



## **PLAT SUBMITTAL GUIDELINES**

## **IMPORTANT INFORMATION** | **PLEASE READ**

Please note that each of following below will be needed in order to be considered a COMPLETE APPLICATION when submitted to the Planning Department:

- Public Works: Streets/drainage/utilities/parks/refuse/etc. must have approval in writing.
- If a property owners association (POA) is required for common area in a development, it will be required to have prior city attorney approval of POA documents in writing.
- Checklist review before acceptance of submission and payment.
- Partial submittals will not be accepted by the Planning Department.

# PLAT SUBMITTAL GUIDELINES

## REQUIRED DOCUMENTS CHECKLIST

*Partial submissions will not be accepted or processed. Any applications submitted without all the required elements will not be reviewed and will be rejected to the applicant. The applicant must then make a new initial submission. Please be sure that all required elements are included. If you have questions on any of these elements, please call the Planning and Development Department at (972) 875-6442.*

Required Documents Plat Type → "X" denotes a required element and "O" denotes an optional item	Preliminary Plat	Final Plat	Replat/Minor Plat	Amended Plat	Vacating Plat	Abandonment
1. Plat Application	X	X	X	X	X	X
2. Plat Application Fee	X	X	X	X	X	X
3. Zoning appropriate for the plat already approved by the City Commission	X	X	X	X		
4. Digital copy in PDF format of the Plat size 18" X 24"	X	X	X	X	X	X
5. As-built survey of existing permanent structures (if any) digital copy in PDF format	X	X	X	X	X	X
6. One (1) digital copy in PDF format of the preliminary civil plans (preliminary drainage plan, preliminary paving plan, preliminary utility plan)	X					
7. One (1) digital copy in PDF format of the Public Works approved civil plans (including streets, utilities, duct bank, parks, sanitation, drainage, and other plans) prepared by a certified engineer (may be waived only by Public Works)		X	X			
8. Written approval from Public Works of the civil plans (including streets, utilities, duct bank, parks, sanitation, drainage, and other plans)		X	X			
9. Clear and legible metes and bounds description of the property (typed on 8.5"X11" format) (digital copy)	X	X	X	X	X	X
10. Proof of ownership: If not shown as current owner of record by the taxing authority, then provide a copy of the recently executed deed for the property establishing ownership (note: applicants acting as authorized agents may be required to provide a written owner signed and notarized statement of authorization)	X	X	X	X	X	X
11. One (1) copy of the City Attorney approved Property Owners' Association documents (when applicable) and the written approval thereof from the City Attorney	X	X	X	X	X	X
12. For any property located within Rice Water, Rockett SUD or Community Water Company's service area: A letter of intent to serve the proposed development must be submitted. Letter of intent to serve is required to address the ability to adequately provide fire protection to the site.	X	X				
13. Ground water availability certification (GAC) for subdivision for which the source of the water supply intended for the subdivision is groundwater under that land. GAC to be performed by an Engineer or Geoscientist licensed to practice in the State of Texas	X					

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**PLEASE CONTACT THE ELLIS COUNTY CLERK'S OFFICE, 972-825-5070 (<https://www.co.ellis.tx.us/74/County-Clerk>), REGARDING ITS REQUIREMENTS TO RECORD A PLAT IN THE COUNTY RECORDS.**

**IF PLATTING LAND IN THE CITY'S EXTRA-TERRITORIAL JURISDICTION (ETJ) PLEASE CONTACT THE ELLIS COUNTY DEPARTMENT OF DEVELOPMENT, 972-825-5200 (<http://www.co.ellis.tx.us/dod>), FOR TIMELINES AND REQUIREMENTS.**

**PLEASE CONTACT THE WATER SUPPLIER REGARDING ITS PLATTING REQUIREMENTS PRIOR TO SUBMITTING A PLAT.**

Platting is a complex process which may include notice to various entities, public hearings, review and approval by the Planning and Zoning Commission, etc. The type of Plat Application and the approval process can affect the length of the time for approval. Please refer to Article 3- Review Procedures of the Unified Development Code located online at [www.ennistx.gov/CodesandOrdinances/](http://www.ennistx.gov/CodesandOrdinances/).

## TECHNICAL REQUIREMENTS CHECKLIST

The following elements must be shown on the plat. Some Plat Applications require more detail than others. Each lot shall comply with the requirements specified in the Unified Development Code for width, depth, and area. If the plat requires more than one sheet, number the sheets and provide match lines and a key map.

