MESQUITE
TEXAS
Real. Texas. Service.

PLATTING PROCEDURES

The developer or engineer should review the *Subdivision Ordinance* of the City of Mesquite, consult with City staff, and follow the requirements outlined below.

Short Form Plats:

1. A subdivision or replat may be processed as a "short form plat" allowing for review and approval by the Development Review Committee (DRC) if it falls within the following criteria:

    a. The land in question shall be bounded by legally dedicated streets, railroads and alleys or by legally subdivided land and shall not exceed five acres.

    b. The subdivision or use of the land subdivided must not necessitate any appreciable alteration of utility installations, streets, alleys or building setback lines.

    c. The tracts so subdivided shall conform in size and shape to lots in the vicinity.

    d. The plat does not involve resubdivision or replatting in a single family or duplex subdivision in which lots have been sold.

2. Application form, fee and 14 copies must be submitted to the Planning Division.

    a. All design, engineering, improvements and drawing standards applicable to all plats shall be applicable to short form plats. If applicable, all engineering plans and all requirements as outlined in the *Subdivision Ordinance* should be provided. The final plat may not be released for filing until detailed engineering plans have been approved or special arrangements made with the City Engineer.

    b. A certificate of ownership giving a metes and bounds description, parkways and parks where dedicated to the City, and dedication of all easements and drainage ways to public use, signed and acknowledged before a Notary Public by the owner of the land, shall appear on the face of the final plat (reference our standard Declaration of Covenants attached).

    c. The certificate of the Registered Professional Engineer or the Registered Public Land Surveyor and the seals of the engineer or surveyor, signed and acknowledged before a Notary Public, shall appear on the face of the final plat.

    d. Any separate legal instruments (restrictions, deeds, right-of-ways, easements, etc.) that may be required shall be submitted at this time.

3. Upon review and approval of the preliminary plat by the DRC, the final plat is processed in the same manner as a plat having been approved by the Planning and Zoning Commission (see Final Plat section below).

APPLICANT'S CHECKLIST FOR PLATS

Preliminary Plats:

All preliminary plats submitted shall show the following information on 14 copies of good grade blue or black line paper. No sepia is required.

1. Boundary lines, bearings, distances sufficient to locate area;

2. 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;

3. Location and width of all streets, alleys and easements, existing or proposed. A written statement as to the easement use is to be included on the plat. Existing easements should be shown with volume and page number;

4. Primary control points, or descriptions and ties to such control points, to which all dimensions, angles, bearings, block numbers, similar data are referred;

5. Location of property lines, buildings, storm drainage facilities, water and sanitary sewer mains, gas mains, electrical power lines, telephone lines, survey lines or any other features within area;

6. Proposed subdivision of property, including lot and block numbers;

7. Proposed building lines;

8. Title of subdivision, name and address of owner, name and address of Registered Land Surveyor;

9. Sites for parks, playgrounds, schools or other public uses;

10. Scale, north arrow, date and other pertinent data. The scale of the plat should be one inch equals 100 feet (1" = 100');

11. Topographical map showing contours at intervals not greater than five feet. Any subdivision which, in the opinion of the City Planner, would be affected by topographical features of the terrain shall show contours at two-foot intervals;

12. Physical features, including location and size of all water courses, ravines, bridges, culverts, existing structures, drainage area in acres or areas draining into property, and other features pertinent to the property;

13. Vicinity map showing location and relationship of property with other developments in the area. This map should be of sufficient scale and detail to adequately display all major vicinity considerations including such things as proposed or existing streets, major easements, drainage features, etc.; and

14. The following notice is to be placed on each plat: "Preliminary Plat - For Review Purposes Only".

15. The plat must be tied to two Global Positioning System (GPS) reference points. The GPS points must be in grid coordinates, North American Datum (NAD) 83, Texas State Plane, North Central FIPS Zone 4202. Information on the two GPS reference points is required at the time the preliminary plat is submitted to the Planning Division.

