

Plat Application and Checklist

Please note that this checklist is intended to assist developers and design professionals in the preparation of submittals for DRC review and are generally what is needed to facilitate the review of the proposed plat. A submittal of a complete application will facilitate a timely review. Failure of the applicant to provide required information will result in application not being processed. Under special circumstances, additional items may be required through the Development Review Committee process prior to approval.

Please check the Appropriate Box: Final Plat Preliminary Plat Amended Plat Minor Plat
 Residential Replat Replat Conveyance Plat

PROPERTY INFORMATION:

Project Name: _____ Parcel(s) Tax ID# (Required): _____
 Project Address (Location): _____ Total Acres: _____
 Previous Project Number (If Applicable): _____
 Existing Zoning: _____ # of Existing Lots: _____ # of Existing Units: _____
 Proposed Zoning: _____ # of Proposed Lots: _____ # of Proposed Units: _____
 SIGNATURE: _____

Owner Information and Authorization

Name: _____
 Company Name: _____
 Address: _____
 Telephone: _____ Email: _____
 • Please Note: e-mail addresses will be used to notify the owner or representative of the status of the plat.

CHECK ONE OF THE FOLLOWING:

- I will represent the application myself; or
- I hereby designate _____ (name of project representative) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this development application. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this application.

I hereby certify that I am the owner of the property and further certify that the information provided on this development application is true and correct. By signing below, I agree that the City of Stephenville (the "City") is authorized and permitted to provide information contained within this application, including the email address, to the public. The City is also authorized and permitted to reproduce any copyrighted information submitted in connection with the application, if such reproduction is associated with the application in response to a Public Information Request.

Owner's Signature: _____ Date: _____

STATE OF TEXAS COUNTY OF _____ BEFORE ME, a Notary Public, on this _____ day personally appeared _____ (printed owner's name) the above signed, who, under oath, stated the following: "I hereby certify that I am the owner, for the purposes of this application; that all information submitted herein is true and correct." SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, 20_____.

 Notary Signature

(seal)

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ITEMS TO BE SUBMITTED:

- Application and Checklist.
- Associated Fee(s): as listed on the Development Review Fee Schedule.
- Project Narrative: Written proposal for the project.
- Plats: Plats will be drawn on a sheet size of 24" x 36" with a 3" x 3" clear box in the right hand corner (these are county requirement for filing). Two Mylar and two paper copies are required to be submitted. Smaller or larger sheet size may be accepted only if approved by Director of Planning and Building Departments. Plats will be drawn to a scale no smaller than 1" = 100' unless otherwise approved by the Director. Black and white originals are preferred as color lines are sometimes hard to pick-up via copy.
- 24" x 36" Engineering/Support Documents (if required) Engineering/support documents are required for all public improvements, including sidewalks. Engineering/support documents will be drawn to a plan view scale not smaller than 1" = 100' with exception to the drainage area map which may be a scale not smaller than 1" = 400' unless otherwise approved by the Director.
- All documents shall bear appropriate seals, stamps or other validations/certifications of work as applicable in accordance with State law and local requirements.
- Utilities Acceptance Form
- Plat Checklist: I have reviewed the checklist and all submittals for completeness and accuracy.
- Digital Submission: All items should be submitted digitally in PDF format.

GENERAL INFORMATION:

A plat is intended to serve as the official recorded map of the property to be developed, showing thereon the boundaries, lots, public streets and easements and other significant public facilities and features which are necessary to serve the development, as required by the Stephenville Subdivision Ordinance. A plat of the property to be subdivided or developed is required of all development to which Stephenville Subdivision Ordinance applies. For a development to be constructed in phases, the plat may include only a portion of the land included in a general development plan and/or preliminary plat.

Applicant information required: the applicant, owner and contact information must be provided in entirety. If multiple design professionals are involved in the preparation of the plat document, list the principal design professional. All correspondence relating to the plat will be directed to the contact designated on the application.

Owner signature: the plat application is required to be signed by the current property owner. If the property owner is not available to sign the application, then a notarized letter of authorization from the property owner is required to be submitted which empowers a designee to sign for the property owner.

Acceptance of plat application: All plat applications will be reviewed for completeness in accordance with this checklist before they are accepted by City Staff. Failure of applicant to provide required information constitutes grounds for refusal of plat acceptance for processing; or staff recommendation of denial when application is scheduled for consideration.



