



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 \$250 plus \$22 per lot
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 _____



ATTENTION: Once application is submitted, the applicant has ninety (90) days to finalize the application with completed plat that addresses all of staffs comments and provide necessary copies for recording. If the application is not completed within this time frame, the applicant will need to resubmit and pay required fees.

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 **Completion** Letter of Acceptance
- _____ 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.