

# Plat Application

## Development Services

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All initial submittals for a plat, plan, or rezoning application must be submitted in-person by the applicant or their designated representative.

<b>Type of Application:</b> <i>(check the appropriate box)</i>	
<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Minor Plat / Short Form Plat
<input type="checkbox"/> Final Plat	<input type="checkbox"/> Amended Plat
<input type="checkbox"/> Replat	<input type="checkbox"/> Plat Vacation
<b>General Description of Request:</b> <i>(complete the following)</i>	
Purpose of Plat Application: <i>(Brief description; per "Items Required with Submittal" below, provide separate letter of explanation and justification for application)</i>	
<b>Subject Property Information:</b> <i>(complete the following)</i>	
General Location: <i>(street address if known; if not known, provide name of street fronting property and name and distance to nearest cross street)</i>	
<b>Check the appropriate box:</b>	<input type="checkbox"/> Within Krum City Limits <input type="checkbox"/> In Extraterritorial Jurisdiction
Area of Property: <i>(gross acreage to nearest one-tenth of an acre)</i>	Number of Lots Proposed By Plat: <i>(total of private, common/open space, and public lots)</i>
Subdivision Name: <i>(proposed name if not platted; existing name if platted)</i>	
<b>Items Required with Submittal:</b> <i>(check the appropriate boxes to indicate items submitted with application)</i>	
<input type="checkbox"/> <b>Plat Application</b> <i>(1 completed original - signed and notarized)</i>	
<input type="checkbox"/> <b>Plat</b> <i>(4 copies – 24" x 36" plus electronic file of plat in PDF format)</i>	
<input type="checkbox"/> <b>Application Fee</b> <i>(plat fee + engineer fees; see fee schedule)</i>	
<input type="checkbox"/> <b>Park Land Dedication and Improvements Fee</b> <i>(required for final plat or minor plat / short form plat for residential plats only; contact staff to determine if required for amended plat or replat; see fee schedule)</i>	
<input type="checkbox"/> <b>Explanation Letter</b> <i>(1 original – description and justification for application)</i>	
<input type="checkbox"/> <b>Plat Checklist</b> <i>(required for all plat applications except plat vacation; 1 completed original)</i>	
<input type="checkbox"/> <b>Civil Engineering Plans</b> <i>(preliminary plans required for preliminary plat; final plans required for final plat; contact staff to determine if plans required for minor plat / short form plat, amended plat, or replat; 3 bound sets, 24" x 36" plus electronic file of plans in PDF format)</i>	
<input type="checkbox"/> <b>Other Supporting Documents or Materials</b> <i>(optional)</i>	

**Property Owner and Authorization** *(sign and notarize)*

Name: *(printed)*

Company Name:

Mailing Address:

Physical Address:  
*(if different than mailing address)*

City, State, Zip Code:

Telephone:	Email Address:
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**Check one of the following and complete:**

I will represent the project myself; OR

I hereby designate \_\_\_\_\_ *(printed name of project representative)*  
to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this request. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues relative to this request.

**I hereby certify that I am the record owner of the property referenced in this application and further certify that the information provided on this application is true and correct.**

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

State of Texas  
County of:

BEFORE ME, a Notary Public, on this day personally appeared \_\_\_\_\_ *(printed property owner's name)* the above signed, who, under oath, state the following: "I hereby certify that I am the record owner of the property owner referenced in this application and further certify that all information submitted herein is true and correct."

SUBSCRIBED AND SWORN TO before me, this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ .

\_\_\_\_\_  
Notary Public in and for the State of Texas

**Project Representative** *(if owner designates agent, check appropriate box and complete)*

Purchaser       Tenant       Architect       Engineer       Surveyor

Other: *(specify)*

Name: *(printed)*

Company Name:

Mailing Address:

Physical Address:  
*(if different than mailing address)*

City, State, Zip Code:

Telephone:	Email Address:
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# Plat Checklist

The following is a partial listing of requirements for plat applications as found in Krum's development regulations and policies. A completed checklist must be submitted with each application. Applicants shall indicate compliance with standards by checking the box adjacent to the standard or indicate "NA" if not applicable. Failure to comply with standards could result in rejection of application and/or delay of plat approval.

## Plat Format and General Standards: *(check if provided or indicate "NA" if not applicable)*

Plats shall comply with the following graphic format and standards:

- Sheet size shall be 24" x 36", black and white drawing on bond paper in landscape view. No blue-line copies will be accepted.
- Plat is clear and legible. Use a variety of line types and line weights. Do not use grey-scale shading. Abandonments may be indicated by stipple or crosshatch shading. Offsite information and onsite existing conditions information may be screened for clarity.
- Permissible scales for plat are engineer scales 1" = 10', 20', 30', 40', or 50'. A 1" = 60' or 100' scale may be used with prior approval. Architectural scales are not acceptable.
- Provide 3" x 3" blank space in the lower right hand corner of the plat for county recording stamp (for final plat, minor plat / short form plat, amended plat, or replat only).
- Title block shall be in the lower, right-hand corner of the plat to the left of the blank space for the recording stamp. The title block shall contain: plat type; project name (subdivision name, lot and block designations); gross acreage; city (or ETJ), county and state name; survey and abstract name; and date of preparation.
- Title for amended plats and replats shall reference subdivision name and recording information of the plat being revised.
- For single-family and two-family residential developments, state number of residential lots and number of common open space lots in title.
- Label company name, preparer name, address, and phone number of plat preparer (e.g., surveyor, engineer, etc.) in the vicinity of the title block.
- Label company name, contact name, address, and phone number of record property owner in the vicinity of the title block.
- Orient plat so that north is to the top or left-hand side of sheet.
- Provide north arrow, graphic scale, and written scale in close proximity to each other.
- Provide a vicinity map in the same orientation of plat showing subject property, north arrow, scale (or labeled "not to scale"), and adjacent thoroughfares within a one mile radius of site.
- Tie point of beginning to abstract corner if not previously platted or subdivision corner if platted. Indicate on graphic and/or in legal description.
- For property boundary lines, provide distances (to nearest hundredth of feet) and bearings (to nearest second).

