



PRELIMINARY PLAT APPLICATION CHECKLIST

City of Ovilla
105 S. Cockrell Hill Rd.
Ovilla, TX 75154
972-617-7262

All applications must be submitted with a completed application form, all applicable materials listed in the checklist, and the appropriate fees to the City Secretary's Office. Applications shall be processed based on the City's official submission dates.

Check the applicable boxes to ensure a complete application.

A completed application form signed by the owner or the owner's authorized agent, as shown by affidavit or power of attorney.

Every item, study and document required for the type of plat being submitted or required for a development plan.

A non-refundable application submittal fee, as specified in the fee schedule.

Tax certificates showing all taxes when due have been paid on the property being platted or replatted.

The plat of the subdivision of any lot, tract or parcel of land located within the city and/or its ETJ shall be filed in the office of the city secretary at least thirty (30) days prior to the meeting of the planning and zoning commission at which it is to be considered.

The proposed preliminary plat shall be submitted on sheets a maximum size of twenty-four (24) inches by thirty-six (36) inches.

The subdivider or owner shall file fifteen (15) copies of the plat along with the appropriate filing fee and each copy shall show or be accompanied by the following information:

The property owner's name, address, and telephone number.

The name of the licensed land surveyor, registered professional engineer, or land planner responsible for the design of the plat.

The title or name of the subdivision (which must not be so similar to that of an existing subdivision as to cause confusion).

North point, date, scale (not to exceed one inch (1") to one hundred feet (100')), and the approximate acreage of the proposed subdivision with an accurate boundary survey of the land to be subdivided including a metes and bounds description.

The location and width of all existing and dedicated streets, alleys, and easements within or adjacent to the proposed subdivision for a distance of two hundred feet (200') from the proposed subdivision. If there are no adjacent existing or dedicated streets, or alleys within two hundred feet (200') of the proposed subdivision on any side, then a map on a smaller scale must accompany the preliminary plat showing the outline and ownership of adjacent properties, locations of the nearest subdivisions and existing or dedicated streets and alleys.

All physical features of the property to be subdivided, including location and size of all watercourses, ravines, bridges, culverts, existing structures, drainage areas in acres of any areas draining into subdivision, floodplain boundaries or boundaries of flood prone areas and other important features pertinent to subdivision. The outline of wooded areas or the location of important individual trees may be required.

The location, size and approximate depth of all existing utilities shall be shown.

Contours at five (5) foot intervals and except on terrain with less than two (2) percent grade in which contours at two (2) foot intervals are required.

The plat shall show the actual boundary survey, however, the layout of the proposed subdivision lots, blocks and streets may be scaled dimensions.

The proposed plat for the subdivision shall be shown, including all proposed streets and their names, addresses, alleys, easements, blocks, lots, building lines, etc., with principal dimensions. Street names shall conform to existing streets when they are logical extensions. Proposed street names must meet the approval of the city.

The location of the city limits line, the outer border for the city's extraterritorial jurisdiction and zoning district boundaries if they traverse the subdivision, form part of the boundary of the subdivision or are contiguous to such boundary.

A designation of the proposed uses of land within the subdivision and any zoning amendments requested. If a change in zoning is proposed, a boundary survey of the proposed area to be rezoned must be submitted. Approval of any requested or required zoning change shall be obtained prior to approval of final plat.

If the proposed subdivision is a portion of a tract which is later to be subdivided in its entirety, then a tentative master plat of the entire subdivision shall be submitted with the plat of the portion to be subdivided. The master plat shall conform in all respects to the requirements of the plat; except, it may be on a scale of not more than one inch (1") to four hundred feet (400').

The proposed plan of improvements to be constructed in the subdivision shall be shown on a preliminary utility plan and a preliminary drainage system plan which shows the proposed drainage system with both on-site and off-site considerations with preliminary drainage calculations. The preliminary plans shall include both the size and type of material to be used for proposed utility lines and drainage pipe. The accurate location of any existing utilities within the subdivision shall be shown on the preliminary utility plan.

The following certificate shall be placed on the plat in a manner that will allow it to be clearly visible on the preliminary plat:

APPROVED BY THE PLANNING AND ZONING COMMISSION OF OVILLA, TEXAS, on the _____ day of _____, 20____.

Chairperson,
Planning and Zoning Commission

City Secretary

APPROVED BY THE CITY COUNCIL OF OVILLA, TEXAS, on the _____ day of _____, 20____.

Mayor

City Secretary

Procedure for Preliminary Plat Approval

- Subsequent to the pre-application conference, the subdivider shall have prepared a preliminary plat of the proposed subdivision for submission to the planning and zoning commission.
- Before an application is presented to the planning and zoning commission for a plat or replat of any property located within the city limits and/or the city's extraterritorial jurisdiction (ETJ), the party requesting the plat or replat shall obtain tax certificates showing all taxes when due have been paid on the property being platted or replatted.
- The preliminary plat shall be considered officially filed after it is examined by the city engineer and found to be in compliance with the general provisions of these regulations and the date of such findings shall be considered the official filing date. At this time, the subdivider shall submit fifteen (15) copies of the revised preliminary plat with any changes made based on the city engineer's review.
- The preliminary plat shall be distributed to the franchise authorities and the independent school district affected by the plat. At least three (3) working days prior to the meeting of the planning and zoning commission at which the plat is to be considered, each of these agencies may submit their written recommendations concerning the plat in question to the planning and zoning commission for their consideration.
- Whenever a preliminary plat involves land in Ovilla's extraterritorial jurisdiction (ETJ), the city shall act upon the plat in the same manner as a plat in the city limits.
- Following review of the preliminary plat and other materials submitted for conformity thereof to these regulations and the subdivision chapter of the city code, the planning and zoning commission shall, within thirty (30) days of the official filing date, act thereon as submitted or modify [modified], and if approved by the planning and zoning commission shall express its approval and state the conditions of such approval, if any, or if disapproved, shall express its disapproval and its reasons therefor.
- The commission shall, at the next regularly scheduled city council meeting, submit the preliminary plat approved by the planning and zoning commission, with the conditions established, if any, by the planning and zoning commission to the city council for final action on approval or disapproval.
- The city council shall approve or disapprove the preliminary plat either with or without special provisions.
- Approval of a preliminary plat shall not constitute approval of the final plat. Rather, it shall be deemed an expression of approval to the layout submitted on the preliminary plat as a guide to the preparation of the final plat.
- Preliminary approval of the subdivision shall be valid for a period of twelve (12) months from the date of approval and the general terms and conditions under which the preliminary approval was granted will not be changed. The planning and zoning commission shall withdraw its preliminary approval of a subdivision unless the final plat is submitted within the twelve (12) month period unless the twelve (12) month period is extended by the planning and zoning commission on the written request of the subdivider. Only one such extension shall be granted.