

**DENTON COUNTY APPLICATION FOR PLAT, PAGE ONE  
PLAT CHECKLIST EFFECTIVE 02/10**

**Denton County Planning Department**

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**A COMPLETED APPLICATION FORM MUST ACCOMPANY NEW PLAT SUBMITTAL**

Preliminary Plat \_\_\_\_ Minor Plat \_\_\_\_ Replat \_\_\_\_ Amended Plat \_\_\_\_ Final Plat \_\_\_\_  
Variance \_\_\_\_\_ Fees Paid \$ \_\_\_\_\_

Platting fees are \$100.00 *per project* plus \$20.00 per lot, except for a Replat, which is \$200.00 *per project* plus \$20.00 per lot.

THERE IS A \$100.00 PLAT REVIEW FEE FOR THE 4<sup>TH</sup> AND SUBSEQUENT REVIEWS. Lot fees will be reduced to \$10.00 per lot if submitted in an electronic format accepted by the Planning Department. Please call the G. I. S. division at (940) 349-2999 for details.

**\*\* Please make checks payable to: Denton County Treasurer**

**Description of Property:**

Subdivision Name: \_\_\_\_\_

Total Number of Lots: \_\_\_\_\_ Total Acreage: \_\_\_\_\_

Property Location: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Applicants:**

Owner(s): \_\_\_\_\_

Complete Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Applicant: \_\_\_\_\_

Complete Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Copies of the Denton County Subdivision Rules and Regulations are available for a fee from the Denton County Planning Department. All applicants are encouraged to review the regulations prior to any plan submittal.

**PAGE TWO OF THIS APPLICATION MUST BE COMPLETED**

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**Applicant must check each item submitted with the plat:**

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**REQUIRED FOR ALL PLATS:**

- |   |   |
|---|---|
| <input type="checkbox"/> Project Name   | <input type="checkbox"/> Tax Certificate (NOT RECEIPT)                              |
| <input type="checkbox"/> Application Form & Fees  | <input type="checkbox"/> Notes as Required  |
| <input type="checkbox"/> Utility Company Approvals, Name<br>Address & Phone                     | <input type="checkbox"/> North Arrow  |
| <input type="checkbox"/> "E.T.J." note or Approval by City                                      | <input type="checkbox"/> Scale Figure & Scale Bar<br>Size 24" x 36"                 |
| <input type="checkbox"/> Vicinity Map   | <input type="checkbox"/> Owner's Name, Address & Phone                              |
| <input type="checkbox"/> Boundary Lines Identified  | <input type="checkbox"/> Lots & Blocks Identified                                   |
| <input type="checkbox"/> Surveyor/Engineers Name, Address & Phone                               | <input type="checkbox"/> 16' Easements  |
| <input type="checkbox"/> Adjacent Properties Identified   | <input type="checkbox"/> All Dimensions   |
| <input type="checkbox"/> 30' Front Bldg. Lines  | <input type="checkbox"/> Off Site Drainage Study                                    |
| <input type="checkbox"/> P & Z note   | <input type="checkbox"/> Approval Letter from TXDOT for<br>entrances on State Roads |
| <input type="checkbox"/> Flood Plain Statement/Boundary showing<br>Net acreage outside the SFHA | <input type="checkbox"/> Benchmarks (2 minimum)                                     |
| <input type="checkbox"/> Three (3) Copies of Plat for review                                    | <input type="checkbox"/> P.O.B. clearly marked                                      |

**ADDITIONAL REQUIREMENT FOR PRELIMINARY PLAT ONLY:**

- |   |  |
|---|--|
| <input type="checkbox"/> Engineering Plans          | <input type="checkbox"/> Contour Lines                   |
| <input type="checkbox"/> Physical Features          | <input type="checkbox"/> Drainage Easements              |
| <input type="checkbox"/> Street & Road Interconnect | <input type="checkbox"/> Scale not larger than 1" = 300' |
| <input type="checkbox"/> Proposed Street Names      | <input type="checkbox"/> Match Lines                     |

**ADDITIONAL REQUIREMENTS FOR REPLAT, MINOR & FINAL PLAT:**

- |   |  |
|---|--|
| <input type="checkbox"/> Deed Restrictions            | <input type="checkbox"/> 2 x 3 Recording Block           |
| <input type="checkbox"/> P & Z Note & Yards           | <input type="checkbox"/> County Judge Signature Block    |
| <input type="checkbox"/> Monuments, Pins & B.M.'s Set | <input type="checkbox"/> Required Signatures             |
| <input type="checkbox"/> Street & Road Interconnect   | <input type="checkbox"/> Owners Certificate              |
| <input type="checkbox"/> RPLS Certificate             | <input type="checkbox"/> Acreages Shown                  |
| <input type="checkbox"/> Drainage Easements           | <input type="checkbox"/> Scale not larger than 1" = 200' |
| <input type="checkbox"/> Metes & Bounds               | <input type="checkbox"/> Match Lines                     |
| <input type="checkbox"/> 16' Easements                | <input type="checkbox"/> Street Names                    |
| <input type="checkbox"/> Contour Lines if Required    | <input type="checkbox"/> Utility Providers Approval      |

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_