



APPLICANT'S CHECKLIST FOR PLATS

Content Checklist for Preliminary Plats:

- All fees are due and payable at time of service.
 - Personal checks are not accepted.
 - Business checks are accepted with company information on check.
 - Credit cards are accepted.
 - The filing fee along with written application for conditional approval at least ten days prior to the City Council meeting at which it is to be considered.
 - An original Tax Certificate from each taxing unit with jurisdiction of the real property indicating that no delinquent ad valorem taxes are owed on the real property. If the plat, replat, or amended plat is filed after September 1st of a year, it must also have attached to it a tax receipt issued by the Tax Collector for each taxing unit with jurisdiction of the property indicating that the taxes imposed by the taxing unit for the current year have been paid.
1. Unique Subdivision name within Johnson County and Ellis County. "Preliminary Plat- For Review Purposes Only" must precede subdivision name.
 2. Scale, north arrow, date and other pertinent data. The scale of the plat should be one inch equals 100 feet (1" = 100 ').
 3. All preliminary plats submitted shall show the following information on 2 copies of good grade blue or black line paper drawn on sheets a maximum size of 18 inches by 24 inches.
 4. Layout prepared by a Professional Engineer or Registered Professional Land Surveyor.
 5. Vicinity Map showing the general location of the subdivision in relation to other developments in the area, major roads, towns, city limits or topographic features. 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 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.
 6. 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.
 7. Topographical map showing contours at intervals not greater than five feet. Any subdivision which, in the opinion of the City Engineer, would be affected by topographical features of the terrain shall show contours at two-foot intervals.
 8. 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.



9. 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.
10. Primary control points, or descriptions and ties to such control points, to which all dimensions, angles, bearings, block numbers, similar data are referred.
11. An electronic version of the final plat is required at the time the recorded plat is returned to the City. 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. Scanned PDFs will not be accepted.
12. North must be referenced to Grid North. Bearings may not be from an assumed north.
13. The following information shall appear in a single block of text on the FIRST Sheet:
 - i. NAME(S) OF LEGAL PROPERTY OWNER(S) (IF CORPORATION INCLUDE NAME)
 - ii. ACREAGE
 - iii. ENGINEER
 - iv. SURVEYOR
 - v. NUMBER OF LOTS AND BLOCKS
 - vi. CENTERLINE FOOTAGE OF ALL NEW PUBLIC STREETS
 - vii. CONNECTIVITY INDEX (IF RESIDENTIAL SUBDIVISION)
 - viii. NUMBER OF CONNECTIONS TO EXISTING STREETS AND NUMBER OF STUB STREETS TO ADJACENT PROPERTIES TO BE CREATED
 - ix. SUBMITTAL DATE
 - x. ENCOMPASSING LAND ABSTRACT SURVEY(S)
 - xi. BENCHMARK DESCRIPTION AND ELEVATION
 - xii. ACREAGE BY LOT TYPE: Use "ROW", "Open Space", "Development" or other applicable term. Do not use "commercial, residential, industrial or mixed use"
14. Title block with name of proposed subdivision; contact information for owner(s) and land planner, licensed engineer, or RPLS; scale; date of preparation; north arrow; and location of property according to abstract or survey records.
15. Boundary lines and total acreage of the Original Tract, the Subject Property and the proposed Subdivision.
16. Boundary lines of all special regulatory flood zones, as determined by FEMA, including non flood-prone designations.
17. Boundary lines, abstract/survey lines, corporate and other jurisdictional boundaries. The boundaries of cities, school districts, municipal utility districts, water utilities or CCNs, emergency service districts, should be shown or a statement should be included clearly indicating in which city or other boundaries the subdivision is located. In the event any lot lies within more than one jurisdiction, then the plat shall clearly state the number of acres within the lot then lies within each jurisdiction.
18. Location, dimension, name and description of all existing/recorded and proposed streets, alleys, reservations, easements, railroad right of way, etc. within subdivision, intersecting or contiguous with boundaries for forming boundaries.



19. Lot table including lot and block numbers, square footage, acreage and lot type for each lot.
20. Bearings and distances sufficient to locate the exact area proposed for the subdivision.
21. Full calls for all survey monuments, including any required concrete monuments.
22. Lengths and bearings of all straight lines, radii, arc lengths, tangent lengths and central angles of all curves (may be placed in a table).
23. Streets" street names must be continuous form any adjacent subdivisions. Street names will be reviewed and approved at final plat stage.
24. Reference ties via courses and distances to at least one recognized abstract or survey corner, or existing subdivision corner.
25. Name, location and recording information of all adjacent subdivisions or property owners. Lot and block numbers are sufficient for platted residential subdivisions.
26. Location of all existing 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, existing lot and block numbers and date recorded parks, public areas, and easements of record with recording information. Show existing lots using dashed lines.
27. Clearly labeled lots with lot numbers, block numbers, square footage, and proposed special purpose use, if applicable.
28. All dimensions for front, rear, and side lot lines labeled or referred to in a table.
29. Sites to be reserved or dedicated for parks, schools, playgrounds, other public uses or for private facilities and amenities if applicable.
30. Depiction of the Neighborhood Box Unit or Central Delivery Point Area for mail (see United States Postal Service requirements).
31. 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.
32. Provide a preliminary drainage/utility plan.
33. Signed Water Utility Endorsement Letter.
34. A note stating whether or not the subdivision falls within a FEMA 100-year regulatory floodplain and if so, the Engineer's statement for the minimum permissible finished floor elevation for each affected unit that will protect the improvements from flooding or high waters. If your property is within or adjacent to the 100-year flood plain, 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 City Engineer.



