



Final Plat Checklist

PLANNING DEPARTMENT



CITY OF FERRIS, TEXAS
100 Town Plaza, Ferris, Texas 75125
Main: 972.544.2110
www.ferristexas.gov

The City is concerned about the time, expense and efforts you and City staff have or will put into your project. The check lists herein is provided to expedite the project review process, and to provide clear understanding as to what will be required, and what will be expected and evaluated. City staff is bound by City ordinance and State law regarding publishing of notices, mail outs, etc. that will have an effect upon when your project will be heard by the approval body, which can only occur when the Plat Application and plat is complete in all detail. It has been learned through the years and by many previous cases, that the effectiveness and efficiency of the process most often is determined by the capabilities and determination of consultants and their contractors and associated quality control.

Please read the applicable check list carefully. It is to be completed for all projects and, along with the associated Plat, is required to be complete in all details prior to acknowledgement by the City that the respective plat is ready to proceed for approval. **A plat is considered filed with the City after it is found to be in compliance with the general provisions of the City's Subdivision regulations by the planning administrator and it is posted on a Planning and Zoning Commission agenda. The date of posting on an agenda shall be considered the actual filing date with the City (not the date that the application is submitted).** Instructions for completion are included with each checklist. The Ferris Development Code may be reviewed on the City's web site www.ferristexas.gov.

The City has made every effort to evaluate historical plans and approvals to make sure that the check list addresses all details needed on a Plat. Recognizing that no two projects sites are the same, and that consultants vary in their abilities, determination, experience, and quality control processes, the City may require that a plat or an element of the plat be redone, or that information not specifically addressed on the check list be provided for a smoother review and approval experience.

It is recognized that there most often will be changes needed from what was submitted to the City for review. City staff conscientiously examines each item on a check list to see if the item was sufficiently addressed according to City requirements. Where deficiencies are found, the plat will be marked up and returned to the consultant named on the application to be addressed prior to further review or acceptance.

FINAL PLAT APPLICATION SUBMISSION REQUIREMENTS

Per Sec. 10.115 Final Plat Processing of the City of Ferris' Subdivision Regulations, within 12 months of the date of approval of the preliminary plat by the commission and the city council, unless extended by action of the city, the sub-divider may submit a final plat for approval. Copies of the final plat, as noted in the checklist provided with the application for a final plat, together with two reproducible transparent drawings, shall be submitted to the planning and zoning commission at least 30 days prior to the meeting at which consideration is desired. Plans for streets, water, and sewer service shall accompany



Final Plat Checklist

PLANNING DEPARTMENT

CITY OF FERRIS, TEXAS
100 Town Plaza, Ferris, Texas 75125
Main: 972.544.2110
www.ferristexas.gov



the final plat in accordance with engineering requirements of Article 10.200, Design Criteria and Construction Standards.

No final plat shall be accepted for processing until three copies of the corrected revised preliminary plat have been submitted to the city that reflect the city council's approval, modifications, or stipulations.

The final plat shall conform substantially to the preliminary plat as approved.

Complete plat application packets must be submitted on time to: development@ferristexas.gov. Please refer to the Development Review Calendar for submittal dates. Failure to submit any of the following items could result in the application being deemed incomplete and returned to applicant:

When necessary, the final plat may be on several sheets accompanied by an index sheet, showing the entire subdivision. For large subdivisions, the final plat may be submitted for approval progressively in sections satisfactory to the city. The final plat shall also be submitted in an appropriate electronic format (ArcView or geo-coordinated AutoCAD being PC compatible, as described in greater detail in # 17).

The following is a listing of requirements for final plat applications as found in Ferris' Subdivision Regulations and ordinances. **A completed checklist (provided below) must be submitted with each application. Applicants must indicate compliance with standards by checking the box adjacent to the standard.** The plat graphics and supplemental information provided on the plat sheet must comply with the plat format outlined in this checklist. All plats must be 18" x 24", black and white drawings in landscape view. All plans must be clear and legible and utilize a variety of line types and line weights with. Do not use grayscale shading, use stipple shading instead. Off-site information and onsite existing conditions may be screened for clarity. Utilize an engineering scale, with an appropriate scale that is readable. See plat document requirements below:

Required Application Items - 1st or initial submittal

- 1) ☐ Completed, notarized and signed application and complete packet (not less than 30 days prior to the planning and zoning commission meeting at which consideration is desired)
- 2) ☐ Plat: electronic copy in .pdf format (**scaled to not greater than one inch to 60 feet**)
- 3) ☐ 2 – 18" x 24" full size, **folded** copies, **scaled to not greater than one inch to 60 feet, folded** as indicated (see plat folding instructions provided separately on the City's website) **delivered to the Planning Department – City Hall**
- 4) ☐ 2 – 11" x 17" reduced hard copies of the Plat **delivered to the Planning Department – City Hall**