16. The plat must hold grid bearings. Bearings may not be from an assumed North direction. Distances on the plat will be surface distances. Grid coordinate values for at least one boundary corner must be shown on the plat.

17. A list and description of all control points and benchmarks available in the City of Mesquite may be purchased from the Engineering Division. New GPS monumentation is <u>not</u> a requirement for submitting a plat.

18. An electronic version of the final plat is required at the time the recorded plat is returned to the Planning Division. The electronic file must be a ".dwg" file composed in any version of AutoCAD. The electronic version must be submitted on CD-ROM. If any revisions are made to the final plat, an updated electronic copy of the final plat must be forwarded.

19. North must be referenced to Grid North. Bearings may not be from an assumed north.

20. If your property is within or adjacent to the 100-year flood plain, <u>the preliminary plat must show accurate flood plain and floodway boundaries and any proposed filling of the flood plain fringe must be discussed with the Engineering and Parks Divisions prior to submission of the preliminary plat for processing</u>. In the past, major problems and delays in approval have occurred due to plat submissions with inadequate or incorrect flood plain information. No preliminary plat will be processed to the Planning and Zoning Commission until flood information is sufficient for the Engineering and Parks Divisions to determine general compliance and acceptability of the proposal in relationship to drainage and greenbelt standards.

21. The *Subdivision Ordinance* has recently been amended to require underground utilities in all subdivisions.

<u>Final Plats</u>:

1. All final plats shall be submitted on sheets 24 inches by 36 inches and to a scale of not less than 100 feet to the inch or longer. When more than one sheet is required to encompass the subdivision, an index sheet (24 inches by 36 inches) shall be filed showing the entire subdivision together with the complete dedication, attests, dates, titles and seals on one sheet.

2. The exterior boundary of the subdivision shall be indicated by a distinctive dashed line and corner markers by individual symbols.

3. The length and bearing of all straight lines, radii, arc lengths, tangent lengths and central angles of all curves shall be indicated along the boundary line of the subdivision and each block. All dimensions along the lines of each lot shall be shown. The curve data pertaining to block or lot boundary may be placed in a curve table at the base of the plat and prepared in the following manner:

CURVE TABLE

Curve Number	Description	Elements	Outer Property Line	Center Line	Inner Property Line

4. The names of all adjoining subdivisions, the dimensions of all abutting lots, lot and block numbers and accurate reference ties to courses and distances of at least two recognized land corners shall be shown if no existing legally platted subdivision is adjacent to the subject property.

5. The names and accurate location of all streets adjoining, abutting or within not more than 500 feet of the subdivision shall be shown unless a platted subdivision exists adjacent to the property under consideration.

6. The location and dimension of any utility easement adjoining or abutting the subdivision or proposed within the subdivision shall be shown.

7. The description and location of all survey monuments placed in the addition or subdivision shall be shown. In all subdivisions and additions, corners shall be established at the corner of each block in the subdivision consisting of an iron rod or pipe not less than ¾-inch in diameter and 24 inches deep flush with the top of the sidewalk. Lot corner monuments shall be placed at all lot corners except corners which are also block corners, consisting of iron rods or pipes of a diameter of not less that ½-inch and 18 inches deep set flush with the top of the sidewalk. In addition, curve point markers shall be established of the same specification as lot corners. All lot corners shall be installed prior to filing of the final plat.

8. The final plat shall show a title including the name of the addition or subdivision, the name of the owner and engineer or surveyor, scale and location of subdivision with reference to original land grant or survey and abstract number and a north point with true and magnetic north.

9. A certificate of ownership, giving a metes and bounds description of the property, dedication of all streets, alleys, easements, parkways and parks where dedicated to the City and dedication or reservation of all easements and drainage ways to the public use, signed and acknowledged before a Notary Public by the owner of the land, shall appear on the face of the plat or index sheet of the plats where two or more sheets are required.

