



Minor Plat or Amending Plat Checklist

Project Name: _____

This checklist is provided to assist you in addressing the minimum requirements for a Minor Plat or Amending Plat submittal. An application is incomplete unless all applicable information noted below is submitted to the City. Indicate that all information included on the submitted plans by checking the box next to the required information.

Checking the box certifies to the City that you have completely and accurately addressed the issue. If not applicable, indicate an "N/A" next to the box. Return this completed form at the time of application submittal.

All initial Minor Plat or Amending Plat applications shall be accompanied by the following materials:

- ☐ A fully completed Development Application.
- ☐ Explanation Letter
- ☐ Payment of all applicable fees.
- ☐ An email with attachments, email with link not requiring a password, or USB thumb drive with electronic copies of the required documents in "PDF" format. Emails should be sent to pbrooks@cityofjosephinetx.com.
- ☐ The appropriate checklist(s) for the request being submitted.

Resubmittals of Plat applications shall be accompanied by the following materials:

- ☐ A written response to staff's comments, with each comment followed by a response. Please note that revised plans will not be accepted without a written response.

EXHIBIT A – FINAL PLAT	
Included	Item Description
☐	A vicinity, or location, map that shows the location of the proposed final plat within the City (or within its ETJ) and its relationship to existing roadways.
☐	Boundary lines, abstract or survey lines, corporate or other jurisdictional boundaries, existing or proposed highways and streets (including right-of-way



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	widths), bearings and distances related to State Plane Coordinates and sufficient to locate the exact area proposed for the subdivision, and all survey monuments (identified and labeled; see section 5.2 for specifications).
☐	The lengths and bearings of all straight lines, radii, arc lengths, tangent lengths and central angles of all curves shall be indicated along the lines of each lot (curve and line data may be placed in a table format); accurate reference ties via courses and distances to at least one recognized abstract or survey corner to existing subdivision corner shall be shown.
☐	Includes a note describing the corner tie as required above and further tie at least one corner of the subdivision that is being developed or redeveloped to the City's approved vertical control monumentation, the details of which monumentation are contained in Appendix 1 attached to [Ordinance 2015-06-15] and incorporated herein by reference.
☐	Establish two (2) permanent monuments per development that shall be tied to said vertical control monumentation, and the boundary line description of the tract being subdivided shall close an accuracy of one in ten thousand (1:10,000).
☐	Original tax certificates and tax receipts from each taxing entity, signed by the county tax assessor stating that all taxes and assessments then due and payable on the land described have been paid.
☐	The name, location, and recording information of all adjacent subdivisions (or property owners of adjacent unplatted property), including those located on the other sides of roads or creeks, shall be drawn to the same scale and shown in dotted lines adjacent to the tract proposed for the subdivision in sufficient detail to show accurately the existing streets, alleys, building setbacks, lot and block numbering, easements, and other features that may influence the layout of development of the proposed subdivision; adjacent unplatted land shall show property lines, the names of owners of record, and the recording information.
☐	The location, widths and names of all streets, alleys, and easements (it shall be the applicant's responsibility to coordinate with appropriate utility entities for placement of necessary utility easements and for location of all streets and median openings on highways or arterial roadways), existing or proposed, within the subdivision limits and adjacent to the subdivision.
☐	The location of all existing property lines, existing lot and block numbers and date recorded, and easements of record (with recording information) within the area proposed for subdivision.
☐	Proposed arrangement and square footage of lots (including lot and block numbers) and proposed use of same; for nonresidential uses, the location and size of buildings.
☐	A title block within the lower right-hand corner of the plat (and engineering plans) which shows: • "Amending Plat Type"



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	• The title or name under which the proposed subdivision is to be recorded. The subdivision name shall not duplicate (or phonetically replicate) the name of any other platted subdivision in Josephine or its ETJ, but phasing identification is allowed (it is the property owner's responsibility to check the plat records of Collin/Hunt County to ensure that the proposed subdivision name will not duplicate or sound too much like a subdivision already in existence – the City may, at its discretion, require a different subdivision name if there is potential for confusion by public safety officials or the general public). • The name and address of the property owner and the name of the land planner, licensed engineer or registered public surveyor who prepared the plat or plans. • The scale of the plat. • The date the plat was prepared. • The location of the property according to the abstract or survey records of Collin/Hunt County, Texas.
	Property Owner's Certificate: STATE OF TEXAS § COUNTY OF _____ § WHEREAS, [Name(s)] is(are) the Owner(s) of a tract of land situated in the [] Survey, Abstract No. [], Collin/Hunt County, Texas and being out of a [] acre tract conveyed to him(them) by [____], and a [] acre tract conveyed to him(them) by [____], and being more particularly described as follows: (Enter accurate metes and bounds property description here) NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS: That _____, acting herein by and through his (its) duly authorized officers, does hereby adopt this plat designating the herein above described property as _____, an addition to the City of Josephine, Texas, and does hereby dedicate, in fee simple, to the public use forever, the streets, rights-of-way, and other public improvements shown thereon. The streets and alleys, if any, are dedicated for street purposes and any and all related necessary appurtenances. The easements and public use areas, as shown, are dedicated, for the public use forever, for the purposes indicated on this plat. No buildings, fences, trees, shrubs or other improvements or growths shall be constructed or placed upon, over or across the easements as shown, except that landscape improvements may be placed in landscape easements, if approved by the City Council of the City of Josephine. In addition, 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 particular utilities, said use by public utilities being subordinate to the public's and City of Josephine's use thereof. The City of Josephine and public utility entities shall have the right to remove and keep removed all or