Final Plat Checklist

PLANNING DEPARTMENT



CITY OF FERRIS, TEXAS
100 Town Plaza, Ferris, Texas 75125
Main: 972.544.2110
www.ferristexas.gov

- 5) ☐ Landscape Plan (per requirements; previously approved & stamped)
- 6) ☒ Drainage information (including floodplain limits)(when not provided with a previous preliminary plat application)
- 7) ☐ Civil Plans (complete water and sewer plans)(or, provide confirmation of adequate and existing service - see Public Works)

Please Note: if there is a FEMA zone "A" area located on the property beyond the limits of a detailed study, the developer's engineer will need to determine the limits of the 100-year floodplain.
- 8) ☐ A letter requesting any variance, exception or modification to a regulation, or why an issue was not addressed
- 9) ☐ Community Facilities Agreement (per Sec. 10.128)
- 10) ☐ Provide recorded copy of Homeowners' Association (HOA) deed restrictions/CCRs (if applicable)
- 11) ☐ Property Deed
- 12) ☐ Tax certificates (dated within 30 days)
- 13) ☐ Preliminary plat approval letter or copy of email
- 14) ☐ Copy of approved preliminary plat
- 15) ☐ Copy of most recent, recorded plat (for amended and/or replats only)
- 16) ☐ Letter of Intent/Project Scope
- 17) ☐ Letter (notarized) of authorization to represent property owner (if applicable)
- 18) ☐ Completed and signed checklist (required at time of submittal)
- 19) ☐ Application fee as stipulated in the City of Ferris Fee Schedule (paid via cashier's check or money order only).

****All plans shall be folded at time of submittal. Failure to fold plans could result in failure of acceptance for the application submittal.***

*****Failure to provide any of the items listed above could cause the application to be considered incomplete and possibly returned to the applicant.***



Final Plat Checklist

PLANNING DEPARTMENT

CITY OF FERRIS, TEXAS
100 Town Plaza, Ferris, Texas 75125
Main: 972.544.2110
www.ferristexas.gov



INFORMATION REQUIRED ON THE FACE OF THE PLAT

- ☐ Application packet including the above items must be submitted to the city through the planning administrator not less than 30 days prior to the planning and zoning commission meeting at which consideration is desired.
- ☐ 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. The primary control points or monuments with descriptions and "ties" to such controls to which all dimensions, angles, bearings, and similar data on the plat shall be referred.
- ☐ Tract boundary lines sufficient to locate the exact area proposed for subdivision, right-of-way lines of streets, easements, and other rights-of-way and property lines of all lots and other sites, with accurate dimensions, bearings or deflection angles and radii, arcs and central angles of all curves. The location of the city limits line shall also be indicated, if applicable.
- ☐ The name and right-of-way width of each street of other right-of-way.
- ☐ The location and dimensions of all easements.
- ☐ Where building sites are located in the floodplain, the minimum finished floor elevation of one foot above the 100-year flood elevation shall be written on the face of the plat for every lot or building site. Also, this note shall be affixed to the face of the plat:

"The City of Ferris reserves the right to require additional minimum finished floor elevations on any lot contained within this subdivision. The minimum elevations shown are based on the most current information available at the time the plat is filed and may be subject to change."
- ☐ A number to identify each lot or site and each block.
- ☐ Purposes for which sites, other than residential lots, are dedicated or reserved.
- ☐ Minimum building setback lines.
- ☐ Reference to recorded subdivision plats or adjoining land by record name, i.e., tract number, volume, and page.
- ☐ The original survey title and abstract number.
- ☐ The subdivision title, graphic scale, and north arrow.
- ☐ The location of the point of intersection and points of tangency of streets intersections, other than right-angle intersections.



Final Plat Checklist

PLANNING DEPARTMENT

CITY OF FERRIS, TEXAS
100 Town Plaza, Ferris, Texas 75125
Main: 972.544.2110
www.ferristexas.gov



- ☐ A positive reference and identification of the plat, and general location sketch map date of plat.
- ☐ Owner's Certificate or Deed of Dedication. The owner's certificate or deed of dedication shall be executed by all persons, firms, or corporations owning an interest in the property subdivided or platted and shall be acknowledged in the manner prescribed by the laws for the State of Texas for conveyances or real property. The owner's certificate or deed of dedication shall, in addition to the above requirements, contain the following:
 - ☐ (A) An accurate description of the tract of land sub-divided
 - ☐ (B) A statement and express representation that the parties joining in such dedication are the sole owners of such tract of land; and
 - ☐ (C) An express dedication without reservation to the public for easements public use; the streets, alleys, rights-of-way, parks, school sites, and any other public areas shown on the plat.
- ☐ An owner's drainage acknowledgement block signed by the property owner, similar to the one shown below:

I, _____, do hereby acknowledge and accept all storm drainage runoff coming on and across the property being platted.