- For property boundary curves, provide curve lengths, curve radii, and chord lengths (to nearest hundredth of feet), and internal angle and chord bearing (to nearest second).
- If plat uses abbreviations, provide legend.
- Label boundary monuments as to type and size and whether found or set for all property corners, points of intersection, and points of curvature/tangency.
- If amended plat or replat, state purpose of revision (e.g., "The purpose of this plat is \_\_\_\_").
- Provide one of the following notes (as appropriate):
  - "The area of this plat is entirely within the City of Krum city limits."
  - "The area of this plat is outside of the City of Krum city limits but is within Krum's extraterritorial jurisdiction."
  - "As delineated on the plat graphic, a portion of the area of this plat is within the City of Krum city limits and a portion of the area of this plat is within Krum's extraterritorial jurisdiction."
- Provide the following note: "Notice: Selling a portion of this addition by metes and bounds is a violation of city subdivision ordinance and state platting statutes and is subject to fines and withholding of utilities, building permits, and/or certificates of occupancy."

**Site Information:** *(check if provided or indicate "NA" if not applicable)*

For the property being platted, provide the following information:

- Plat is consistent with valid plans and plats approved for site.
- Plat integrates with valid plans and plats approved for adjacent contiguous sites.
- Plat depicts proposed layout of lots, streets, easements, and rights-of-way (ROW).
- Do not show or label existing or proposed improvements including buildings, landscape areas, parking areas, utilities, etc. (Exception: existing utilities and fences improvements may be depicted if screened.)
- Do not show or label existing or proposed topography. (Exception: existing topography and or approximate flood zones may be depicted if screened.)
- Show the plat boundaries in heavy lines. Label line and curve data to match legal description.
- Show current and proposed boundaries/lot lines. Label line and curve data. Provide ties and/or intermediate distances as appropriate. For preliminary plats, boundaries and dimensions may be approximate.
- For phased developments, show and label phase lines.
- Label proposed lot and block designations.
- Label lot area. For nonresidential and multifamily development, label area in acres. For single-family and two-family development, label lot area in square feet. For preliminary plats, lot area may be approximate.
- Show and label existing easements. Provide line and curve data for easement boundaries and tie down easements. Provide recording information. If all or portion of easement is to be abandoned by plat, indicate abandonment with crosshatch or stipple and label easement "to be abandoned by this plat".

- For single-family and two-family development only, show and label front building setback lines and distances.
- Show and label proposed access, utility, and/or floodway and drainage easements. Provide line and curve data for easement boundaries and tie down easements.
- For lots containing or adjacent to floodway and drainage easements, label minimum finish floor elevation.
- Show and label storm water easements for proposed structural and nonstructural storm water controls/best management practices improvements. Provide line and curve data for easement boundaries and tie down easements.
- Show and label maintenance easements for common improvements to be maintained by homeowner/property owner associations. Label type of common improvement and state "to be maintained by homeowner/property owner association". Provide line and curve data for easement boundaries and tie down easements.
- For sidewalks not within ROW, show and label sidewalk easements. Provide line and curve data for easement boundaries and tie down easements.
- For electrical, natural gas, communications, or other private utility easements not within public ROW, show and label easements. Provide line and curve data for easement boundaries and tie down easements.
- Show and label public street and alley ROW. Label as existing or proposed. Dimension ROW width. Show centerline and provide line and curve data.
- Label street names (as approved by City of Krum).
- Show and label ROW corner clip dedications. Provide line and curve data and tie down dedications.
- Show and label public park land dedications. Provide line and curve data and tie down dedications.

**Adjacent Property Information:** *(check if provided or indicate "NA" if not applicable)*

For properties contiguous to the property being platted and for properties across ROW contiguous to the property being platted, provide the following information within 50 feet of the site boundary and within 50 feet of the ROW contiguous to the site boundary:

- Show and label properties. For platted properties, show lot lines and label subdivision name, lot and block, and plat record information for each lot. For unplatted properties, show parcel lines and label record owner and deed record information for each parcel.
- Do not show or label existing or proposed improvements including buildings, landscape areas, parking areas, utilities, etc.
- Show and label existing easements. Provide recording information. (Proposed offsite easement dedications must be dedicated by separate instrument.)
- Show and label public street and alley ROW. Label as existing or proposed. Dimension ROW width. Show centerline and provide line and curve data.
- Show and label city limit lines, county limit lines, and/or survey/abstract lines.

**Legal Description and Plat Language:** *(check if provided or indicate "NA" if not applicable)*

Provide legal description of the land to include the following:

- Name of record owner and corresponding deed reference.

- Name of survey, abstract, county, and state.
- Metes and bounds legal description for subdivision boundary. Calls and monumentation match plat graphic.
- Total area of the plat in acres and square feet.

Provide standard City of Krum plat language for the following:

- Owner's certificate and dedication
- Utility easement restrictions and maintenance
- Floodway and drainage easement restrictions and maintenance
- Private common areas and improvements
- Owner's signature and notary block
- Surveyor certificate with surveyor signature and notary block
- City of Krum plat approval and signature block