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	parts of any buildings, fences, trees, shrubs or other improvements or growths which may in any way endanger or inter-fere with the construction, maintenance, or efficiency of their respective systems in said easements. The City of Josephine and public utility entities shall at all times have the full right of ingress and egress to or from their respective easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, reading meters, and adding to or removing all or parts of their respective systems without the necessity at any time procuring permission from anyone. This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Josephine, Texas. WITNESS, my hand, this the _____ day of _____, 20____. BY: _____ Authorized Signature of Owner _____ Printed Name and Title STATE OF TEXAS § COUNTY OF _____ § Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared _____, Owner, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed. Given under my hand and seal of office, this _____ day of _____, 20____. _____ Notary Public in and for the State of Texas _____ My Commission Expires On: _____
☐	Surveyor's Certificate: 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 Ordinance of the City of Josephine. _____ (seal) Signature of Registered Public Land Surveyor Registration No. _____ STATE OF TEXAS § COUNTY OF _____ §



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	Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared _____, Land Surveyor, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed. Given under my hand and seal of office, this _____ day of _____, 20 ____. _____ Notary Public in and for the State of Texas _____ My Commission Expires On:
☐	Approval Block: APPROVED: _____ Chairman, Planning and Zoning Commission City of Josephine, Texas Date APPROVED FOR CONSTRUCTION. Special Notice: NOTICE: Selling a portion of this addition by metes and bounds is a violation of City ordinance and State law, and is subject to fines and withholding of utilities and building permits.
☐	Sites, if any, to be reserved or dedicated for parks, schools, playgrounds, other public uses or for private facilities or amenities.
☐	Scale, date, north arrow oriented to the top or left side of the sheet, and other pertinent informational data.
☐	All physical features of the property to be subdivided, including the location and size of all watercourses, the 100-year floodplain according to Federal Emergency Management Agency (FEMA) information, and U.S. Army Corps of Engineers flowage easement requirements,
☐	All final plats shall be submitted in a legible format that complies with the plat filing requirements for Collin/Hunt County, and shall be drawn on a good grade blue line or black line paper.
☐	Proposed or existing zoning of the subject property and all adjacent properties, as well as a tabulation of site development information and the intended manner of compliance with the Design Standards of the Zoning Ordinance including the required points for optional standards.
EXHIBIT B – REPLAT	



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Included	Item Description
☐	An application submittal for a replat shall be the same as for a final plat, and shall be accompanied by the required number of copies of the plat, a completed application form, the required submission fee, and a certificate showing that all taxes have been paid on the subject property and that no delinquent taxes exist against the property in accordance with Section 1.11.
☐	A vicinity, or location, map that shows the location of the proposed final plat within the City (or within its ETJ) and its relationship to existing roadways.
☐	Boundary lines, abstract or survey lines, corporate or other jurisdictional boundaries, existing or proposed highways and streets (including right-of-way widths), bearings and distances related to State Plane Coordinates and sufficient to locate the exact area proposed for the subdivision, and all survey monuments (identified and labeled; see section 5.2 for specifications).
☐	The lengths and bearings of all straight lines, radii, arc lengths, tangent lengths and central angles of all curves shall be indicated along the lines of each lot (curve and line data may be placed in a table format); accurate reference ties via courses and distances to at least one recognized abstract or survey corner to existing subdivision corner shall be shown.
☐	Includes a note describing the corner tie as required above and further tie at least one corner of the subdivision that is being developed or redeveloped to the City's approved vertical control monumentation, the details of which monumentation are contained in Appendix 1 attached to [Ordinance 2015-06-15] and incorporated herein by reference.
☐	Establish two (2) permanent monuments per development that shall be tied to said vertical control monumentation, and the boundary line description of the tract being subdivided shall close an accuracy of one in ten thousand (1:10,000).
☐	Original tax certificates and tax receipts from each taxing entity, signed by the county tax assessor stating that all taxes and assessments then due and payable on the land described have been paid.
☐	The name, location, and recording information of all adjacent subdivisions (or property owners of adjacent unplatted property), including those located on the other sides of roads or creeks, shall be drawn to the same scale and shown in dotted lines adjacent to the tract proposed for the subdivision in sufficient detail to show accurately the existing streets, alleys, building setbacks, lot and block numbering, easements, and other features that may influence the layout of development of the proposed subdivision; adjacent unplatted land shall show property lines, the names of owners of record, and the recording information.
☐	The location, widths and names of all streets, alleys, and easements (it shall be the applicant's responsibility to coordinate with appropriate utility entities for placement of necessary utility easements and for location of all streets and median openings on highways or arterial roadways), existing or proposed, within the subdivision limits and adjacent to the subdivision.



