



## Initial Development Submittal Requirements

- Initial Development Submittal Authorization (provided by Planner);
- Completed Development Application (plus Affidavits 'B' and 'C' for replats and amending plats);
- Thirteen (13) 24" x 36" plat drawings folded to 9" x 12" with title block visible when folded (refer to Developer's Checklist for complete plat requirements);
- Five (5) copies of separate instrument exhibits for all proposed off-site easements;
- Five (5) copies of a closure calculation sheet with error of closure data for the property boundary;
- Lot area summary (for single-family, duplex, or townhome subdivisions only);
- Three (3) copies of the proposed Declaration of Covenants, Conditions and Restrictions for subdivisions establishing a mandatory Property Owners' Association (refer to the Subdivision and Development Ordinance, Chapter 21 of the *Code of Ordinances* for requirements);
- A CD or flash drive with all submittal items in PDF format; and
- Plat and other applicable review fees (refer to *Zoning, Variance and Development Review Fees*).

*Note:* The applicant *must* provide a separate copy of the plat to Oncor Electric Delivery Company for review (Rick Loftis, Oncor Electric Delivery Company LLC, Real Estate & Right of Way Services, 4600 State Hwy 121, McKinney, TX 75069, 972-569-1232). Applicants should also provide Atmos Energy, AT&T and Time Warner Cable copies of the plat to insure that adequate provisions are made for services in the proposed development.

## Final Development Submittal Requirements

- Redline check set (provided by Planner);
- One (1) rolled 24" x 36" digital-process white mylar (not sepia) with Oncor stamp and original signatures;
- For Collin County property, one (1) additional rolled 24" x 36" digital-process white mylar (not sepia) with Oncor stamp and original signatures;
- Five (5) 24" x 36" plat drawings folded to 9" x 12" with title block visible when folded, with Oncor stamp and original signatures on all plats;
- One (1) 11" x 17" plat drawing (no signatures required);
- Electronic plat drawing file in DWG format;
- One (1) 24" x 36" color plat presentation drawing highlighting property boundaries and interior lot lines with bold yellow lines and color-coding easements, right-of-way dedications, etc. (no signatures required);
- Electronic color plat presentation drawing file in JPEG, TIFF, EMF, WMF, or EPS format, minimum 10" wide x 8" high (landscape orientation) at minimum 150 d.p.i. resolution;

## Final/Replat/Amending Plat Requirements (cont'd)

- Pro rata, escrow, or other fees (Planner will advise if required);
- Two (2) fully executed separate instrument dedication documents and exhibits for all off-site easements (with original signatures); and
- Two (2) fully executed Declarations of Covenants, Conditions, and Restrictions (with original signatures) for subdivisions establishing a mandatory Property Owners' Association; and
- Official Tax Certificates from all applicable taxing entities certifying that **no** property taxes are due on the property being platted (see note below).

### Plat Recording

If the plat is approved by the City Plan Commission, City staff will record the plat and any associated separate instruments or Declaration of Covenants, Conditions and Restrictions with the appropriate County Clerk's office(s) unless the applicant makes advance provisions to have the recording done by a bonded title company representative (see separate *Plat Release* form).

### Tax Payments

Effective September 1, 2005, state law requires that *all* property taxes that have been assessed against a property being platted must be paid prior to recording of the plat, including current-year taxes that are not considered past due.

### Tax Certificate Information

Tax certificate information was accurate as of September 16, 2005, and is subject to change without notice.

**City of Richardson Tax Office** (required for all properties)

411 W. Arapaho Road, Room 101  
Richardson, TX 75080  
972-744-4150  
\$10.00/tract

**Collin County Tax Office** (required for properties in Collin County only)

1800 N. Graves Street, Suite 170  
McKinney, TX 75069  
972-547-5020 or 972-424-1460 ext. 5020 (metro)  
\$10.00/tract

**Dallas County Tax Office** (required for properties in Dallas County only)

500 Elm Street, Records Building – 1<sup>st</sup> Floor  
Dallas, TX 75202-3304  
214-653-7811  
\$10.00/tract

**Richardson ISD Tax Office** (required for properties in Dallas County only)

970 Security Row  
Richardson, TX 75081  
469-593-0500  
\$10.00/tract