10. The certificate of the Registered Professional Engineer or Registered Public Land Surveyor who surveyed, mapped and monumented the land, which certificates shall be attested before a Notary Public, shall be placed on the face of the plat or on index sheets of the plats together with the seals of the engineer or surveyor and Notary Public. Printed seals and signatures are prohibited except for extra prints that the owner or developer may need certified for other purposes. The certificates of the engineer or surveyor to be placed on the plat shall be as indicated on page 6.

SURVEYOR'S CERTIFICATE

STATE OF TEXAS:

COUNTY OF DALLAS:

That I, _____, a Registered Professional Land Surveyor in the State of Texas, do hereby certify that I have prepared this plat from an actual survey of the land and that the corner monuments shown thereon were found and/or properly placed under supervision in accordance with the platting rules and regulations of the City of Mesquite, Dallas County, Texas.

WITNESS MY HAND AT DALLAS, TEXAS this the _____ day of _____, 20__.

_____
Surveyor Name No. _____
Registered Professional Land Surveyor

STATE OF TEXAS:

COUNTY OF DALLAS:

BEFORE ME, the undersigned, a Notary Public in and for said County and State on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and considerations therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this _____ day of _____, 20__.

_____
NOTARY PUBLIC, DALLAS COUNTY, TEXAS
MY COMMISSION EXPIRES: _____

[Notary Seal]

DECLARATION OF COVENANTS

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That _____ and _____, do hereby adopt this plat designating the herein-described property as _____, an addition to the City of Mesquite, Texas, and do hereby dedicate to the public use forever the streets and alleys shown thereon. The easements shown thereon are hereby reserved for the purposes as indicated and shall be open to fire, police and all public and private utilities for each particular use. The maintenance of paving on all easements is the responsibility of the property owner. No buildings, fences, trees, shrubs or other improvements shall be constructed, reconstructed or placed upon, over or across the easements as shown. Said easements being hereby reserved for the mutual use and accommodation of all public utilities using, or desiring to use same. All and any public utility shall have the full right to remove and keep removed all or parts of any buildings, fences, trees, shrubs or other improvements or growths which in any way may endanger or interfere with the construction, maintenance and efficiency of its respective system on the easements and all public utilities shall at all times have the full right of ingress and egress to or from and upon said easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining and addition to or removing all or parts of its respective system without the necessity at any time of procuring the permission of anyone. Any public utility shall have the right of ingress and egress to private property for the purpose of reading meters and any maintenance and service required or ordinarily performed by that utility.

All utility easements shall also include additional area of working space for construction and maintenance of the public water and sanitary sewer systems. Additional easement area is also conveyed for installation and maintenance of manholes, cleanouts, fire hydrants, water services from the main to and including the meters and boxes, sewer laterals from the main to the curb or pavement line, and the descriptions of such additional easements herein granted shall be determined by their locations as installed.

[**INCLUDE THE FOLLOWING PARAGRAPH IF THE PLAT CONTAINS ACCESS EASEMENTS**]
The undersigned does covenant and agree that the access easement(s) dedicated on this plat may be utilized by any person, including the general public, for ingress and egress to other real property, for both vehicular and pedestrian use and access, in, along, upon and across the premises containing the access easement(s).

This plat approved subject to all platting ordinances, rules, and regulations of the City of Mesquite, Texas.

WITNESS OUR HAND at _____, Texas, this the _____ day of _____, 20___.

Add the following City approval statement to your final plat, locating it near the title block. Dallas County Records will not record your plat without this City approval statement.

CITY OF MESQUITE

Tax Status

Paid _____ Unpaid _____

_____
Manager of Collections

To the County Clerk of Dallas County:

"This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Mesquite, Texas."

Under ordinance adopted by the City of Mesquite on September 3, 1973, the approval of this plat by the City of Mesquite is automatically terminated after the _____ day of _____, 20___, and unless this plat is presented for filing on or before said date, it should not be accepted for filing.