Development Services Department
 298 W. Washington, Stephenville TX 76401
 Phone: (254) 918-1222 www.stephenvilletx.gov

PLAT SHALL CONTAIN:

On Plat	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	The date, written and graphic scale, north arrow, proposed name of the development, key map showing the location of the development in relation to existing streets and highways and dates of preparation and revisions.
<input type="checkbox"/>	<input type="checkbox"/>	The signature block of the owner or owners of the land included within the plat, acknowledged in the form required for the acknowledgement of deeds.
<input type="checkbox"/>	<input type="checkbox"/>	Name of the subdivider or developer, record owner and surveyor.
<input type="checkbox"/>	<input type="checkbox"/>	Provide a note on the plat stating the purpose of the Plat.
<input type="checkbox"/>	<input type="checkbox"/>	Title Block containing: Proposed name of the subdivision or lot on record, acres in previously platted and unplatted land and total of those acres, survey and jurisdiction (City of Stephenville, County of Erath, Texas, for example).
<input type="checkbox"/>	<input type="checkbox"/>	Proposed name of the subdivision, development or lot on record, which shall not have the same spelling or be pronounced similarly to the name of any other development located on land within the jurisdiction of the city. Developers of phased development shall use the same base name for different sections, identified by a section number.
<input type="checkbox"/>	<input type="checkbox"/>	The development boundary lines, shown by a continuous dark line of sufficient width to be easily identified, as shown by a survey performed by a registered professional land surveyor describing the boundaries of the development by metes and bounds. The survey shall: <ul style="list-style-type: none"> ▪ Locate the boundaries with respect to a corner of the survey or tract or any original corner of the original survey abstract of which it is a part (provide a note of description of the location of the survey abstract). At least one corner shall be tied by course and distance to a corner in a recorded subdivision or to a right-of-way pin at an intersection. (Note describing corner markers should be included); ▪ Describe and locate all permanent survey monuments, pins, and control points and tie and reference the survey corners to the Texas State Plane Coordinate System. ▪ Identify the dimensions of the development with a legal description and bearings and distances on the boundary of the plat.
<input type="checkbox"/>	<input type="checkbox"/>	Location of development by city, county and state.
<input type="checkbox"/>	<input type="checkbox"/>	Please provide a location map showing the relation of the subdivision to streets and other prominent features.
<input type="checkbox"/>	<input type="checkbox"/>	Please show the names of the adjoining subdivisions or the names of the adjoining property owners, together with their respective plat or deed references.
<input type="checkbox"/>	<input type="checkbox"/>	Show boundaries streets and/or right of way on the plat
<input type="checkbox"/>	<input type="checkbox"/>	The exact location, dimension and description of all existing or recorded public or private easements, and public rights-of-way within the development, intersecting or contiguous with its boundary or forming such boundary.
<input type="checkbox"/>	<input type="checkbox"/>	The dimensions of all existing or proposed lots and blocks within the development identified by letter or number running consecutively throughout the development.

- The exact location, dimensions and description of all proposed public or private easements, parks, other areas, reservations, and other rights-of-way to be dedicated to the public, located within, intersecting or contiguous with its boundary or forming such boundary.



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PLAT SHALL CONTAIN:

- All proposed street right of ways or changes to be made in existing right of ways shall be described with accurate bearings or deflecting angles and radii, area and central angle, degree of curvature, tangent distance and length of all curves where appropriate, and the primary control points.
- Approved name and dimensioned width of each street right of way. Street names are required for all newly created streets on the final plat document. Please note that street names will not be considered "reserved" prior to the submission of a final plat document.
- Show centerline of existing streets. Dimension from centerline to edge of existing right-of-way and from centerline to edge of proposed right-of-way.
- Existing and proposed easements – labeled, dimensioned, and instrument used to create or abandon such easements.
- The identification, location and size of all existing gas, petroleum, or similar common carrier easements located within or on the boundary of the development. If no easements or pipelines are located on the property, add a note to that effect.
- Boundary lines of open spaces to be dedicated or granted for use by the public or inhabitants of the development. Parkland dedications should be noted.
- Reference by record name to recorded subdivision plats or adjoining platted land with recording information.
- Label lots in or adjacent to a floodplain or adjacent to a drainage easement and in other locations if required by the City Engineer with the following: "minimum finished floor elevations required."
- Provide a note on the plat stating: "The minimum finished floor elevations shall be provided when a building permit application is submitted. The minimum finished floor elevations shall be based on the current FEMA data. The minimum finished floor elevations shall be stated as mean sea level."
- All required dedication and certification statements.
- Certification that basic documentation has been set in order to determine location of public improvements.
- Signature block for approving body.
- Traffic Impact Analysis (TIA) may be required at the time of Preliminary Plat submittal for all site developments. For phased developments, the TIA shall include an analysis for each phase of the development and the threshold for the TIA shall be for the entire development.
 - o Threshold for a Traffic Impact Analysis:
 - o Residentially zoned Subdivisions that are projected to generate more than 1,000new average daily trips (ADT) shall require a TIA.
 - o Office zoned Subdivisions that are projected to generate more than 500 newaverage daily trips (ADT) shall require a TIA.
 - o Nonresidential zoned Subdivisions that are projected to generate more than 2,500new average daily trips (ADT) shall require a TIA.
 - o Industrial zoned Subdivisions that are projected to generate more than 500 new average daily trips (ADT) shall require a TIA.

