

THE CITY OF

BALCH SPRINGS
GROWING COMMUNITY

Case No. _____

APPLICATION FOR MINOR/ADMINISTRATIVE PLAT AMENDMENT/SIDEWALK EASEMENT

- 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 plat amendment 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 Department of the City of Balch Springs, Texas.

BY:

Planning Staff

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

BY:

CITY MANAGER

CITY SECRETARY

MAYOR

MINOR/ADMINISTRATIVE PLAT AMENDMENT

APPLICATION CHECKLIST

- o Application form, completed
- o Signature of applicant and property owner
- o Application Fee: \$400 flat fee for all uses.
 - o Residential: \$400 flat fee
 - o Multi-Family: \$400 flat fee
 - o Business/Industrial: \$400 flat fee
 - 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

* PRELIMINARY PLAT REVIEW: Includes One (1) review of Preliminary Plat, Preliminary Construction Plans (Preliminary Site Plan, Drainage Plan, Paving Plan, Water Plan, Sanitary Sewer Plan); preparation of one (1) review letter; one (1) review of corrected Plat and Plans; 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 Consultant Review Fee: \$500.00
- o An electronic copy (PDF or CD disc) of the subject minor/administrative plat amendment for sidewalk easement
- o Five (5) paper copies of minor/administrative plat amendment drawn to scale on 24X36 paper.
- o A survey/plat for the original lot or tract and for each amendment or easement 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 easements 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 easements dedicated.
- 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 minor/administrative plat. In addition, the address of each lot assigned in consultation with the U.S. Postal Service shall be shown on the minor/administrative plat.
- o A certificate of approval issued by the city planning staff and the City Manager approval should be on the first sheet of the plans and on the filing copy of the minor/administrative

plat and should be signed by the city planning staff and signed by the City Manager's office for the City of Balch Springs and the engineer or surveyor, or space shall be provided on such sheets for such approval.

- o Any final or record plat approved in accordance with the requirements set forth in this section, subsequent to September 9, 1985, and not acted upon within one year from the date of approval shall be subject to city council review before any construction shall begin.
- o The applicant shall remit to the city all costs, fees and expenses incurred by the city associated with engineering reviews of all 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 plats, 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.
- o A metes and bounds description for the Original lot or tract and for each of the easements to be created
- o A "Signature Block" to be shown on plat as depicted on the Minor/Amended Plat Application.
- o An amended 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 amended 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 Preliminary Civil Plans are 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. If there are potential issues, it is easier to resolve in a Preliminary stage instead of the final stage. To be submitted as part of the Preliminary Plat or Replat (if for new construction and non-residential use) review process:

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 (call them out)
 - g. Flood zone
 - h. Existing & Proposed Easements
 - i. Phases of development
2. Paving Plan
 - a. Typical Street/pavement sections