



FINAL 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.

After the preliminary plat has been approved, a final plat in the form of a record plat shall be prepared in accordance with the conditions of approval and submitted to the city secretary for review and transmission to the planning and zoning commission. The required prints of such plat shall be filed in the office of the city secretary at least thirty (30) days prior to the planning and zoning commission meeting at which consideration is desired.

The plat shall be submitted at a scale of 100 feet to one inch and the final plat shall show the following information:

The names of the owner and/or subdivider and of the licensed surveyor or registered engineer responsible for the plat.

The name of the subdivision and adjacent subdivisions, the names of streets (to conform whenever possible to existing street names) and numbers of lots and blocks, in accordance with a systematic arrangement, and the right-of-way width of each street or other right-of-way.

A written legal description of the entire property by metes and bounds on the face of the plat, with bearings and distances referenced to survey lines and established subdivisions and showing the lines of adjacent lands and the lines of adjacent streets and alleys, with their width and names. Street, alley, and lot lines in adjacent subdivisions shall be shown in dashed lines.

Location of proposed lots, streets, public highways, alleys, parks, and other features, with accurate dimensions in feet and decimal fractions of feet, with the length of radii and of arcs of all curves, all angles, and with all other engineering information necessary to reproduce the plat on the ground. Contours, with an interval of five feet or less as governed by the topography, shall be shown as light, dashed lines. The location of the city limits line and the limits of the extraterritorial jurisdiction line, if applicable.

The location and dimensions of all easements.

Minimum building setback lines shall be reflected.

Purposes for which sites, other than residential lots, are dedicated or reserved.

The title, graphic scale, and north arrow.

A copy of any protective or restrictive covenants whereby the subdivider proposes to regulate land use and construction in the subdivision shall be included with the plat.

Certification by a surveyor, licensed by the State of Texas, or a professional engineer, registered in the State of Texas, placed on the plat as follows:

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 were properly placed, under my personal supervision, in accordance with the subdivision regulations of the City of Ovilla, Texas.

(Seal)

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

An instrument of dedication signed and acknowledged by the owner or owners and by all other parties who have a mortgage or lien interest in the property, showing all restrictions, reservations and/or easements, if any, to be imposed and reserved in connection with the addition. Such restrictions shall contain the following provisions, along with any other restrictions which may be imposed:

**"NO HOUSE, DWELLING UNIT OR OTHER STRUCTURE SHALL BE CONSTRUCTED
ON ANY LOT IN THIS ADDITION BY THE OWNER UNTIL:**

- Such time as the developer and/or owner has complied with requirements of the platting ordinance of the city regarding improvements with respect to the entire block on the street and/or streets on which the property abuts, including the actual installation of streets with the required base and paving, curb and gutter, all utilities, drainage structures, and storm sewers and alleys, all according to the specifications and standards of the city and such improvements have been inspected by the city and accepted for title, use and maintenance, or
- Until an escrow deposit, sufficient to pay for the cost of such improvements, as determined by the city engineer, computed on a private commercial rate basis, has been made with the city accompanied by an agreement signed by the developer and/or owner, authorizing the city to make such improvements at prevailing private commercial rates, or have the same made by a contractor and pay for the same out of the escrow deposit, should the developer and/or owner fail or refuse to install the required improvements within the time stated in such written agreement, but in no case shall the city be obligated to make such improvements itself. Interest on an escrow deposit shall be accumulated in the account and may be used as needed to cover increases in construction costs and any surplus resulting at completion shall be refunded to the developer and/or owner. Such deposit may be used by the developer and/or owner as progress payments as the work progresses in making such improvements by making certified requisitions to the city, supported by evidence of work completed, or

- Until the developer and/or owner files a corporate surety bond with the city in a sum equal to the cost of such improvements for the designated area, guaranteeing the installation thereof within the time stated in the bond, which time shall be fixed by the city council.
- The requirements with respect to street, drainage and utility improvements are made to insure the installation of such street improvements and to give notice to each owner and to each prospective owner of lots in this subdivision that no house or building can be constructed on any lot in this subdivision until said street improvements are actually made or provided for on the entire block on the street and/or streets on which the property abuts as described herein."

A certificate of dedication of all streets, public highways, parks and other land intended for public use, signed by the owner or owners and by all other parties who have a mortgage or lien interest in the property. All deed restrictions that are to be filed with the plat shall be submitted with the final plat.

Receipt showing that all taxes are paid.

