed in, on, over or across the VAM Easement. The City shall also have the right but not the obligation to add any landscape improvements to the VAM Easement, to erect any traffic control devices or signs on the VAM Easement and to remove any obstruction thereon. The City, its successors, assigns, or agents shall have the right and privilege at all times to enter upon the VAM Easement or any part thereof for the purposes and with all rights and privileges set forth herein.

(d) Fire Lanes (Example):

That the undersigned does hereby covenant and agree that he (they) shall construct upon the fire lane easements, as dedicated and shown hereon, a hard surface and that he (they) shall maintain

the same in a state of good repair at all times and keep the same free and clear of any structures, fences, trees, shrubs, or other improvements or obstruction, including but not limited to the parking of motor vehicles, trailers, boats or other impediments to the access of fire apparatus. The maintenance of paving on the fire lane easements is the responsibility of the owner, and the owner shall post and maintain appropriate signs in conspicuous places along such fire lanes, stating "Fire Lane, No Parking." The police or his duly authorized representative is hereby authorized to cause such fire lanes and utility easements to be maintained free and unobstructed at all times for fire department and emergency use.

(e) Access Easements (Example):

The undersigned does covenant and agree that the Access Easement may be utilized by any person or the general public for ingress and egress to other real property, and for the purpose of General Public vehicular and pedestrian use and access, and for Fire Department and emergency use in, along, upon and across said premises, with the right and privilege at all times of the City of Kaufman, its agents, employees, workmen and representatives having ingress, egress, and regress in, along, upon and across said premises.