Check Or N/A	PP	FP	MP	RP	AP	VP	AB	Legend: PP - Preliminary Plat MP – Minor Plat AP - Amended Plat AB – Abandonment FP - Final Plat RP - Replat VP - Vacating Plat
								(ITEM LISTED BELOW IS REQUIRED IF MARKED WITH AN "X")
<b>General Information</b>								
	X	X	X	X	X	X	X	Permissible scale: 1" = 50', 1" = 100' (Prefer 1" = 100') Sheet size shall be 18" x 24"
	X	X	X	X	X	X	X	North arrow, graphic & written scale in close proximity
	X	X	X	X	X	X	X	Vicinity Map or Location Map
	X	X	X	X	X	X	X	Appropriate title, i.e. "Amended Plat", "Final Plat", etc.
	X	X	X	X	X	X	X	Title includes Subdivision name, City, County, State and Survey and Abstract
	X	X	X	X	X	X	X	Title includes total gross acreage, number of lots, and date of preparation
	X	X	X	X	X	X	X	Name & address of record owner & subdivider (if different).
	X	X	X	X	X	X	X	Name, address and phone of Surveyor/Engineer/Planner
		X	X	X	X			Standard approval block provided (see Page 7 this document)
		X	X	X	X			Proper format for owner's certification and notary (see Pages 7-8 this document)
		X	X	X	X	X	X	Proper surveying certification statement (see Page 9 this document)
<b>Adjacent Property (within 200')</b>								
	X	X	X	X	X	X	X	Unplatted property: Name of record owner and corresponding deed record volume and page for all adjacent unplatted tracts within 200 feet, to include owners across any adjacent R.O.W.
	X	X	X	X	X	X	X	Platted property: Show the lot lines, lot & block numbers, street names, subdivision name and plat record vol. and page (or cabinet and slide, or cabinet & page)
	X	X	X	X	X	X	X	Locate City Limit or E.T.J. Lines
	X							Existing zoning labeled on adjacent property
	X	X	X	X	X	X	X	All survey lines shown and labeled
	X	X	X	X	X	X	X	Existing easements adjacent to this property (type, size, & deed or plat reference)
	X	X	X	X	X	X	X	Previously approved concept plans, preliminary or final plats
	X	X	X	X	X	X	X	Adjacent street intersections shown with street names; centerline and right-of-way widths dimensioned
<b>General Site Information</b>								

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	X	X	X	X	X	X	X	Legal description of the land to include: Current owners deed reference, name of survey, abstract, county, state, POB tied to survey corner, previously filed subdivision corner or USGS monument, total acreage
	X	X	X	X	X	X	X	Point of beginning labeled on plat
		X	X	X	X	X	X	Property corners labeled as to pins/rods, found or set with sizes shown
		X	X	X	X	X	X	Permanent survey monuments along existing/ dedicated perimeter R.O.W. (Per Section 9.5.6 of the UDO)
	X	X	X	X	X	X	X	Subdivision boundary in heavy lines; distances and bearings shown thereon that match legal description
	X	X	X	X	X	X	X	Existing R.O.W. shown, labeled and dimensioned, i.e. public streets, highways, alleys, private street/drives, railroads, etc.
	X							General outline of area embraced by tree cover
		X	X	X	X	X	X	All property corners dimensioned to centerline of adjacent streets
	X	X	X	X	X	X	X	All existing easements shown (Type, Size & Deed Record)
	X		X	X	X	X	X	Separate survey showing existing structures (note whether to remain or not)
	X							Existing and proposed zoning noted
<b>ROW &amp; Street Design Criteria</b>								
	X	X	X	X	X			Two planned points of access provided (Section 9.4.1 (4) of the UDO)
	X	X	X	X	X			R.O.W. dedication at intersections for turn lanes (Section 9.4.1 (2) and (3) of the UDO)
	X	X	X	X	X			Curvilinear street requirements met (optional – Section 9.4.1 (5) of the UDO)
	X	X	X	X	X			Intersecting street angles under maximums (Section 9.4.1 (5) of the UDO)
	X	X	X	X	X			Intersection offsets (Section 9.4.1 (5) of the UDO)
	X	X	X	X	X			Street R.O.W. dimensioned and centerline dimensioned with bearings
		X	X	X	X			All curve data labeled (delta, radius, length, tangent)
	X	X	X	X	X			Street centerline radii greater than minimum
	X	X	X	X	X			Minimum tangents between reverse curves
	X	X	X	X	X			No compound curves proposed
	X	X	X	X	X			Cul-de-sac lengths appropriate (Section 9.4.1 (5)(d) of the UDO)
	X	X	X	X	X			Sufficient street stubs into adjacent property (Section 9.4.1 (4) of the UDO)
<b>Proposed Information</b>								
	X	X	X	X	X			Easements per Section 9.4.3 of the UDO (mutual or cross access easements see Page 8 this document)
	X	X	X	X	X			Street names provided not similar to any existing street names (Section 9.5.9 of the UDO)
	X	X	X	X	X			Private street access easement granted to City and a maintenance note on the plat per Section 9.4.1 of the UDO
		X	X	X	X	X		Common areas, drainage ways, screening walls, etc. require a Property Owners' Association per Section 9.3.4 (3) of the UDO and notes on the plat per same
		X	X	X	X	X		R.O.W. dedication in accordance with the thoroughfare plan shown and dimensioned. Must either be from center line of apparent existing R.O.W. or full width from across R.O.W. if opposite side has dedicated their half
		X	X	X	X	X	X	Lots and blocks labeled with numbers in consecutive order, with open spaces, etc. included

