

TOWN OF SHADY SHORES

PLATTING REQUEST PACKET

(UPDATED AUGUST 2018)



Minor Plat/Replat or Amending Plat Application Checklist

- Application (completed) with non-refundable fee
 1. Site Plan Fee
 2. Preliminary Plat/Final Plat Fee
 3. Concept Review
 4. Certified Filing and Plat Fees
- Property Detail from Denton Central Appraisal District Website
- Aerial Photograph
- 6-24x36 Paper Copies of Plat and 1 Digital Copy
- 3 Copies of the Topography and Preliminary Drainage Plan
- One copy of private deed restrictions, if any as filed in the records of Denton County.
- Upon approval by Town Council 6 blue lines and two (2) mylars suitable for filing.

PLAT APPLICATION

APPLICANT
Name _____
Company _____
Address _____
Town _____ State _____
Zip _____ Fax _____
Phone _____
E-mail _____

OWNER (if different from applicant)
Name _____
Company _____
Address _____
Town _____ State _____
Zip _____ Fax _____
Phone _____
E-mail _____

Action Requested (check one – please complete a new application for each action):

- Minor Plat (new subdivision of 3 or fewer lots with no new infrastructure)
- Minor Replat (existing subdivision to create 3 or fewer lots with no new infrastructure)
- Amending Plat (existing subdivision minor amendments and no new lots or infrastructure)
- Preliminary Plat or Replat (new subdivision of 4 or more lots or new infrastructure)
- Final Plat (following approval of preliminary plat and installation of new infrastructure)

Property Information:

Street address or location of property: _____

Legal description: Survey _____ Abstract _____

Lot _____ Block _____ Total Acreage _____

Attach a metes and bounds description.

By signing this form, the applicant is acknowledging that:

No hearing will be scheduled nor will any reviews commence until required application fees are received by the town. Fees are non-refundable regardless of outcome of request.

I _____ (printed applicant name) hereby waive by rights to approval through lack of Town action on the above referenced plat application within the time frames set forth in Texas Government Code Section 212.009, and I agree the plat submitted will be approved only by affirmative Town Council action.

APPLICANT SIGNATURE

DATE

OWNER SIGNATURE

DATE

OFFICE USE ONLY BELOW

PRELIMINARY and MINOR PLATS/REPLATS

- Letters sent to property owners within 200-foot of subject property 10-days prior to meeting but no more than 20-days prior (P&Z meeting ONLY)

Date Received: _____
Receipt #: _____
Check #: _____
Received by: _____

REQUIRED PLAT CONTENTS

REFER TOWN OF SHADY SHORES CODE OF ORDINANCES CHAPTER 10 FOR COMPLETE PLATTING PROCEDURE.

- Title of Plat
- Name of subdivision, lots and blocks, etc.
- Date of preparation, scale, north arrow, and key map.
- Name and address of applicant, engineer and/or surveyor responsible for preparation.
- Survey and abstract with tract designation.
- Location of adjacent and proposed on-site thoroughfares and streets (existing, platted, or proposed, as necessary).
- Location of existing and proposed easements (utilities, drainage, etc.).
- Subdivision boundary lines, indicated by bolded lines, and the computed acreage of the subdivision. The subdivision boundary shall be construed to include the portion of adjacent boundary streets which were previously established by dedication or purchase from the subject property.
- Legal description of the subject property, and metes and bounds description of the subdivision perimeter.
- Primary control points or descriptions and ties to such control points which all dimensions, angles, bearings block number and similar data shall be referred.
- Names of the owners of contiguous parcels and names of contiguous subdivisions and adjacent streets, location of contiguous lots, and the name of address of owners of contiguous parcels of land and indication of whether contiguous properties are platted and filed for record.
- Location of Town Limits, the outer border of the Town's extraterritorial jurisdiction, and zoning district boundaries, if they traverse the subdivision or form part of the subdivision boundary.
- Drainage plans, paving plans, utility plans, etc., if new infrastructure is proposed.
- Topography shown at contour intervals of not more than two (2') feet.
- All other data as required by the Town Engineer and Chapter 10 of the Town of Shady shores Code of Ordinances.
- All application fees are due and payable at the time application.
- Attorney and Engineering review fees will be billed following Town Council action regarding the plat and are due prior to filing the plat with the County.

Include a letter of intent which, in detail, describes any variances requested from the Subdivision Ordinance. If this is not included, any variance to the Subdivision Ordinance may not be granted by the Town Council.

TYPES OF PLATS

Platting within the Town of Shady Shores is governed by the Town of Shady Shores Code of Ordinances Chapter 10 and the Texas Local Government Code Chapter 212. The following is a general description of the types of plats within the Town of Shady Shores.