Signature

Date

PRINTED NAME, Owner

- ☐ Tax Certificates, indicating that all taxes on the land being subdivided have been paid to the current year.
- ☐ Electronic file made up of layers for each feature and must be compatible to ESRI ArcGIS Products or Autocad. One layer must contain 1 ft. contour

information. In addition to the contours, detail to be shown on the mapping will include the following: coordinate grid ticks and values, spot elevations, road edges and centerlines, bridges, airfields, alleys, trails, driveways, parking areas, concrete barriers, railroads, parcels, buildings, tanks and silos, dams, trailer parks, culverts, drop inlets, catch basins, fence lines, athletic fields/courts, golf courses, cemeteries, storage areas, ripraps, transmission towers, utility poles, substations, drains, ditches, canals, rivers, streams, lakes, ponds, and tree lines. Fire hydrants and manholes will also be shown where visible. All Utility and Fire control systems must be shown. Special care will be taken to ensure that all data



Final Plat Checklist

PLANNING DEPARTMENT

CITY OF FERRIS, TEXAS
100 Town Plaza, Ferris, Texas 75125
Main: 972.544.2110
www.ferristexas.gov



is GIS compatible. This will include closing polygons, establishing road centerlines, snapping contours to realigning walls, ensuring contours are not broken when annotation is placed, etc.

(A) Acquisition of Data. Acquisition of the survey data will be accomplished using GPS receivers. Quality assurance will be provided by conforming to guidelines outlined in the FGCC "Geometric Geodetic Accuracy standards specifications for Using GPS Relative Positioning Techniques." All network design, computations, and final values will be performed by a Registered Professional Land Surveyor (RPLS) or Registered Professional Engineer (PE) trained specifically in geodetic control disciplines with several years experience in GPS survey techniques.

(B) Control Points and Monumentation. To perform any accurate photogrammetric measurement, horizontal and vertical survey data will be required at approximately 4 control point locations in and around the project area. These control points must be identifiable on the aerial photography and must be in strategic locations with respect to the flight lines and stereo-models. This is a critical element to the accuracy of the mapping and will serve as the foundation for the horizontal and vertical map datum's. The horizontal control will be established to at least second-order accuracy standards and will be referenced to the Texas State Plan Coordinate System, North Central Zone, NAD 1983. The vertical control will be established to at least third-order standards and referenced to mean sea level based on NGVD 1929. Two permanent control points or monuments which are located in the city must be used. They are defined by a

permanent concrete monument with an aluminum cap identifying the city, year, monument number, and center locating mark. A concrete azimuth marker will also be established for each. Information on the monuments may be acquired from the MIS/GIS Department.

- ☐ Final plans for required improvements specified in Article 10.200 Design Criteria and Construction Standards.
- ☐ Final plats circulated for review purposes shall bear the surveyor's name, registration number, and the registered surveyor designation.
- ☐ The surveyor's certificate and seal with signature shall be placed on the mylar copies of the final plat, similar to the one shown below:



Final Plat Checklist

PLANNING DEPARTMENT

CITY OF FERRIS, TEXAS
100 Town Plaza, Ferris, Texas 75125
Main: 972.544.2110
www.ferristexas.gov



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 supervision.

Signature

Date

PRINTED NAME

- ☐ A certificate of approval by the city council including the date of approval, similar to the one shown below:

APPROVED BY THE CITY COUNCIL OF FERRIS, TEXAS,

on this _____ day of _____, _____

ATTEST:

PRINTED NAME, Mayor

PRINTED NAME, City Secretary

- ☐ Clear space in the upper right corner of the plat for recording information.
- ☐ All signatures must be original, and names must be printed under each signature. If the owner is a company, that company name must be above the signature.

FINAL PLAT RECORDATION PACKET

Upon approval of the Final Plat by City Council, Staff will provide an approval letter with instructions regarding next steps, final plat recordation packet and recording fee information. The Final Plat Recordation Packet is to be submitted to the Planning Department and must contain the following items:

- 1) 4 – 18" x 24" full size, original, hard copies of the Plat with seals and all original signatures



Final Plat Checklist

PLANNING DEPARTMENT

CITY OF FERRIS, TEXAS
100 Town Plaza, Ferris, Texas 75125
Main: 972.544.2110
www.ferristexas.gov



(in **blue ink**) and printed names and titles

- 2) 2 – 11" x 17" reduced hard copies of the Plat
- 3) An electronic copy of the application, Plat in jpg or pdf format
- 4) A cashier's check or money order made payable to Ellis or Dallas County for applicable filing fees
- 5) A current, stamped County Tax Certificate (dated within 30 days) for each lot, parcel or tract included within the plat

***Upon submittal of a complete Final Plat Recordation Package, the City of Ferris will file the final plat and make a copy available to the applicant.**

****If you would like additional filing information, please contact (as appropriate) the Ellis County Clerk at 972-825-5070 or Dallas County Clerk at 214-653-7131.**

Applicant Signature:

*By entering my name in the signature box above, I am acknowledging the requirements noted above.