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								(ITEM LISTED BELOW IS REQUIRED IF MARKED WITH AN "X")
		X						Square footage of each lot shown (chart format O.K.)
		X	X	X	X	X	X	Drainage and utility easements labeled and dimensioned, tie down along property lines, bearing and distance on easement where needed
			X	X	X	X		Lot lines perpendicular or radial to street R.O.W.
			X	X	X	X	X	Front building setback lines if shown, shall be for informational purpose only with a note that "The plat shall not regulate setbacks and building lines. They are shown for informational purposes only."
	X	X	X	X	X			Lots to be dedicated for public use, labeled as such (i.e. school, parks, flood plains, open spaces, etc.), showing acreage and perimeter dimensions
	X	X	X	X	X			Parcels reserved for private use shown as described above
	X	X	X	X	X	X	X	Calculated dimensions for all lots, street R.O.W. and centerline easements, etc.
	X							Square footage or acreage of different proposed land uses in table format
	X	X	X	X	X	X	X	Flood plain limit shown. Floodway shown and labeled with dimensional ties, provide contours if available
		X	X	X	X			Minimum finish floor elevations (if required by FEMA)
		X	X	X	X	X	X	Note regarding sale of property by metes and bounds (see Page 10 this document)
				X	X			Deed Restriction Statement (Amending Plat & Replat Only) (see Page 9 this document)
					X			Note describing correction in bold box (Amending Plat Only) (see Page 10 this document)
		X	X	X	X			Visibility/Sight triangle note (see Page 10 this document)
		X	X	X	X	X	X	Cross or common or joint access easements labeled and dimensioned (Section 9.4.1 (4) of the UDO)
	X	X	X	X	X	X	X	Any easements to be abandoned
	X	X	X	X	X			Minimum lot dimensions per zoning district standards
	X	X						Public Works Approval of Traffic Impact Analysis per Unified Development Ordinance Article 9, Section 9.4.1 (3)

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## REQUIRED CERTIFICATIONS, DEDICATIONS, AND STATEMENTS

### Standard City Approval Block

#### CERTIFICATE OF APPROVAL

I hereby certify that the above and foregoing plat of the \_\_\_\_\_ (name of addition) \_\_\_\_\_, was approved by the City of Ennis, Texas, according to Chapter 212 of the Texas Local Government Code on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
City Manager

### Owner's Certificate & Dedication Statement

STATE OF TEXAS §

COUNTY OF ELLIS §

WHEREAS, \_\_\_\_\_ are the Owners of a tract of land, situated in the \_\_\_\_ Survey, Abstract No. \_\_\_\_\_, Ellis County, Texas and being out of a/an \_\_\_\_\_ acre tract conveyed to them by \_\_\_\_\_ (previous owners) and a \_\_\_\_\_ tract conveyed to them by \_\_\_\_\_ (other previous owner) and being more particularly described as follows:

(Enter accurate metes and bounds property description here)

NOW, THEREFORE, KNOWN ALL MEN BY THESE PRESENTS:

