

# City of Wilmer

## Application for Preliminary Plat

**Application Fee: \$450 +\$15 per acre**

### Property Owner Information

Owner \_\_\_\_\_ Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-Mail Address \_\_\_\_\_

*If the property owner is represented by an authorized agent, please complete the following:*

Agent's Name \_\_\_\_\_ Agent's Title \_\_\_\_\_

Owner Signature \_\_\_\_\_ Agent Signature \_\_\_\_\_

### Surveyor/Engineer Information

Firm Name \_\_\_\_\_ Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_ E-Mail Address \_\_\_\_\_

### Development Information

Plat Name \_\_\_\_\_

Lot Nos./Block Nos. \_\_\_\_\_

Commercial or Residential: \_\_\_\_\_ Number of Acres \_\_\_\_\_

Number of Lots \_\_\_\_\_ Proposed Land Use \_\_\_\_\_

Existing Land Use \_\_\_\_\_

### Notary Statement (All signatures must be notarized)

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_  
known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he/she  
executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal office

Seal

on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Notary Public in and for the State of Texas. My Commission Expires:

### For Office Use Only

Application Date:

Fee:

Case No:

## **PLAT SUBMISSION REQUIREMENTS**

1<sup>st</sup> or initial submittal

- 7-24"x36" folded copies of Plat
- An electronic copy of the Plat in pdf. and jpg. formats.
- An 11 x 17 hardcopy reduction of the Plat
- The completed check list
- A completed application
- A letter requesting any variance, exception or modification to a regulation, or why an issue was not addressed
- A fee as required herein

### **WHEN STAFF HAS DETERMINED THE PLAT IS APPROVED**

#### City Requirements:

- 5 folded copies of the Plat
- an electronic copy of the plat in pdf. format
- 1 - 11X17 hard copy reduction of the Plat

### **NOTES:**

If a Facilities Agreement is required, such shall be approved by the City Council, and should be coordinated through the Public Works Department.

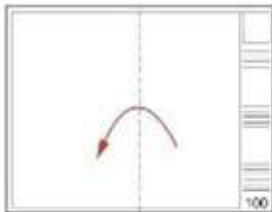
Please note the signature requirements for Final Plats regarding mortgage holders, etc. At the submission of the approved Final Plat, prior to release of the Final Plat for filing with the respective County, the City shall require the following:

1. A certified copy of the Deed or Deed of Trust on file at the County Clerk's office, showing the owner of the property and, as applicable, the lien or mortgage holder(s) of the property to be platted. If the property was recently purchased and a copy of the Deed or Deed of Trust is not on file with the respective County, a signed and notarized copy of the Deed or Deed of Trust; and
2. A notarized Title Certificate issued within 14 days of Final Plat approval.

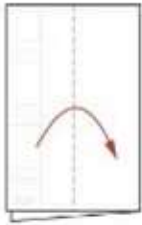
## Planning Department Site Plan Folding Requirement

Please fold as shown below to avoid any delays in your review

The intent of folding large architectural or engineering drawings is to allow the lower portion of the title block to be visible without having to open the entire sheet. This allows a stack of drawings to be filed and then easily identified by the sheet number and drawing title.



**Step 1:** Fold the drawing in half so that the content is concealed inside the fold.



**Step 2:** Fold the top leaf back over itself, which will be 1/4 of the original width.



**Step 3:** Fold the bottom leaf back under the top leaves. You now have an accordion folded sheet that is 1/4 the width of the full sheet and full height.



**Step 4:** Fold the top half of the sheet under the bottom half.



**Step 5:** For extra-large drawings, the drawing can be folded in half again.

## **PRELIMINARY PLAT APPLICATION**

The City is concerned about the time, expense and efforts you and City staff have or will put into your project. The checklists herein are provided to expedite the project review process by providing a clear understanding as to what is expected for acceptance and approval. City staff is bound by City ordinance and State law regarding publishing of notices, mail outs, etc. that will have an affect upon when your project will be heard by the approval body, which can only occur when the Application and plans are complete in all detail as determined by City staff. It has been learned through the years and by many previous cases, that the effectiveness and efficiency of the process most often is determined by the capabilities, quality control, and responsiveness of consultants and their contractors.

Please read each check list carefully. Plans are to be complete in all details for all projects prior to acknowledgement by the City that the respective plan is ready to proceed for approval. Instructions for completion are included with each checklist.

The City has made every effort to evaluate historical plans and approvals to make sure that the checklists addresses all details needed on a Site Plan. Recognizing that no two projects sites are the same, and that consultant's vary in their experience and quality control processes, the City may require that a plan or an element of the plan be redone, or that information not specifically addressed on the checklist be provided for a smoother review and approval experience.

