

THE CITY OF

BALCH SPRINGS
GROWING COMMUNITY

Case No. _____

APPLICATION FOR FINAL PLAT

- 1.) Applicant – if owner(s), so state, if agent, tenant or other type of relationship, a letter of authorization must be furnished from the owner(s) with the application.

NAME: _____

MAILING ADDRESS: _____

TELEPHONE: _____

OWNER: (CHECK ONE) _____ YES _____ NO

- 2.) Property Location: _____

- 3.) Legal Description: Lot(s) _____ Block(s) _____
Subdivision _____

*Please provide a separate metes and bounds description on a separate sheet.

- 4.) Existing Use of Property: _____

- 5.) Zoning: _____

- 6.) Give a brief explanation of reason for request:

- 7.) The undersigned hereby requests rezoning of the above-described property as indicated.

Applicant/Agent

Date

- 8.) Owner: _____

Name: _____

Mailing address: _____ Telephone: _____

Signature _____
Owner Date

Fee Received by: _____ Date Received _____
Amount: _____ Cash/Check Number: _____ Rec.# _____

APPROVED this the _____ day of _____, 20____ by the
Planning and Zoning Commission of the City of Balch Springs, Texas.

BY:

CHAIRMAN

PLANNING AND ZONING SECRETARY

APPROVED this the _____ day of _____, 20____ by City of Balch
Springs

BY:

CITY MANAGER

CITY SECRETARY

MAYOR

FINAL PLAT APPLICATION CHECKLIST

- o Application form, completed
- o Signature of applicant and property owner
- o **Approval of final plat** is deemed complete when construction is completed and approved; or a surety bond or letter of credit is put up based on engineering plans submitted and approved by the engineer
- o Application Fee:
 - o Residential: \$500.00 plus \$10.00 per lot of all subdivisions
 - o Multi-Family: \$550.00 plus \$50.00 per acre
 - o Business/Industrial: \$500.00 plus \$50.00 per acre/plus\$10.00 a unit
 - o Estimated City Engineer Fees:

The following fee schedule is based upon ALL documents as identified below to be submitted concurrently.

# of Lots	1 – 5 Lots	6 – 50 Lots	51 – 75 Lots	76-100 Lots	101 – 200 Lots	200+ Lots
# of Acres	< 5 Ac.	> 5 to 10 Ac.	> 10 to 20 Ac.	>20 to 30 Ac.	>30 to 80 Ac.	> 80 Ac.
Preliminary Plat ¹	\$ 720	\$ 1,040	\$ 1,250	\$ 1,640	\$ 2,070	\$ 2,070 + \$5/Lot
Final Plat (Each Phase) ²	\$ 870	\$ 1,230	\$ 1,540	\$ 1,950	\$ 2,660	\$ 2,660 + \$5/Lot

FINAL PLAT REVIEW Includes One (1) review of Final Plat and Final Construction Plans (Final Site Plan, Drainage Plan, Paving Plan, Storm Sewer Plan, Water Plan, Sanitary Sewer Plan, Erosion Control Plan, Details, etc.); preparation of one (1) review letter; one (1) review of corrected Final Plat & Construction Plan; preparation of one (1) review letter. Additional reviews may incur additional charges.

-For documents that are submitted as separate documents from the Preliminary and/or Final Plat “Package” as described above, each document shall be reviewed separately and compensation shall be in accordance with the fee schedule below.

# of Lots	1 – 5 Lots	6 – 50 Lots	51 – 75 Lots	76-100 Lots	101 – 200 Lots	200+ Lots
# of Acres	< 5 Ac.	> 5 to 10 Ac.	> 10 to 20 Ac.	>20 to 30 Ac.	>30 to 80 Ac.	> 80 Ac.
Preliminary Plat ³	\$ 420	\$ 635	\$ 820	\$ 1,050	\$ 1,250	\$ 1,250 + \$1/Lot
Final Plat (Each Phase) ⁴	\$ 515	\$ 725	\$ 820	\$ 1,140	\$ 1,230	\$ 1,230 + \$1/Lot
Preliminary Site Plan ⁵	\$ 645	\$ 825	\$ 925	\$ 1,240	\$ 1,640	\$ 1,640 + \$2/Lot
Final Site Plan ⁶	\$ 920	\$ 1,025	\$ 1,230	\$ 1,650	\$ 2,255	\$ 2,255 + \$2/Lot
Construction Plan Set ⁷ (Per Set)	\$ 1,260	\$ 1,640	\$ 1,950	\$ 2,460	\$ 3,075	\$ 3,075 + \$4/Lot
Construction Plan Sheets ⁸ (Per Sheet)	\$ 520	\$ 520	\$ 520	\$ 520	\$ 520	\$ 520

o Fire Code Review Fee \$500.00

- o An electronic copy (PDF or CD disc) of the subject final plat/replat.
- o Two (2) paper copies of final plat drawn to scale on 24X36 paper
- o A survey/plat for the original lot or tract and for each of the new lot(s) or tract(s) to be created
- o A title, including the name of the subdivision, owner and licensed land surveyor or registered civil engineer responsible for the plat; the scale and location of the subdivision with reference to original land grants or surveys; and the date and north point
- o The certificate of the registered engineer or licensed land surveyor who surveyed, mapped and monumented the land shall be placed on the face of the map
- o A certificate of ownership and dedication of all streets, alleys, parks and playgrounds dedicated to public use forever, signed and acknowledged before a notary public by the owner and each lienholder of the land and a complete and accurate description of the land subdivided and the streets dedicated
- o A metes and bounds description for the Original lot or tract and for each of the new lot(s) or tract(s) to be created
- o A "Signature Block" to be shown on plat as depicted on the Final Plat Application
- o Landscaping Plan (drawn to scale) per section 6 of the subdivision ordinance design standards-if applicable
- o An accurate on-the-ground boundary survey of the property, with bearings and distances, showing the lines of all adjacent land, streets and alleys with the names and widths of such adjacent land,

streets and alleys (streets, alleys and all lines in adjacent subdivisions shall be shown dotted). All necessary data to reproduce the plat on the ground shall be shown on the plat. A legal description of each lot within

the subdivision, provided in the form of the lot number, block number and name of the subdivision or addition, shall be shown on the final plat. In addition, the address of each lot assigned in consultation with the U.S. Postal Service shall be shown on the final plat

- o A certificate of approval issued by the city planning and zoning commission should be on the first sheet of the plans and on the filing copy of the plat and should be signed by the city planning and zoning commission Chairman and Secretary and signed by the City Manager's office, attested by the City Secretary for the City of Balch Springs and the engineer or surveyor, or space shall be provided on such sheets for such approval
- o Engineering plans and specifications for water, sewer, drainage and paving prepared, signed and sealed by a registered engineer must be approved by the city prior to the start of any construction in the subdivision
- o The applicant shall remit to the city all costs, fees and expenses incurred by the city associated with engineering reviews of all preliminary plats and final plats
- o All costs, expenses and fees incurred by the city in retaining, employing and using an engineer for the purposes of reviewing, evaluating and inspecting preliminary plan and final plat applications, and materials submitted in conjunction therewith, shall be paid for by the applicant who shall reimburse the city for all costs as and when incurred.

