APPLICATION FOR
FINAL, AMENDED, REPLAT, and MINOR PLATS

File No.:_____ P & Z:_____
Application Date:_____ 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

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.*

<u>* 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 apart of the application submittal, you might be required to provide another copy at the time of recording.</u>

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.