It is recognized that there most often will be changes needed from what was submitted to the City for review. City staff examines each item on the checklist to ensure the item was sufficiently addressed according to City requirements. Where deficiencies are found, the plans will be marked up and returned to the consultant named on the application to be addressed prior to further review or acceptance. Please note the following:

## **IMPORTANT NOTICE**

Due to recent legislation enacted by the 79th Texas legislature in 2005, the City is required to treat any original application, development plan or plat application as a formal permit application if the submittal gives the City fair notice of the proposed project and hence, according to Chapter 245 of the Texas Local Government Code, the City will treat such as a formal permit application as that term is defined under that Chapter. Once a permit application is received, the City will furnish a response to the applicant within 10 business days from the date of submittal to provide comments as to any deficiencies in the submittal. The applicant shall be given 45 days, commencing from the initial date of submittal, to make all corrections as noted, to provide a complete set of plans meeting submission requirements, and to correct any deficiencies. Upon determination by the City Planner, who shall consider the complexity of the project, failure of a resubmittal to meet all requirements in the check list, ordinance and submission requirements upon the expiration of the 45-day period will result in the closure of the file; the case shall become null and void, and the permit shall be deemed to be expired. Any further submittal will be treated as a new case and subject to existing requirements, together with required fees.

## Plat Minimum Requirements

Project Name \_\_\_\_\_ Case # \_\_\_\_\_

This check list is provided to assist you in addressing the minimum requirements for Final Plat submission. An application is incomplete unless all applicable information noted below is submitted to the Department of Planning and Community Development. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** This completed form must be returned at the time of application submittal.

If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided on a separate sheet on letterhead with sufficient details as to allow a determination by the appropriate approving body. Additional information may be required. Reference the specific requirement.

Plans are expected to be submitted complete in all detail as shown by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or marked up with needed changes.

**If a Preliminary Plat was not required, a Tree Survey/Preservation Plan is required as part of the submittal requirements with and at the time of submittal of the Final Plat. A checklist for such Plan is included with this application packet.**

### Included

- ☐ 1. Property boundary is indicated by a heavy solid line, intermittent with 2 dash lines; dimensioned with bearing and distance.
- ☐ 2. Front and exterior or corner side setback lines are shown as a light dashed line and labeled.
- ☐ 3. Location map clearly showing the location of the proposed Final Plat with cross streets is included. Indicate scale or not to scale (NTS)
- ☐ 4. Written and bar graph scale and north arrow are indicated. North shall be oriented to the top or left side of the sheet.
- ☐ 5. Abstract lines, survey lines, corporate boundaries are shown.
- ☐ 6. A title block is provided in the lower right corner that includes large, boldly printed  
(SUBDIVISION NAME)  
FINAL PLAT (or REPLAT, AMENDING PLAT, MINOR PLAT as applicable)  
LOT(S) \_\_\_\_\_, BLOCK(S) \_\_\_\_\_  
(or survey, abstract and tract number)  
If a replat, include:  
REPLAT OF LOT(S) \_\_\_\_\_, BLOCK(S) \_\_\_\_\_
- ☐ 7. The owner and engineer's names, addresses and phone numbers, gross area, submission date, and a log of submittal/revision dates since submitted to the City.

- ☐ 8. Location of property lines, owner or subdivision name(s) and recording information of abutting properties is shown.
- ☐ 9. Abutting properties are indicated by a light solid line.
- ☐ 10. Existing boundary streets adjacent to the property and boundaries of right-of-way dedication are indicated by a medium weight solid line, intermittent with two dashed lines, and widths are dimensioned.
- ☐ 11. Existing and proposed internal alleys and streets are indicated by a medium weight solid line, intermittent with two dashed lines.
- ☐ 12. Streets are named and dimensioned.
- ☐ 13. Streets, alleys, and rights-of-way within 200 feet of the subject property boundary are accurately located, dimensioned and named/labeled.
- ☐ 14. Streets internal to the subdivision are designed and platted so that a minimum of 50% of the total length of all streets are designed in a curvilinear manner.
- ☐ 15. The length and bearing of all straight lines, radii, arc lengths, tangent length and central angles of all curves are indicated along the lines of each lot. The curve data pertaining to block or lot boundary may be placed in a curve table at the base of the plat and prepared in a tabular form with the following information:
  - a. Curve number
  - b. Delta
  - c. Radius
  - d. Tangent length
  - e. Tangent offset
  - f. Arc length
  - g. Chord
  - h. Chord direction
- ☐ 16. The description and location of all survey monuments placed in the subdivision or immediately adjacent to it are shown.
- ☐ 17. In all subdivisions, corners are established at the corner of each block in the subdivision consisting of an iron rod or pipe not less than three-quarter inches (3/4") in diameter and twenty-four inches (24") deep, flush with the top of the sidewalk or other paving, surface, etc. All lot corners shall be installed prior to the final inspection of the subdivision.
- ☐ 18. Lot corner monuments are placed at all lot corners except corners which are also block corners, consisting of iron rods or pipes of a diameter of not less than one-half inch (1/2") and eighteen inches (18") deep set flush with the top of the sidewalk. All lot corners shall be installed prior to the final inspection of the subdivision.
- ☐ 19. Curve point markers are established using the same specifications as lot corners. All lot corners shall be installed prior to the final inspection of the subdivision.
- ☐ 20. Internal lot lines are clearly indicated and shown to scale.
- ☐ 21. Each lot is dimensioned and the square footage of each lot is indicated.
- ☐ 22. Each lot is numbered and block groups are assigned a letter.

