



1 Location of Property
City Limits

- Property must be zoned
- Proposed plat must conform with all City plans and ordinances

PLATS WILL ONLY BE ACCEPTED ON DATES PER PLAT CALENDAR.

ETJ

- Any proposed plat with 5 or more lots or property for sale that is less than 10 acres

2 Type of Plats and their Functions

<p><u>Construction Plat</u></p> <ul style="list-style-type: none"> Purpose of this plat is to construct a residential or nonresidential project Construction Plat must include full engineering plans for infrastructure, roadways, site plan, and landscape/screening Construction Plat must be approved by P&Z and City Council prior to the submittal of the Final Plat Applicant and City must agree on timing of public improvements Approval of the Construction Plat allows for groundwork to be completed, but no sale of lots. 	<p><u>Final Plat</u></p> <ul style="list-style-type: none"> Once the Construction Plat has been approved, the associated Final Plat may be submitted The Final Plat should substantially conform to the Construction Plat The Planning & Zoning Commission may approve the Final Plat Once the Final Plat is approved by the City, it may be filed for record in Grayson County Only after filing may lots be sold 	<p><u>Replat</u></p> <ul style="list-style-type: none"> A Replat is required if an owner wishes to change the configuration of lots on an already platted property All owners of land within the boundaries of the property must sign the Replat See special conditions in Section 2.6 c-d Purpose of the Replat shall be included on the Replat Approval as with a Final Plat
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Minor Plat

- Involves 4 or fewer lots
- See special factors in Section 2.9a

Amending Plat

- Can correct an error
- May relocate a lot line
- See special factors in Section 2.7b

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Approval
City Secretary

Submittal Process & Timing

3 Construction Plat Submittal

- 60 days prior to submitting the Construction Plat for review, the full engineering plans for infrastructure, roadways, and drainage must be submitted
- Engineering plans, once approved, remain valid for 365 days
- Application for a Construction Plat must include proof of ownership
- If the project is to be developed in phases, each phase shall be approved for construction and a Final Plat for that phase shall be submitted to the City
- Upon approval of the Construction Plat, the applicant may proceed with constructing the infrastructure necessary for development.
- No vertical work is allowed with this approval
- A Final Plat may NOT be submitted until improvements have been completed.

4 Construction Plat Approval

- Planning & Zoning Commission recommends
- City Council approves or disapproves (i.e. denies)

5 Final Plat Submittal

- Upon completion of the public improvements necessary for development, a maintenance bond shall be provided to the City
- Three copies of "as built" plans shall be signed by the City Engineer
- the Final Plat for the entire property or for phased development may be submitted
- The Final Plat should substantially conform to the approved Construction Plat and to applicable codes and ordinances of the City

6 Final Plat Approval

- Planning & Zoning Commission approves or disapproves, unless variances are needed

7 Plat Filing

- Following the City Engineer signing off on the construction plans, the Plat (Final Plat, Minor Plat, Replat, or Amending Plat) may be filed with Grayson County according to their requirements
- A certified copy of the tax certificates is required for filing along with the county fee

Important Dates

Submittals are due by noon on the 4th Monday of each month. Planning & Zoning meetings are held on the following month's 4th Monday and City Council meetings are held on the following 3rd Monday of the month.

For more information, call 903-429-6225 or email info@collinsvilletexas.org