



AMENDING PLAT REVIEW APPLICATION

SUMMARY OF AMENDING PLAT REVIEW APPLICATION REQUIREMENTS

Application Review Requirements:

1. This application is for requesting a change to a plat that has an error; reducing the number of lots without changing any easements or right-of-ways; or does not require any new streets or extension of municipal facilities.
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.
10. Plats to be reviewed will need to be turned in with that application and payment. Signed Plats will need to be submitted after the Planning and Zoning meeting and before the City Council meeting.
11. Please check your submittal date and time on our website at [Forms | Kaufman, TX \(kaufmantx.org\)](https://www.kaufmantx.org/forms). Applications will only be accepted during the listed times.

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**

209 SOUTH WASHINGTON • PO Box 1168 • KAUFMAN, TEXAS 75142 • (972) 932-2216 • FAX (972) 932-6288



AMENDING PLAT CHECK LIST

ITEMS REQUIRED				
Plats to be reviewed will need to be turned in with that application and payment. Signed Plats will need to be submitted after the Planning and Zoning meeting and before the City Council meeting.				
Amending Plat Check list				
Application for Amending Plat				
Amending Plat Fee of \$100.00 plus \$10.00 per lot				
Tax Certificate certified by Kaufman County Tax Office showing all taxes have been paid.				
Utility Approval Letters from the water, sewer and gas providers				
Kaufman County 911 PSAP Preliminary Approval Letter for all addresses – Phone 469-376-4127				
Amending Plat				
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)				
Amending 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 - KC	Paper – 1 Copy	Kaufman County	
Size 22"x 34"	Mylar – 1 Copy - COK	Paper – 4 Copies	2 COK & 2 Applicant / Owner	
Size 11"x 17"	Mylar – Not required	Paper – 1 Copy	City of Kaufman	
NOTE: If you want any additional copies, please have them submitted at the same time and add \$1 to the payment to Kaufman County for each additional 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.				
A check made out to Kaufman County for filing fees of the plat and tax certificate.				
Kaufman County charges \$61.00 per page for each plat.				
Example: 1 page plat is \$61, 2 page plat is \$122, 3 page plat is \$183, 4 page plat is \$244, 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: FPA-				
This case type does not go to the Planning and Zoning or City Council.				
Address plat if it is not already addressed.				



AMENDING PLAT REVIEW APPLICATION

1. Site Location:

General Street Location: _____ PID: _____

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

Size 18" x 24"	Mylar – 1 Copy - KC	Paper – 1 Copy	Kaufman County
Size 22" x 34"	Mylar – 1 Copy - COK	Paper – 4 Copies	2 COK & 1 Applicant & 1 Owner
Size 11" x 17"	Mylar – Not required	Paper – 1 Copy	City of Kaufman
NOTE: If you want any additional copies, please have them submitted at the same time and add \$1 to the payment to Kaufman County for each additional copy.			

The fee, for filing a single page plat, at Kaufman County, is \$61.00. Additional pages of a plat, is an additional \$61.00 per page (4 page plat would be \$244.00). The tax certificate is \$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

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 2.9: Amending Plats

- 2.9 a. An amended plat shall meet all of the informational and procedural requirements set forth for a final plat.
- b. The Planning and Zoning Commission and City Council may approve and issue an amending plat, which may be recorded and is controlling over the preceding or final plat without vacation of that plat, if the amending plat is signed by the applicants only and if the amending plat is for one or more of the purposes set forth in this Section. The procedures for amending plats shall apply only if the sole purpose of the amending plat is to:
1. Correct an error in a course or distance shown on the preceding plat;
 2. Add a course or distance that was omitted on the preceding plat;
 3. Correct an error in a real property description shown on the preceding plat;
 4. Indicate monuments set after the death, disability, or retirement from practice of the engineer or surveyor responsible for setting monuments;
 5. Show the location or character of a monument that has been changed in location or character or that is shown incorrectly as to location or character on the preceding plat;
 6. Correct any other type of scrivener or clerical error or omission previously approved by the municipal authority responsible for approving plats, including lot numbers, acreage, street names, and identification of adjacent recorded plats;

7. Correct an error in courses and distances of lot lines between two adjacent lots if:
 - (a) Both lot owners join in the application for amending the plat;
 - (b) Neither lot is abolished;
 - (c) The amendment does not attempt to remove recorded covenants or restrictions; and
 - (d) The amendment does not have a material adverse effect on the property rights of the owners in the plat;
 8. Relocate a lot line to eliminate an inadvertent encroachment of a building or other improvement on a lot line or easement;
 9. Relocate one or more lot lines between one or more adjacent lots if:
 - (a) The owners of all those lots join in the application for amending the plat;
 - (b) The amendment does not attempt to remove recorded covenants or restrictions; and
 - (c) The amendment does not increase the number of lots; or
 10. To make necessary changes to the preceding plat to create six or fewer lots in the subdivision or a part of the subdivision covered by the preceding plat if:
 - (a) The changes do not affect applicable zoning and other regulations of the City;
 - (b) The changes do not attempt to amend or remove any covenants or restrictions; and
 - (c) The area covered by the changes is located in an area that the City has approved, after a public hearing, as a residential improvement area.
 11. To replat one or more lots fronting on an existing street:
 - (a) The owner of all those lots joins in the application for amending the plat;
 - (b) The amendment does not attempt to remove recorded covenants or restrictions;
 - (c) The amendment does not increase the number of lots; and,
 - (d) The amendment does not create or require the creation of a new street or make necessary the extension of municipal facilities. *Amended 8-14-00, Ordinance O-18-00.
- c. Notice, a public hearing, and the approval of other lot owners are not required for the approval and issuance of an amending plat.
 - d. The amended plat shall be entitled and clearly state that it is an "amended plat." It shall also state the specific lots affected or changed as a result of the amended plat, and shall include the original subdivision plat boundary. All references to "final plat" or "replat" shall be removed.