That \_\_\_\_\_ (owners) acting herein by and through its duly authorized officers, do/does hereby adopt this plat designating the hereinabove described property as \_\_\_\_\_ (subdivision name), an addition to the City of Ennis, Texas (*if located within the city limit boundary, or* Ellis County, Texas, within the City of Ennis' Extra-Territorial Jurisdiction [*if located outside of the city boundary*]) and do(es) hereby dedicate, in fee simple, to the public use forever, the streets and alleys shown hereon and does hereby dedicate the easements shown on the plat for the purposes indicated to the public use forever, said dedications being free and clear of all liens and encumbrances except as shown herein. No buildings, fences, trees, shrubs, or other improvements shall be constructed or placed upon, over, or across the easements on said plat. Utility easements may also be used for the mutual use and accommodation of all public utilities desiring to use or using the same unless the easement limits the use to a particular utility or utilities, said use by public utilities being subordinate to the public's and City of Ennis' use thereof. The City of Ennis or any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs or other improvements or growths which in any way endanger or interfere with the construction, maintenance or efficiency of its respective systems on any of these easements and the City of Ennis or any public utility shall at all times have the right of ingress and egress to and from and upon any of said easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, and adding to or removing all of part of its respective system without the necessity at any time of procuring the permission of anyone. \_\_\_\_\_ (owner(s)) do/does hereby bind itself, its successors and assigns to forever warrant and defend all and singular the above described street, alleys, easements, and rights unto the public against every person whomsoever lawfully claiming or to claim the same of any part thereof. This plat is approved subject to all platting and subdivision ordinances, rules, regulations, and resolutions of the City of Ennis, Texas.

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***(if plat contains mutual or cross access easements add)***

The undersigned does covenant and agree that the mutual/cross access easement may be utilized by any person or the general public for ingress and egress to other real property, and for the purpose of General Public vehicular and pedestrian use and access, and for Fire Department and emergency use, in, along, upon, and across said premises, with the right and privilege at all times of the City of Ennis, its agents, employees, workmen, and representatives having ingress, egress, and regress in, along, upon, and across said premises.

WITNESS our hands at Ennis, Texas, this \_\_\_\_ day of \_\_\_\_, 20\_\_.

Owner Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

STATE OF TEXAS §  
COUNTY OF ELLIS §

Before me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared \_\_\_\_\_ and \_\_\_\_\_, Owners, known to me to be the persons whose names are subscribed to the foregoing instrument and acknowledged to me that they each executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this \_\_\_\_ day of \_\_\_\_, 20\_\_.

\_\_\_\_\_  
(seal and signature)

Notary Public in and for State of Texas

My Commission Expires: \_\_\_\_\_



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## Miscellaneous Plat Notes or Requirements

### *Surveyor's Certificate with Notary*

KNOW ALL MEN BY THESE PRESENTS:

That I, \_\_\_\_\_, do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown thereon as set were properly placed under my personal supervision in accordance with the subdivision ordinances, rules, and regulations of the City of Ennis, Texas.

\_\_\_\_\_ (signature and seal)  
Registered Professional Land Surveyor

STATE OF TEXAS §  
COUNTY OF ELLIS §

Before me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared \_\_\_\_\_ Surveyor, known to me to be the person whose name is subscribed to this plat.

Given under my hand and seal of office, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_ (seal and signature)  
Notary Public in and for the State of Texas  
My Commission Expires: \_\_\_\_\_

### ***Deed Restriction Statement (AP)***

**(Required in the owner's certification after legal description and prior to owner's signature on all Amending Plats)**

This plat does not increase the number of lots or alter or remove existing deed restrictions or covenants, if any, on the property.

### ***Deed Restriction Statement (RP)***

**(Required in the owner's certification after legal description and prior to owner's signature on all Replats)**

This plat does not alter or remove existing deed restrictions or covenants, if any, on the property.

***Statement Regarding Sale of Property by Metes and Bounds***  
**(Required for Final Plats, Minor Plats, Replats, and Amending Plats)**

Selling a portion of any lot within this addition by metes and bounds is a violation of state law and city ordinance and is subject to fines and withholding of utilities and building permits.

***Flowage Easement Note***  
**(on the face of all final plats, replats, minor plats, and amending plats with tracts adjacent to Lake Bardwell or other Corps of Engineers waterway)**

Elevation 439 or as otherwise determined by the US Army Corps of Engineers is the boundary of the flowage easement for Lake Bardwell. Any encroachments into this easement must obtain written approval from the Reservoir Manager at Lake Bardwell:

U.S. Army Corps of Engineers  
Bardwell Lake Office  
4000 Observation Dr.  
Ennis, Texas 75119

***Sight/Visibility Triangle Easement Note***  
**(required on all plats with sight/visibility triangle easements)**

The owners of all corner lots shall maintain visibility/sight triangles in accordance with the City of Ennis and/or TxDOT ordinances, rules, and regulations.

***Note Required for Amending Plats***

Amending Plats shall contain a note describing the correction, framed in a bold line so as to be distinctly visible on the face of the plat.