

THE CITY OF  
  
**BALCH SPRINGS**  
GROWING COMMUNITY

Case No. \_\_\_\_\_ -

**APPLICATION FOR MINOR 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 a minor plat 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.# \_\_\_\_\_

9.) Please attach to this "Application for a Minor Plat" the following items:

- A. A survey for the ORIGINAL lot or tract
- B. A metes and bounds description for the Original lot or tract
- C. A survey for each of the new lot(s) or tract(s) to be created
- D. A metes and bounds description for each of the new lot(s) or tract(s) to be created
- E. A "Signature Block" that is to be used is shown below:
- F. Drainage Plan and/or Impact Study (refer to sec. 70-63 Preliminary Plats)

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

# MINOR PLAT APPLICATION CHECKLIST

- o Application form, completed
- o Signature of applicant and property owner
- o **Approval of Minor plat** is deemed complete until 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 Fees:
  - o Multi-Family:\$450 plus \$25 for each additional acre
  - o Residential/Duplex/Subdivision:\$400.00 + \$10.00 per lot of all subdivisions
  - o Business/Industrial:\$600.00 + \$25.00 per acre
  - o Estimated City Engineer Fees: Minor Plat will follow Final Plat Fees:

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

| # of Lots                               | 1 – 5<br>Lots | 6 – 50<br>Lots   | 51 – 75<br>Lots   | 76-100<br>Lots   | 101 – 200<br>Lots | 200+ Lots          |
|-----------------------------------------|---------------|------------------|-------------------|------------------|-------------------|--------------------|
| # of Acres                              | < 5 Ac.       | > 5 to<br>10 Ac. | > 10 to 20<br>Ac. | >20 to 30<br>Ac. | >30 to 80<br>Ac.  | > 80 Ac.           |
| Preliminary<br>Plat <sup>1</sup>        | \$ 720        | \$ 1,040         | \$ 1,250          | \$ 1,640         | \$ 2,070          | \$ 2,070 + \$5/Lot |
| Final Plat (Each<br>Phase) <sup>2</sup> | \$ 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<br>Lots | 6 – 50<br>Lots   | 51 – 75<br>Lots   | 76-100<br>Lots   | 101 –<br>200 Lots | 200+ Lots          |
|------------------------------------------------------|---------------|------------------|-------------------|------------------|-------------------|--------------------|
| # of Acres                                           | < 5 Ac.       | > 5 to 10<br>Ac. | > 10 to<br>20 Ac. | >20 to 30<br>Ac. | >30 to<br>80 Ac.  | > 80 Ac.           |
| Preliminary Plat <sup>3</sup>                        | \$ 420        | \$ 635           | \$ 820            | \$ 1,050         | \$ 1,250          | \$ 1,250 + \$1/Lot |
| Final Plat (Each<br>Phase) <sup>4</sup>              | \$ 515        | \$ 725           | \$ 820            | \$ 1,140         | \$ 1,230          | \$ 1,230 + \$1/Lot |
| Preliminary Site<br>Plan <sup>5</sup>                | \$ 645        | \$ 825           | \$ 925            | \$ 1,240         | \$ 1,640          | \$ 1,640 + \$2/Lot |
| Final Site Plan <sup>6</sup>                         | \$ 920        | \$ 1,025         | \$ 1,230          | \$ 1,650         | \$ 2,255          | \$ 2,255 + \$2/Lot |
| Construction Plan<br>Set <sup>7</sup> (Per Set)      | \$ 1,260      | \$ 1,640         | \$ 1,950          | \$ 2,460         | \$ 3,075          | \$ 3,075 + \$4/Lot |
| Construction Plan<br>Sheets <sup>8</sup> (Per Sheet) | \$ 520        | \$ 520           | \$ 520            | \$ 520           | \$ 520            | \$ 520             |

- o Fire Consultant Review Fee: \$500.00
- o An electronic copy (PDF or CD disc) of the subject minor plat
- o Name of subdivision, together with a location map which will indicate the location of the proposed subdivision with respect to the entire city. Name and location of all adjoining subdivisions or large tracts drawn to the same scale and shown in dashed lines in sufficient detail to accurately show existing streets, alleys, lots and other features that may influence the development. Adjacent unplatted land is to show property lines, owners of record and all existing conditions and features, such as drainage channels, which may influence the development;
- o Names of the owner and licensed surveyor responsible for the survey and design
- o A title, including the name of the subdivision, owner and licensed land surveyor or registered civil engineer responsible for the minor plat; the scale and location of the subdivision with reference to original land grants or surveys; and the date and north point
- 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 Application

- o Boundary lines, existing building lines and width and location of platted streets and alleys within and adjacent to the property
- o Location of all existing and proposed easements
- o Width and depth of proposed lots
- o Contours sufficient to accurately show the topography, but not less than at two foot intervals. Contours and all grades in the addition shall refer to a U.S. Coastal and Geodetic Survey (USCGS), state highway or city benchmark. (Contours at one foot intervals are preferred.)
- o Identify FEMA Flood Insurance Study 100-year flood plain delineations, reclamation areas, ditches, creeks, ponds, inventoried and / or delineated wetlands, and mitigation areas within 100 feet of the development.
- o Physical features of the property, including location of watercourses, culverts, bridges, railroads and existing structures.
- o A designation of the proposed uses of land within the subdivision which shall meet the city zoning requirements set forth in [chapter 90](#) of this Code
- o Adequate off-street parking shall be provided for lots set aside or planned for business use as required by the zoning requirements set forth in [chapter 90](#) including required and actual space count.
- o If there is no adjacent subdivision, then a map on a smaller scale shall be presented to show the nearest subdivision and how the streets, alleys or highways in the subdivision submitted may connect with the streets, alleys or highways in the nearest subdivision
- 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 Landscaping Plan (drawn to scale) per section 6 of the subdivision ordinance design standards-if applicable

- o Building Elevations (prefer colored renderings)
- o A minor plat shall be accompanied by the following information, all of which shall be prepared and sealed by a professional engineer, P.E., licensed in the state in accordance with Chapter 70-Subdivisions, Article III Plats, Sec. 70-63 to include the following: (See attached Sample for guideline)
  - o Analysis of the impact of the minor plat on the affected independent school district
  - o Drainage Impact Study, to include a drainage plan, drainage area map and calculations for existing and proposed drainage.
  - o Sewer and Water Impact Study to include location and size of connections to the City system. The general layout and size of pipelines for extensions beyond the property line. If City maintained lines within the property (easement), the general layout and size of the pipelines.
  - o Transportation Impact Study to include a daily trip generation summary, and the expected impact on adjacent streets, intersections and signalization requirements.

### **Engineer Review**

The purposes of the Civil Plans is to allow the Engineer to provide the basic design parameters for comment and allow for modifications prior to completing detailed design. The information provided should be sufficient for the City to understand the scope of improvements on the property and its impact on the City systems.

1. Preliminary Site Plan
  - a. Building location/Lot Layout
  - b. Identify setbacks
  - c. Basic dimensions
  - d. Perimeter street information (ROW width, median access, etc.)
  - e. Identify Fire Lanes
  - f. Screening wall locations
  - g. Flood zone
  - h. Existing & Proposed Easements
  - i. Phases of development
2. Paving Plan
  - a. Typical street/pavement sections
3. Utility Plan
4. Drainage Plan