If no regulatory floodplain:

“NO PORTION OF THIS SITE IS LOCATED WITHIN THE 100-YEAR FLOODPLAIN PER FEDERAL EMERGENCY MANAGEMENT AGENCY, FLOOD INSURANCE RATE MAP PANEL No. _____, DATED _____.”

If in regulatory floodplain:

“A PORTION OF THIS SITE IS LOCATED WITHIN ZONE _____ OF THE 100-YEAR FLOODPLAIN PER FEDERAL EMERGENCY MANAGEMENT AGENCY, FLOOD INSURANCE RATE MAP PANEL No. _____ DATED _____.”

35. Standards legend for interpretation of points and lines.
36. Note stating setbacks shall be in accordance with Section 34-62. - Schedule of district regulation within Chapter 34. - Zoning from the City of Venus Code of Ordinances.
37. Note stating sidewalks will be constructed in accordance with Section 26-99. – Sidewalks within Chapter 26. – Subdivisions and Development from the City of Venus Code of Ordinances.
38. Note stating public utility and sidewalk easement width being provided, if any in accordance with Section 26-100. – Utility lines and easements within Chapter 26. – Subdivisions and Development from the City of Venus Code of Ordinances.
39. Preamble (also referred to as Owner’s Acknowledgment and Dedication) with owner(s) name(s) and title(s), acreage of area to be platted as described in Public Records, and proposed subdivision name exactly as in title block.
40. Owner(s) signature block with notary block.
41. Standard Signature Block for Planning and Zoning Commission Chair.
42. Surveyor statement and signature block with wet seal.
43. Engineer statement and signature block with wet seal.
44. All subdivisions in the City of Venus’ ETJ must also meet all requirements of Johnson County and Ellis County Development Regulations.



Final Plats:

1. All final plats shall be submitted on sheets 18 inches by 24 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 (18 inches by 24 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:

CURVETABLE

<u>Curve Number</u>	<u>Description</u>	<u>Elements</u>	<u>Outer Property Line</u>	<u>Center Line</u>	<u>Inner Property Line</u>
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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 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 regarding original land grant or survey and abstract number and a north point with true and magnetic north.
8. 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.



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 Venus, 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 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 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 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 Venus, Texas.

WITNESS OUR HAND at _____, Texas, this the _____
_____, 20__.



RECORDING REQUIREMENTS

Johnson County:

<http://www.johnsoncountytexas.org/government/county-clerk/land-records-vitals/real-property>

Effective 1/1/14 - Filing Fees 18"x24" - \$46.00; 24"x36" - \$71.00; each additional page \$25.00. Plat copies \$1-\$5 (depending on size); Certified Stamp \$5.00.

1. Requirements for recording - Original tax certificate from each taxing unit with jurisdiction of the real property indicating that no delinquent ad valorem taxes are owed on the real property. If the plat, replat, or amended plat is filed after September 1 of a year, it must also have attached to it a tax receipt issued by the collector for each taxing unit with jurisdiction of the property indicating that the taxes imposed by the taxing unit for the current year have been paid.
2. Tax certificate info must match property description on plat and signatures must be notarized.
3. Mylar or similar media required for preservation purposes. Plat image must be legible for reproduction.

Plats are recorded at the Historic Courthouse 2 N Main St. Rm. B15 (South hallway at basement level) Cleburne TX 76033 (817-202-4000 x 1625).

Ellis County:

<http://www.co.ellis.tx.us/>

<https://www.co.ellis.tx.us/DocumentCenter/View/10783/RECORDING-FEE-SCHEDULE>

Recording Fees

Maps/Plat

First Page	\$71.00
Each Additional Page	\$25.00
Tax Certificate	\$4.00

1. The size of all plat sheets shall be 18" x 24".
2. The County Clerk's Office requires one blackline copy with all ORIGINAL seals and signatures; no exceptions. Up to two (2) additional copies with original seals and signatures may also be submitted for your records.
3. The plat must show the following items listed below. To view a sample plat, please click on this link → <http://co.ellis.tx.us/DocumentCenter/View/9149> ↓ a. Certification and Dedication by owner (addition name in dedication and title block must be the same). b. Certification by a Registered Professional Land Surveyor. c. Certification and approval by the city with seal (if located within the city limits or ETJ, if applicable). d. Approval by Commissioners' Court (if located outside the city limits). e. Complete Legal Description; a replat must reference the original plat information.



4. All signatures must be original, and names must be printed under each signature. If the owner is a company, that company name must be above the signature.
5. Signatures must be acknowledged. Notary's name must be printed under each signature. Notary's seal must be affixed and legible and must show the notary expiration date.
6. Seals must be affixed by whoever approves the plat (city, county, surveyor, notary).
7. Tax Certificates from each taxing entity (signed and sealed from County Tax Office).
8. All stamps and seals MUST be legible.
9. Clear space in the upper right corner for recording information.
10. Stickers are not allowed to be placed on the plat for any reason.

Extraterritorial Jurisdiction (ETJ) – Area outside of City's limits so designated to fall in the City's "sphere of influence."

Subdivision with Extraterritorial Jurisdiction: If the location of the subdivision is within the extraterritorial jurisdiction of any city or town within Ellis County, the plat may require municipal approval of that jurisdiction and must have their approval signature block on the plat.

Please contact the Department of Development for specific details on this requirement. For questions related to the plat approval process, please contact the Department of Development at 972-825-5200.

Plats are recorded at 109 S. Jackson St., 2nd Floor, Waxahachie, Texas 75165 P.O. Box 250, Waxahachie, Texas 75168.

Office Hours: Monday – Friday 8:00 a.m. to 4:30 p.m.

Phone: 972-825-5070

Fax: 972-825-5075

Email: elliscountyclerk@co.ellis.tx.us