



APPLICATION FOR FINAL, AMENDED, REPLAT, and MINOR PLATS

File No.: _____
Application Date: _____

P & Z: _____
C C: _____

Applicant: _____ Phone No.: _____
Address: _____
Email Address: _____ Fax No.: _____

Engineer: _____ Phone No.: _____
Address: _____
Email Address: _____ Fax No.: _____

Addition or Subdivision Name: _____ Acres: _____ Lots: _____

FEE: Non-refundable Fee of \$150 plus \$7 per lot (With Minimum fee of \$200)
Fees are due at the time of application submittal

By submitting this application for approval of a subdivision plat, I understand the following:

- 1. All improvements provided on the plat shall be in conformance with City of DeSoto standards & requirements.
2. Tax Certificate showing that all City of DeSoto property taxes has been paid.
3. Submit 22 folded 24 x 36 copies of the plat.
4. Once the plat has been reviewed by staff and corrections made, 12 - 24 x 36 copies and 1 - 11 x 17 copy must be submitted to the Planning & Zoning Department.
5. Acceptance by the City of DeSoto Staff does not preclude additional requirements by the City Council.

Applicant Signature _____ Date _____ Owner Signature _____ Date _____

Applicant Printed Name _____ Owner Printed Name _____

Property owner must sign application or submit letter of authorization

Received by the City of DeSoto in the amount of \$ _____
City Receipt No.: _____ Dated: _____
Agent for City of DeSoto _____



CHECK LIST
For
FINAL, AMENDED, REPLAT, and MINOR PLAT

For Initial Submittal, please provide:

- _____ Completed Application (Including Owner's Signature or letter of authorization)
- _____ Appropriate fee to City of Desoto
- _____ Construction Plans have been approved by the Engineering Department
- _____ The original tax certificates, (for city and school taxes) for each lot or tract of land involved in plat.
- _____ 22 folded copies (24 x 36) of the plat

Once Staff review is complete and corrections are made, please provide:

- _____ 12 copies (24 x 36), if P&Z approval is required
- _____ 3 copies (24 x 36), if Administrative approval is required
- _____ 1 copy (11 x 17) required for each plat
- _____ *Digital presentation materials (i.e., power point) for P&Z meeting (if applicable).

****The City of DeSoto requires that all digital presentation materials (i.e., power point), for P&Z meetings, be provided to staff one (1) week prior to the actual meeting date and all presentations should not exceed ten (10) minutes in length.***

Once Planning & Zoning Commission or Staff Approval is confirmed, please provide for recording:

- _____ 1 Mylar Copy (24 x 36) with original signatures
- _____ 2 Black line Copies (24 x 36) with original signatures
- _____ 21 Black line/ Blue line copies (24 x 36)
- _____ One check made payable to Dallas County (for filing fee) of \$60.00 (if multiple pages are being recorded add \$25.00 per additional page, plus \$4.00 for each tax certificate.
- _____ A separate check made payable to Dallas County for tax certificate (s) in the amount of \$10.00 for each lot or tract of land or tax account number.*

* Dallas County requires tax certificate(s) to be current (less than a month old) at the time of recording. Please note, if you provided a copy of the tax certificate(s) to the Planning & Zoning Department as part of the application submittal, you might be required to provide another copy at the time of recording.

If recording Deed Restrictions (HOA Documents), please include a separate check in the amount \$16.00 for the first page and \$4.00 per additional pages.