Final plats shall be accompanied by three (3) sets of plan and profile sheets for all streets and required utilities drawn at a scale of 100 feet to one inch horizontal and 10 feet to one inch vertical or better. For each proposed street in the subdivision, the plan-profile sheets shall show right-of-way of the street and portions of the right-of-way of intersecting streets in the plan portion. The street profile portion shall show the existing ground and the proposed grade at five points of cross section; namely, at the centerline, the back of curb lines and the property lines. The plan portion shall show the size and location of all drainage structures, storm sewers, curb inlets, utilities, and the direction of stormwater.

Final plats shall be accompanied by a lot grading plan drawn at a scale of 100 feet to one inch.

Typical cross sections shall be shown for the type and width of paving proposed for all streets and/or alleys.

A waiver of claim for damages against the city occasioned by the establishment of grades or the alteration of the surface of any portion of existing streets and alleys to conform to the grades established in the subdivision.

The subdivider will be responsible for all stormwater discharge from the proposed site and shall obtain all easements down to a designated watercourse. Designated watercourses shall be determined by the city engineer. The subdivider will also be responsible for notifying the Environmental Protection Agency (EPA) with a notice of intent (NOI). When the subdivision is seventy (70) percent complete, the subdivider will be responsible for notifying the EPA with a notice of termination (NOT).

Procedure for Final Plat Approval

- After approval of the preliminary plat by the planning and zoning commission and city council and within twelve (12) months of the approval date, unless extended by action of the planning and zoning commission, the subdivider may submit the final plat for approval.
- The final plat shall conform substantially to the preliminary plat as approved and, if desired by the subdivider, it may constitute only that portion of the approved preliminary plat which he or she proposes to record and develop at the time, provided however, that such portion conforms to all requirements of these regulations.
- The final 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 final plat with any changes made based on the city engineer's review, together with a reproducible transparent drawing. The subdivider shall also submit an AutoCAD readable diskette of the final plat.
- The final 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.
- The final plat shall be presented to the planning and zoning commission at its next regular meeting with any appropriate recommendation by the city engineer. The planning and zoning commission shall act on the final plat within thirty (30) days after the official filing date, unless such time is extended by agreement with the subdivider or his or her agent. If no action is taken by the planning and zoning commission within thirty (30) days after filing or such longer period as may have been agreed upon, the final plat shall be deemed approved by the inaction of the planning and zoning commission.
- After the planning and zoning commission has determined that the plat is in proper form, that the arrangement of the development proposed for the property being subdivided is consistent with zoning regulations and that the subdivision complies with the provisions of this article, it shall enter an order approving the plat, subject to action by the city council.
- The city council shall consider all proposals with respect to the dedication of right-of-way for public use, the construction of utilities, streets, drainage, and other improvements, and when satisfied with the proposals, approve the action of the planning and zoning commission relative to the final plat. The city council shall act on the final plat within thirty (30) days after the date the plat is approved by the planning and zoning commission. If no action is taken by the city council within thirty (30) days after the planning and zoning commission approval or such longer period as may have been agreed upon, the final plat shall be deemed approved by the inaction of the city council.
- A certificate showing the approval date of the planning and zoning commission and failure to take action thereon within thirty (30) days of the commission's approval date shall, on demand, be issued by the city council and this certificate shall be sufficient in lieu of a written endorsement or other evidence of approval.
- The city council's approval of the final plat shall authorize the chairperson of the planning and zoning commission and mayor to execute the certificate of approval on the reproducible transparency copy of the final plat.

- The final plat shall then be caused to be filed on record in the plat records of Ellis County, but only after the city council has officially acted upon the final plat with reference to improvements, dedications, and utilities.
- Final plats located in the extraterritorial jurisdiction of the city shall be submitted to the commissioner's court of Ellis County, following approval by the city council.
- The city council shall not approve a final plat until:
 - It has approved the plans and specifications after city engineer's review and approval, for the subdivision improvements;
 - It is satisfied that there are, or will be adequate utilities to serve the area proposed to be subdivided, taking into consideration past utility commitments, as well as those reasonably anticipated in the future;
 - It is satisfied the subdivider will be in a financial position to install, or cause to be installed, at his or her own cost, risk and expense all of the improvements required for the proposed subdivision; the city council shall require such security as it, in its sole and absolute direction, may deem best in order to ensure the orderly development of the subdivision; and
 - Final action has been taken on an application for zoning change or petition for annexation, if either a zoning change or annexation was requested by a subdivider following the preliminary plat review process.