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☐	The location of all existing property lines, existing lot and block numbers and date recorded, and easements of record (with recording information) within the area proposed for subdivision.
☐	Proposed arrangement and square footage of lots (including lot and block numbers) and proposed use of same; for nonresidential uses, the location and size of buildings.
☐	A title block within the lower right-hand corner of the plat (and engineering plans) which shows: • “Final Plat” • The title or name under which the proposed subdivision is to be recorded. The subdivision name shall not duplicate (or phonetically replicate) the name of any other platted subdivision in Josephine or its ETJ, but phasing identification is allowed (it is the property owner’s responsibility to check the plat records of Collin/Hunt County to ensure that the proposed subdivision name will not duplicate or sound too much like a subdivision already in existence – the City may, at its discretion, require a different subdivision name if there is potential for confusion by public safety officials or the general public). • The name and address of the property owner and the name of the land planner, licensed engineer or registered public surveyor who prepared the plat or plans. • The scale of the plat. • The date the plat was prepared. • The location of the property according to the abstract or survey records of Collin/Hunt County, Texas.
	Property Owner’s Certificate: STATE OF TEXAS § COUNTY OF _____ § WHEREAS, [Name(s)] is(are) the Owner(s) of a tract of land situated in the [] Survey, Abstract No. [], Collin/Hunt County, Texas and being out of a [] acre tract conveyed to him(them) by [____], and a [] acre tract conveyed to him(them) by [____], and being more particularly described as follows: (Enter accurate metes and bounds property description here) NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS: That _____, acting herein by and through his (its) duly authorized officers, does hereby adopt this plat designating the herein above described property as _____, an addition to the City of Josephine, Texas, and does hereby dedicate, in fee simple, to the public use forever, the streets, rights-of-way, and other public improvements shown thereon. The streets and alleys, if any, are dedicated for street purposes and any and all related necessary appurtenances. The easements and public use areas, as shown, are dedicated, for the public use forever, for the purposes indicated on this plat. No buildings, fences, trees, shrubs or other improvements



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	or growths shall be constructed or placed upon, over or across the easements as shown, except that landscape improvements may be placed in landscape easements, if approved by the City Council of the City of Josephine. In addition, 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 particular utilities, said use by public utilities being subordinate to the public's and City of Josephine's use thereof. The City of Josephine and public utility entities shall have the right to remove and keep removed all or parts of any buildings, fences, trees, shrubs or other improvements or growths which may in any way endanger or inter-fere with the construction, maintenance, or efficiency of their respective systems in said easements. The City of Josephine and public utility entities shall at all times have the full right of ingress and egress to or from their respective easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, reading meters, and adding to or removing all or parts of their respective systems without the necessity at any time procuring permission from anyone. This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Josephine, Texas. WITNESS, my hand, this the _____ day of _____, 20____. BY: _____ Authorized Signature of Owner _____ Printed Name and Title STATE OF TEXAS § COUNTY OF _____ § Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared _____, Owner, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed. Given under my hand and seal of office, this _____ day of _____, 20____. _____ Notary Public in and for the State of Texas _____ My Commission Expires On: _____
☐	Surveyor's Certificate: 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



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	as set were properly placed under my personal supervision in accordance with the Subdivision Ordinance of the City of Josephine. (seal) Signature of Registered Public Land Surveyor Registration No. _____ STATE OF TEXAS § COUNTY OF _____ § Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared _____, Land Surveyor, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed. Given under my hand and seal of office, this _____ day of _____, 20 ____. Notary Public in and for the State of Texas My Commission Expires On: _____
☐	Approval Block: APPROVED: Chairman, Planning and Zoning Commission City of Josephine, Texas Date _____ APPROVED FOR CONSTRUCTION. Special Notice: NOTICE: Selling a portion of this addition by metes and bounds is a violation of City ordinance and State law, and is subject to fines and withholding of utilities and building permits.
☐	Sites, if any, to be reserved or dedicated for parks, schools, playgrounds, other public uses or for private facilities or amenities.
☐	Scale, date, north arrow oriented to the top or left side of the sheet, and other pertinent informational data.
☐	All physical features of the property to be subdivided, including the location and size of all watercourses, the 100-year floodplain according to Federal Emergency Management Agency (FEMA) information, and U.S. Army Corps of Engineers flowage easement requirements,



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☐	All final plats shall be submitted in a legible format that complies with the plat filing requirements for Collin/Hunt County, and shall be drawn on a good grade blue line or black line paper.
☐	Proposed or existing zoning of the subject property and all adjacent properties, as well as a tabulation of site development information and the intended manner of compliance with the Design Standards of the Zoning Ordinance including the required points for optional standards.



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