By _____
Commission Officer

Attest _____
Secretary

FILING FEES

The applicant shall submit with the application a fee in the amount set by the City Council for the purpose of defraying the administrative costs of processing the subdivision/plat. The fee shall be charged on all plats, regardless of the action taken by the Commission, whether the plat is approved or denied.

PLATTING FEES (Ord. 3969):

Subdivision/Plat (Except Short Form Plats):

Preliminary Submission:	$500.00	For properties less than one acre
	$500.00	Plus $25.00 per acre for properties and over (rounded up)
Final Submission:	$500.00	(All acreage)
Amending Plat:	$100.00	
Plat vacation:	$500.00	
Short Form Plat	$500.00	Combined Preliminary/Final Fee (Due at Preliminary Submission)

[RECEIVED STAMP]

PLATTING FEES SHALL BE PAID AT TIME
OF APPLICATION & FINAL SUBMISSION

❒ Preliminary: $500.00 + $25.00/acre
❒ Final: $500.00 (all acreages)

Fee Paid: $_____

Receipt: #_____

APPLICATION FOR PLAT APPROVAL

Name of Plat: _____

Acreage/Square Footage: _____

Number of Lots: _____

Variances Requested: _____

_____

Applicant/Contact: _____

Company: _____

Address: _____

_____

Telephone: _____

Fax: _____

E-mail: _____
(Please provide an e-mail address)

Signature: _____

The above signed hereby applies for approval of a plat in accordance with the *Subdivision Ordinance* of the City of Mesquite. The items on the attached checklist and all general requirements of the *Subdivision Ordinance* are shown on the plat submitted for review and approval.

Property Owner: _____

Address: _____

_____

Telephone: _____

Fax: _____

E-mail: _____

MESQUITE
TEXAS
Real. Texas. Service.

2013
CITY OF MESQUITE
Deadlines for Submissions of Applications and Scheduling of Public Hearings and Reviews

(Hearing dates are not guaranteed.)

Applications for: ▪ Residential Replats	**Applications for:** ▪ Preliminary Plats ▪ Replats (except residential) Plats go to P&Z only.	**Planning and Zoning Commission** Meetings are held on the **2nd** and **4th Mondays** of each month at **7:00** p.m.
17-Dec	24-Dec	**14-Jan**
31-Dec	7-Jan	**28-Jan**
14-Jan	24-Jan	**11-Feb**
28-Jan	4-Feb	**25-Feb**
11-Feb	18-Feb	**11-Mar**
25-Feb	4-Mar	**25-Mar**
11-Mar	18-Mar	**8-Apr**
25-Mar	1-Apr	**22-Apr**
15-Apr	22-Apr	**13-May**
30-Apr	7-May	***28-May***
13-May	20-May	**10-Jun**
31-May	3-Jun	**24-Jun**
10-Jun	17-Jun	**8-Jul**
24-Jun	5-Jul	**22-Jul**
15-Jul	22-Jul	**12-Aug**
29-Jul	5-Aug	**26-Aug**
12-Aug	19-Aug	**9-Sep**
26-Aug	6-Sep	**23-Sep**
16-Sep	23-Sep	**14-Oct**
30-Sep	7-Oct	**28-Oct**
14-Oct	21-Oct	**11-Nov**
28-Oct	4-Nov	**25-Nov**
11-Nov	18-Nov	**9-Dec**
16-Dec	23-Dec	**13-Jan-14**

Dates in italics indicate Tuesday meeting date.

MESQUITE
TEXAS
Real. Texas. Service.

City of Mesquite
Planning Office

MAILING ADDRESS:
P.O. Box 850137
Mesquite, TX 75185-0137

PHYSICAL ADDRESS:
1515 N. Galloway Ave.
Mesquite, TX 75149-2300

PHONE:
(972)-216-6216
FAX:
(972) 216-8109

WEB SITE:
www.cityofmesquite.com