The Subdivision Ordinance applies to all property within the corporate limits of the Town of Shady Shores as well as areas outside of the corporate limits of the Town, but within the extraterritorial jurisdiction (ETJ) of the Town. Any subdivision of land within the ETJ of the Town of Shady Shores shall be processed through the normal platting processes.

All plats are submitted to the Planning and Zoning Commission for a recommendation, and then to the Town Council for final action.

MINOR PLATS

1. A Minor Subdivision shall be one that has been determined to be of such character that there shall be minor measurable impact on the topography, drainage, sewage, streets, and similar features and facilities both within the subdivision, the neighboring properties, and/or the community at large. As a general rule, subdivisions **creating three or fewer new lots and no new streets or other public improvements are required, shall be considered as Minor Plats.**
2. A Minor Subdivision shall require the submittal of a preliminary plat and, following approval of the preliminary plat and required construction plans, and upon approval of construction in accordance with the approved plans, shall require the submittal of a final plat with required accompanying materials.

MINOR REPLATS

Minor replats are generally submitted for property that has been previously platted. Minor replats are filed for finalization with the County Clerk. A minor replat has the same characteristics of a minor plat with the exception that the subject property includes previously platted property.

MAJOR SUBDIVISION.

1. A Major Subdivision shall be one that has been determined to be of such character that is or may have a substantial impact on the topography, drainage, sewage, streets, and similar features and facilities both within the subdivision, its neighboring properties, and/or the community at large. **As a general rule, subdivisions creating four or more new lots or any subdivision with a proposed new street or requiring extension of the sanitary sewer shall be classified as a Major Plat.**
2. A Major Subdivision shall require the submittal of a preliminary plat and, following approval of the preliminary plat and required construction plans, and upon approval of construction in accordance with the approved plans, shall require the submittal of a final plat with required accompanying materials.

AMENDING PLATS

Amending plats are generally submitted for property that has been previously platted. Amending plats are filed for finalization with the County Clerk. An amending plat is typically submitted for the following reasons:

- To correct an error in a course of distance shown on the preceding plat.
- To add a course of distance that was omitted on the preceding plat.
- To correct an error in a real property description shown on the preceding plat.
- To indicate monuments set after the death, disability, or retirement from practice of the engineer or surveyor responsible for setting monuments.
- To show the location or character of a monument that been changed in location or character or that is shown incorrectly as to location or character on the preceding plat.
- To correct any other type of scrivener or clerical error or omission previously approved by the municipal authority responsible for approving plats, including lot numbers, acreage, street names, and identification of adjacent finalized plats.

PRELIMINARY PLATS or REPLATS

Preliminary plats are submitted for large subdivisions that dedicate right-of-way for new streets and may contain more than four lots. The preliminary-final plat is not filed for final with the County Clerk. An associated final plat, which must generally conform to the approved preliminary plat, must be submitted within 6 months of the approval of the preliminary plat or the approval of the preliminary plat is voided.

FINAL PLATS

Final plats are submitted following approval of a preliminary plat. The final plat must conform to the approved preliminary plat. Any required public improvements must be constructed and accepted prior to filing the final plat with the County Clerk, unless otherwise specified by ordinance or an approved facilities agreement.

PLATTING PROCESS FLOWCHART

(process in its entirety can be found in Shady Shores Code of Ordinances Chapter 10)

Plat Filing Procedure

The following items must occur following approval so the plat can be filed with the County.

1) Staff review

- Please submit a .pdf file of the plat to wendy.withers@shady-shores.com for final review and approval prior to printing original paper copy. This may avoid the need to correct or reprint plats that need revisions. The conditions of approval noted above must be met before the filing of the plat.
- Once all conditions of the approval have been met on the plat, the applicant submits six (6) blue-line paper copies of each sheet to be filed and one (2) original mylar copies of each sheet to be filed, with legible seals and signatures. All notaries should write their expiration date with their signature and seal.

2) Tax certificates

- The applicant must provide certified, original tax certificates for the property being platted showing that no taxes are due.
- For property inside the Town limits, tax certificates are needed for the Town, County, and the appropriate school district.
- The certificate for the Town, ISD, and County taxes can be obtained by contacting:
Michelle French, Tax Assessor/Collector
1505 E. Shady Shores Street
Denton, Texas 76202

3) Town's Approval Certificate

- Once the original paper copies are acceptable for filing, they will be presented to the applicable Town official for his/her signature.

4) Filing the plat

- After the Town has the original paper copy and the tax certificates, the Town will file the plat with the Denton County Clerk.
- After the plat is filed, the applicant, or their agent, will be notified to pick up their copy of the filed plat.