



APPLICANT'S CHECKLIST FOR PLATS

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 with a small fee.

The filing fee along with written application for conditional approval at least ten days prior to the 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 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.

All preliminary plats submitted shall show the following information on 10 copies of good grade blue or black line paper drawn on sheets a maximum size of 18 inches by 24 inches.

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

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 (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:



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.

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.

Tax certificate info must match property description on plat and signatures must be notarized.

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/>