

PLAT APPLICATION

PLAT TYPE

- ☐ **Preliminary Plat:** A plat for the subdivision of land that may be developed in phases and/or requires the extension of municipal infrastructure to serve the site. Also, check the box for "Replat" if the property was previously platted.
- ☐ **Final Plat:** The plat to be recorded with the county clerk's office. Check the type of final plat below. Also, check the box for "Replat" if the property was previously platted.
- ☐ **Major Plat:** A plat to create one or more lots that require right-of-way dedication or the extension of municipal infrastructure to serve the site or adjoining property.
- ☐ **Minor Plat:** A plat to create one or more lots that do not require the extension of municipal infrastructure to serve the site or adjoining property.
- ☐ **Amending Plat:** A plat to decrease the number of lots, adjust lot lines, correct scrivener errors or any of the purposes stated in Chapter 212, Section 212.016 of the Texas Local Government Code and not requiring the extension of municipal infrastructure.
- ☐ **Replat:** A plat of land that was part of a previously recorded plat approved by the City of Cedar Hill to expand or create additional lots or streets, or to amend easements or building lines that were previously shown on a plat.

SUBMITTAL REQUIREMENTS

A pre-application meeting is required prior to submitting a plat application. These meetings are held via Microsoft Teams on Wednesday afternoons. To request a pre-application meeting, email planning@cedarhilltx.com the pre-development application request form and include a plat draft showing the proposed subdivision and staff will schedule you on the next available slot.

Formal submittals must include all required documents as indicated in the chart below, unless otherwise waived by staff. All submittal documents are submitted via email at planning@cedarhilltx.com. Per HB 3699, an application submitted to the municipal authority responsible for approving plats must contain all documents and other information on the list below to be considered complete, unless waived or deferred by staff.

The "x" indicates item required to be submitted with application for that plat type.

Office Use		Preliminary	Final Major	Final Minor	Amending	Replat
	Fee: \$150 + \$10 per lot	x				
	Fee: \$300 + \$10 per lot		x	x	x	x
	Plat document – electronic copy in .pdf format <ul style="list-style-type: none"> 24"x 36" sheet size if subject property is located in Dallas County; or 18" x 24" sheet size if subject property is located in Ellis County; 	x	x	x	x	x
	Copy of the Special Warranty Deed of subject property		x	x	x	x
	Documentation of property research performed in order to identify existing recorded easements and/or right-of-way dedications on subject property. <ul style="list-style-type: none"> 8 ½" x 11" sheet size; electronic copy in .pdf 	x	x	x	x	x
	As built Survey showing existing conditions if property is currently developed and/or improved, including but not limited to the following:	x	x	x	x	x

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	<ul style="list-style-type: none"> Existing on-site septic system showing the location of the tanks, manholes and the underground lateral lines; All existing structures, such as main house, detached garages and accessory structures, pools, fences, etc. Pavement, driveways, patios, etc. Provide general dimension. 24" x 36" sheet size; electronic copy in .pdf format. 					
	Preliminary engineering plans: Utility Plans for water and sewer, Paving Plans, Grading and Drainage Plans. <ul style="list-style-type: none"> 24" x 36" sheet size; electronic copy in .pdf format. City engineer will notify the applicant if a hardcopy set is required. 	x				
	Full engineering construction plans: Utility Plans for water and sewer, Paving Plans, Grading and Drainage Plans, Drainage Calculations, Profiles and Details. <ul style="list-style-type: none"> 24"x36" sheet size; electronic copy in .pdf format. The city engineer will notify the applicant if a hardcopy set is required. Include the Public Works Plan Review Checklist for Development Project 		x	x	x	x
	Tree Mitigation/Preservation Plan (if not previously submitted) – full tree survey with an overlay of the proposed development, indicate trees to be removed/preserved, and show the mitigation calculations. <ul style="list-style-type: none"> 24" x 36" sheet size, electronic copy in .pdf format 	x	x	x	x	x
	Traffic impact analysis (TIA) or waiver from the Public Works Department <ul style="list-style-type: none"> 8 ½" x 11" sheet size; electronic copy in .pdf format 	x	x	x	x	x
	Flood Study <ul style="list-style-type: none"> 8 ½" x 11" sheet size; electronic copy in .pdf format 	x	x	x	x	x
	Escarpment Plan and Geotechnical Report <ul style="list-style-type: none"> electronic copy in .pdf format refer to the Escarpment Development Plan Application 		x	x	x	x
	Certified copy of the property owner's and/or home owner's association agreement and association by-laws where required for maintenance after plat application is approved and before plat signatures.		x	x		
	Approval from the U.S. Post Office regarding the proposed residential subdivision layout.		x	x	x	x
	Approval from franchise utility confirming they have received the plat and do not require an easement.		x	x	x	x
	Right-of-way exhibits for abandonment and conveyance. <ul style="list-style-type: none"> 8 ½" x 11" sheet size; electronic copy .pdf format 		x	x	x	x
	Provide evidence of plat distribution to the applicable utility companies, U.S. Postal Service and the applicable school district(s)	x	x	x	x	x
Office Use						
Case #:		Received By:		Total Due:	\$	Payment Method:

PROPERTY INFORMATION

Address or General Location: _____

Acreage: _____

Zoning of Property: _____

Tract, Survey, Abstract: _____

Lot, Block, Subdivision: _____

Proposed Subdivision Name: _____

Proposed # of lots: _____

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APPLICANT – Complete information is required

Name: _____
Company: _____
E-mail (Required): _____
Telephone: _____
Mailing Address: _____
City, State, Zip: _____

REPRESENTATIVE (if different from applicant) – Complete information is required

Name: _____
Company: _____
E-mail (Required): _____
Telephone: _____
Mailing Address: _____
City, State, Zip: _____

SURVEYOR OF RECORD (if different from applicant and/or representative) – Complete information is required

Name: _____
Company: _____
E-mail (Required): _____
Telephone: _____
Mailing Address: _____
City, State, Zip: _____

ENGINEER OF RECORD (if different from applicant and/or representative) – Complete information is required

Name: _____
Company: _____
E-mail (Required): _____
Telephone: _____
Mailing Address: _____
City, State, Zip: _____

Indicate who will be responsible for application fee:

Name: _____
Company: _____
E-mail (Required): _____
Telephone: _____
Mailing Address: _____
City, State, Zip: _____

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PROPERTY OWNER(S) Contact information and signatures for all property owners as shown on Dallas/Ellis County (Appraisal District records must be included on this application).
This sheet may be printed multiple times as needed.

Name: _____
Company: _____
E-mail (Required): _____
Telephone: _____
Mailing Address: _____
City, State, Zip: _____

SIGNATURES

With my signature, I certify that I am the applicant, representative and/or property owner submitting this application for the herein described real property. I acknowledge that the official filing date shall be the date that the application was determined to be complete [not submitted] pursuant to Chapter 20, Section 20-6 and Chapter 23, Section 1.8 of the Cedar Hill Code of Ordinances.

Signature of Applicant (required)

Date

Signature of Representative (required if different from applicant)

Date

Signature of Property Owner (required)

Date