REQUIREMENTS FOR RECORDING FINAL PLAT:

- Plats shall be filed prior to formal acceptance of any public improvements and prior to issuance of building permits. In order to comply with the county’s plat filing requirements, the following must be completed on the final plat document.
- All documents shall bear appropriate seals, stamps or other validations/certifications of work as applicable in accordance with State law and local requirements.
- All stamps and seals must be legible.
- Tax certificates are required with the filing of each plat from all taxing entities.
- All property owner signatures must be original and acknowledged (notary public) and each name must be printed below each signature.

This document contains a summary list of requirements for a Plat submittal. Additional documents may be requested. For detailed information, visit our website at www.stephenvilletx.gov. Below is a quick reference guide to help in your navigation to more detailed information.

Stephenville Subdivision Ordinance

<http://www.stephenvilletx.gov/wp-content/uploads/2018/01/1-2-18-Adopted-Subdivision.pdf>

Stephenville Engineering Standards Manual

www.stephenvilletx.gov/wp-content/uploads/2018/01/Engineering-Standards-Manual-2018_01-02-ADOPTED.pdf

Stephenville 2030 Comprehensive Plan

www.stephenvilletx.gov/2030-comprehensive-plan/

Forms and Documents

<http://www.stephenvilletx.gov/residents/forms/>

Fees (others may be applicable):

Subdivision Filing Fees:

Preliminary Plat (per plat)	\$200.00 (per lot) \$10.00
Final Plat (per plat)	\$200.00 (per lot) \$10.00
Replat (per plat)	\$200.00
Site Development Plan (per plan)	\$200.00 (water, sewer, streets, storm drain engineering review)



City of Stephenville

Utilities Acceptance Form

Project Name: _____ Date: _____

Owner/Developer: _____

Prior to presenting a plan to the City for initiation of the platting process, the developer is asked to have the utilities listed below to offer their comments. The developer is to present this form and a copy of the plan to each of the utilities listed below. The utility in turn is asked to sign and stamp the form below indication that they have reviewed and accept the final plat.