- ☐ 23. The location of existing underground and above ground utilities, flood plain boundaries and state or federally protected areas, such as wetlands, are indicated.
- ☐ 24. Existing easements are indicated by a light, dashed line and labeled indicating dimensioned, purpose, and recording information.
- ☐ 25. Proposed easements are indicated by a light, dashed line and labeled indicating dimension and purpose.
- ☐ 26. Required and proposed ingress/egress and fire lane easements are shaded, dimensioned and labeled.
- ☐ 27. Existing zoning of the subject property and adjacent property is indicated.
- ☐ 28. Location and area of parks, drainageways, and open space is indicated.
- ☐ 29. A legal description is included.
- ☐ 30. Include any notes required by the various affected agencies/utilities.
- ☐ 31. Sites to be reserved or dedicated for parks, playgrounds and/or other private or public use are indicated.
- ☐ 32. A note is included that states whether or not the property is in the 100-year flood plain, with the Community Panel reference number and map date.
- ☐ 33. Applicable notes have been added to the plat. **Any change from the wording shown herein shall be approved by the City of Wilmer.**

## PLACE THE FOLLOWING ON ALL PLATS

### CITY CERTIFICATION

- ☐ This plat is hereby approved by the Planning and Zoning Commission of the City of Wilmer, Texas

\_\_\_\_\_  
Chairman, Planning and Zoning Commission

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name & Title

- ☐ Please provide the following standard owner dedication language on the face of the plat.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

THAT I/WE \_\_\_\_\_ BEING ITS DULY AUTHORIZED OFFICER, DO HEREBY ADOPT THIS PLAT DESIGNATING THE HEREIN ABOVE – DESCRIBED PROPERTY AS \_\_\_\_\_, \_\_\_\_\_, AN ADDITION TO THE CITY OF WILMER, DALLAS COUNTY, TEXAS, AND DO HEREBY DEDICATE TO THE PUBLIC USE FOREVER THE EASEMENTS SHOWN HEREON WHICH ARE HEREBY RESERVED FOR THE PURPOSES AS INDICATED. NO BUILDINGS, FENCES, TREES, SHRUBS OR OTHER IMPROVEMENTS OR GROWTHS, SHALL BE CONSTRUCTED OR PLACE UPON, OVER OR ACROSS THE EASEMENTS AND RIGHT-OF-WAYS AS

WITNESS MY HAND THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_  
BY: \_\_\_\_\_

- ☐ The owners of all corner lots shall maintain sight triangles in accordance with the City Subdivision Ordinance.
- ☐ Selling a portion of any lot within this addition by metes and bounds is a violation of state law and city ordinance and is subject to fines and withholding of utilities and building permits.

KNOW ALL MEN BY THESE PRESENTS:

That I, \_\_\_\_\_, do hereby certify, that I prepared this plat from an actual on the ground survey of the land as described and that the corner monuments shown thereon were properly placed under my personal supervision in accordance with the Platting Rules and Regulations of the City of Wilmer Planning and Zoning Commission.

Registered Professional Surveyor

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STATE OF TEXAS                                 §  
COUNTY OF DALLAS                         §

Before me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this                      day of                      , 20                      .

Notary Public in and for  
the State of Texas

**PLACE THE FOLLOWING ON FINAL PLATS AS APPLICABLE**





WHEREAS, John Doe and Joe Dokes are the Owners of a tract of land situated in the J. Foreman Survey, Abstract No. 483, Dallas County, Texas and being out of a 40 acre tract conveyed to them by Joe Smith and Tom Smith and a 0.54 acre tract conveyed to them by Jim Henry and being more particularly described as follows:

That I/we, *John Doe, Joe Dokes*, Owners, do hereby bind themselves and their heirs, assignees and successors of title this plat designating the hereinabove described property as *New Town Estates*, an addition to the City of Wilmer, and do hereby dedicate to the public use forever the streets, alleys, and right-of-way easements shown thereon, and do hereby reserve the easement strips shown on this plat for the mutual use and accommodation of garbage collection agencies and all public utilities desiring to use or using same. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths that in any way endanger or interfere with the construction, maintenance or efficiency of its respective systems on any of these easements strips, and any public utility shall at all times have the right of ingress and egress to and from and upon the said easement strips for the purpose of constructing, reconstructing, inspecting, patrolling, without the necessity at any time of procuring the permission of anyone. Additionally, I/we certify that I/we (*indicate correct options*) are the sole owners of the dedicated property and that no other's interest are attached to this property unless otherwise indicated on the required Mortgage Holder Certification that is included on this plat. This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Wilmer, Texas.

*John Doe*, Owner

Before me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared *John Doe and Joe Dokes*, 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.

City of Wilmer \* 128 N. Dallas Ave \* Wilmer, TX 75172 \* [www.cityofwilmer.net](http://www.cityofwilmer.net)