



# PLAT APPLICATION FORM

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 plat type for this application.*

	<b>Master Plat</b> If the proposed subdivision is a portion of a tract, then a tentative master plat of the entire subdivision shall be submitted with the plat of the portion to be subdivided.
	<b>Preliminary Plat</b> A plat for the submission of land that requires the extension of municipal infrastructure to serve the site. Also, check the box for "Replat" if the property was previously platted.
	<b>Final Plat</b> The plat to be recorded with the county clerk's office. Check the type of final plat below. Also, check the box for "Replat" if the property was previously platted.
	<b>Major Plat</b> A plat to create one or more lots that require right-of-way dedication or the extension of municipal infrastructure to serve the site or adjoining property.
	<b>Minor Plat (Short Form)</b> A plat to create one or more lots that do not require the extension of municipal infrastructure to serve the site or adjoining property.
	<b>Amending Plat (Short Form)</b> A plat to decrease the number of lots, adjust lot lines, correct scrivener errors or any of the purposes stated in Chapter 212 of the Texas Local Government Code and not requiring the extension of municipal infrastructure.
	<b>Replat</b> A plat of land that was part of a previously recorded plat approved by the City of Ovilla to expand or create additional lots or streets, or to amend easements or building lines that were previously shown on a plat.

SUBJECT PROPERTY INFORMATION	
ADDRESS:	
PARCEL TAX ID #:	
LEGAL DESCRIPTION:	
CURRENT OR PROPOSED SUBDIVISION NAME:	



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APPLICANT (AUTHORIZED AGENT)	
NAME:	
COMPANY:	
EMAIL:	
CONTACT #:	
ADDRESS:	
CITY, STATE, ZIP	

PROFESSIONAL LICENSED SURVEYOR, REGISTERED PROFESSIONAL ENGINEER OR LAND PLANNER	
NAME:	
COMPANY:	
EMAIL:	
CONTACT #:	
ADDRESS:	
CITY, STATE, ZIP	

PROPERTY OWNER (ATTACH ADD'L PAGE FOR MULTIPLE OWNERS)	
NAME:	
COMPANY:	
EMAIL:	
CONTACT #:	
ADDRESS:	
CITY, STATE, ZIP	



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## PROPERTY OWNER / AGENT AUTHORIZATION

By my signature, I hereby affirm that I am the property owner of record, or if the applicant is an organization or business entity, that authorization has been granted to represent the owner, organization or business in this application. I certify that the information on this application is complete and accurate, and it is understood that I agree to the application being requested for this property. Additionally, my signature below indicates my awareness of the fee required at the time of the application submittal and any additional fees as noted in the City's fee schedule. I have the power to authorize and hereby grant permission for City of Ovilla officials to enter the property on official business as part of the application process.

PRINTED NAME

SIGNATURE

## SUBMISSION REQUIREMENTS

The following items shall be submitted with the application. For other information required on the plat exhibit and construction / utility plans, refer to Article 10.02 Subdivision Ordinance, City of Ovilla Design Manuals, and the North Central Texas Council of Governments (NCTCOG) Standard Specifications for Public Works Construction.

✓ = Required with application.  
X = Not required at this time.

	Master Plat	Preliminary Plat	Major Final Plat	Minor Plat, Amending Plat, Replat	Plat Vacation
Tax Certificates	✓	✓	✓	✓	✓
Documentation that plat was submitted to franchise utility companies and applicable school district	✓	✓	✓	✓	✓
Preliminary Utility Plan	X	✓	X	X	X
Preliminary Drainage System Plan	X	✓	X	X	X
Construction Plans for Streets & Utilities	X	X	✓	X	X
Tree Stand Delineation Plan and Tree Survey	X	X	X	X	X
Traffic Impact Analysis	See Thoroughfare Standards Design Manual.				
Protective or Restrictive Covenants	X	X	✓	✓	✓



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	Master Plat	Preliminary Plat	Major Final Plat	Minor Plat, Amending Plat, Replat	Plat Vacation
Plan and profile sheets for all streets and required utilities drawn at a scale of 100 feet to 1 inch horizontal and 10 feet to 1 inch vertical or better	X	X	X	X	X
Lot grading plan	X	X	✓	X	X
<b>Fees</b>					
<i>Application</i>	X	\$400	\$400	\$200	\$275
<i>Engineering</i>					
(1) \$50 per lot (residential); \$50 per acre (nonresidential)	X	X	✓	X	X
(2) \$50 per acre not designated as a residential subdivision lot	X	X	✓	X	X
(3) 100% of engineering costs associated with review in excess of (1) and (2)	X	X	✓	X	X
(4) \$20 per lot (residential); \$20 per acre (nonresidential)	X	X	X	✓	X
<i>Inspection:</i> Greater of 4% of the improvement cost or \$5,000	X	X	✓	X	X
<i>Miscellaneous</i>					
Pre-Application Conference: \$200					
Subdivision Variance: \$150 per item					
Traffic Impact Analysis Review: \$450 plus 100% of engineering costs.					
Tree Plan Review: \$25 per lot					