

Resolution No. 23-30
November 13, 2023
Exhibit “A”



Final Plat/Replat/Amending Plat Submittal Requirements

Initial Plat Submittal Review Requirements

The following list of submission requirements should be used by the applicant as a guide in preparing an initial plat submission for review. The initial plat submittal shall not be considered complete until the following items are submitted:

- a. Digital copy of Initial Review Authorization (provided by Development Services).
- b. Digital copy of plat (see Plat Checklist for format and required information on plats).
- c. Digital copy of the proposed Declaration of Covenants, Conditions and Restrictions for subdivisions establishing a mandatory Property Owners’ Association in accordance with Article III. of the Subdivision Regulations, as amended, for requirements).
- d. Digital copy of civil plans, if applicable (see Civil Plan Checklist for plan requirements).

Note: The applicant *must* provide a separate copy of the plat to Oncor Electric Delivery Company for review (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 ensure that adequate provisions are made for services in the proposed development.

Plat Application Submittal Requirements

The following list of submission requirements should be used by the applicant as a guide in preparing a complete application. The plat application shall not be considered complete until the following items; in accordance Article I. of the Subdivision Regulations, as amended, are submitted:

- a. Executed Plat Application (with original signatures).
- b. Copy of Filing and Fee Form provided by Development Services.
- c. Plat application fee and other applicable fees (Refer to Fee Schedule).
- d. Acquisition of all necessary variances if plat does not conform with city requirements (if applicable).
- e. Executed Affidavit ‘B’ for residential or non-residential replats or amending plats acknowledging that the proposed replat or amending plat does not attempt to alter, amend, or remove any covenants or restrictions currently or previously existing within the confines of the preceding plat.
- f. Affidavit ‘C’ for non-residential replats or amending plats acknowledging that after examination of available real estate records and subdivision plats as filed in the appropriate county, there are no deed restrictions on the subject plat that would serve to limit the land use of the property contained within the confines of said plat to residential use for not more than two residential units per lot.

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- g. Three (3) 24” x 36” plat drawings rolled, with Oncor stamp and original signatures on all plats.
- h. Pro rata, escrow, or other fees (if required).
- i. Two (2) fully executed separate instrument dedication documents and exhibits for all off-site easements (with original signatures).
- j. Two (2) fully executed Declarations of Covenants, Conditions, and Restrictions (with original signatures) for subdivisions establishing a mandatory Property Owners’ Association.
- k. Official Tax Certificates from all applicable taxing entities certifying that **no** property taxes are due on the property being platted.
- l. Civil Plans; if applicable, in accordance Article III. of the Subdivision Regulations, as amended, that include (refer to Civil Plan Checklist for plan requirements):
 - i. Water and Sewer Plans and Profiles
 - ii. Storm Sewer Plans and Profiles
 - iii. Drainage Area Map
 - iv. Grading Plans
 - v. Erosion/Stormwater Protection Plan