1. **Oncor Electric:** Official: _____
SEAL OR STAMP and comments

2. **Atmos Gas:** Official: _____
SEAL OR STAMP and comments

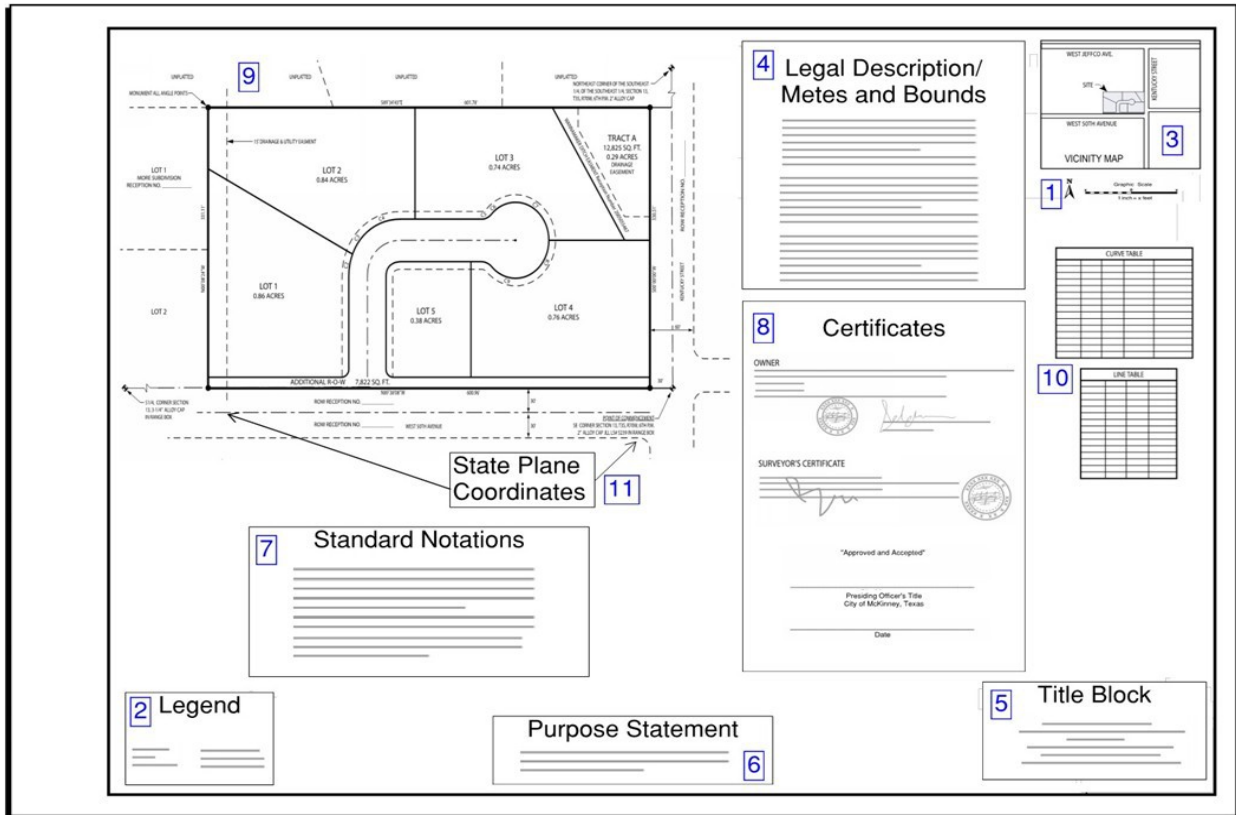
3. **CenturyLink Telephone:** Official: _____
SEAL OR STAMP and comments

4. **Water Utilities:** Official: _____
SEAL OR STAMP and comments

5. **Northland Cable T.V.:** Official: _____
SEAL OR STAMP and comments

6. **Progressive Waste:** Official: _____
SEAL OR STAMP and comments

Plat Format



1. North Arrow and Scale
2. Legend
3. Vicinity Map
4. Legal Description/Metes and Bounds
5. Title Block to include the following information:
 - a. Proposed name of subdivision with section or sequencing designation, as appropriate
 - b. Acreage of proposed subdivision
 - c. Applicant name, address, and phone number
 - d. Tract designation, abstract and other description according to the real estate records for the City or County
 - e. Total number of lots, and designation and amounts of land of the proposed uses within the subdivision
6. Purpose Statement (not required for preliminary-final plats)
7. Standard Notation

8. Certificates

Certification by a public surveyor registered in the state, that the plat represents a survey made by him or under their direct supervision, and that all the monuments shown thereon actually exist, and that their location, size and material are correctly shown;

A certificate of ownership and dedication, on a form approved by the director of planning, of all streets, alleys, parks, open spaces and public ways to public use forever, signed and acknowledged before a notary public by the owner and any and all lienholders of the land, and a complete and accurate description of the land subdivided and dedications made;

Approval Certificate by proper party

9. Plat Graphic

10. Curve and Line Table

11. Official Monuments

Staff Contact Information:

Director of Development Services

Steve Killen

Office: (254)918-1222

Email: skillen@stephenvilletx.gov

Building Official

Harold Sandel

Office: (254)918-1214

Email: hsandel@stephenvilletx.gov

Permit Technician

Heather Misemer

Office: (254)918-1213

Email: hmisemer@stephenvilletx.gov

Fire Marshal

Gregg Schrumph

Office: (254)918-1250

Email: GSchrumph@stephenvilletx.gov

Public Works Director

Nick Williams

Office: (254)918-1292

Email: nwilliams@stephenvilletx.gov

City Engineer

Nick Williams

Office: (254) 918-1292

Email: nwilliams@stephenvilletx.gov

City Planner

Christina Moon

Office: (254) 918-1281

Email: cmoon@stephenvilletx.gov