



Preliminary 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 affect 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.

PRELIMINARY PLAT APPLICATION SUBMISSION REQUIREMENTS

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:

The following is a listing of requirements for preliminary plat applications as found in Ferris' Subdivision Regulations and ordinances. **A completed checklist (provided below) must be**



Preliminary Plat Checklist

PLANNING DEPARTMENT

CITY OF FERRIS, TEXAS

100 Town Plaza, Ferris, Texas 75125

Main: 972.544.2110

www.ferristexas.gov



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**) with **"Preliminary Plat - For Review Purposes Only"** on the face of the plat
- 3) ☐ Contours are to be based on the ArcView or geo-coordinated AutoCAD being PC compatible, as described in greater detail in # 17
- 4) ☐ 2 – 18" x 24" full size, **folded** copies (**scaled to not greater than one inch to 60 feet**) with **"Preliminary Plat - For Review Purposes Only"** on the face of the plat and **folded** as indicated (see plat folding instructions provided separately on the City's website). **Deliver to the Planning Department – City Hall**
- 5) ☐ 2 – 11" x 17" reduced hard copies of the Plat **delivered to the Planning Department – City Hall**
- 6) ☐ Preliminary drainage study w/100-year floodplain limits (if applicable)
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.
- 7) ☐ Water line/system layout
- 8) ☐ Sewer line/system layout
- 9) ☐ A letter requesting any variance, exception or modification to a regulation, or why an issue was not addressed
- 10) ☐ Community Facilities Agreement (per Sec. 10.128)
- 11) ☐ Landscape Plan (per requirements)
- 12) ☐ Provide recorded copy of Homeowners' Association (HOA) deed restrictions/CCRs (if applicable)
- 13) ☐ Property Deed



Preliminary Plat Checklist

PLANNING DEPARTMENT

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



- 14) ☐ Tax certificates (dated within 30 days)
- 15) ☐ Copy of approved preliminary plat
- 16) ☐ Copy of most recent, recorded plat (for amended and/or replats only)
- 17) ☐ Letter of Intent/Project Scope
- 18) ☐ Letter (notarized) of authorization to represent property owner (if applicable)
- 19) ☐ Completed and signed checklist (required at time of submittal)
- 20) ☐ 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.***

ADDITIONAL 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.
- ☐ Preliminary drainage plans must be included with the plat and, through the Planning Department, shall be submitted to the city engineer at this time for review. The preliminary plat prints shall be folded in such a manner that the title block is easily read from the outside and have folded dimensions of 8 1/2" x 14" or 9" x 12" (see plat folding instructions on the City's website), unless otherwise approved by the planning administrator prior to submittal.
- ☐ An accurate boundary survey, including a metes and bounds description prepared by a registered public surveyor, of the property with bearings and distances referenced to survey lines and established subdivisions, not greater than at a scale of one inch to 60 feet, unless prior approval for a variation in scale is obtained from the planning administrator.
- ☐ Documents establishing the HOA shall be submitted to the City for review/approval prior to or at the time of submission of the preliminary plat and civil construction plans (whichever occurs first) and shall be filed for record at Ellis and/or Dallas County (as applicable) prior to final plat approval and City-acceptance of any project-associated public improvements (whether on-site or off-site).



Preliminary Plat Checklist

PLANNING DEPARTMENT

CITY OF FERRIS, TEXAS

100 Town Plaza, Ferris, Texas 75125

Main: 972.544.2110

www.ferristexas.gov



- ☐ Name and location of adjoining subdivisions shall be drawn to the same scale, shown in dotted lines adjacent to the tract proposed for subdivision and in sufficient detail to show the existing streets and alleys and other features that may influence the layout and development of the proposed subdivision. Where adjacent land is not subdivided, the owner's name of the adjacent tract shall be shown.
- ☐ The angle of intersection of the centerlines of all intersecting streets which are intended to be less than 90 degrees.
- ☐ The location and widths of all streets, alleys, and easements proposed for the subdivision, and all known rights-of-way and/or easements within or affecting the area to be subdivided.
- ☐ All proposed streets, alleys, easements, blocks, lots, building lines, parks, etc., with principal dimensions.
- ☐ Proposed names of subdivisions and streets shall not have the same spelling or be similarly pronounced to that of any other subdivision or street located within the city.
- ☐ Contours at five-foot intervals and except on terrain with less than a two percent grade, in which event, contours at two-foot intervals are required. The source of contour information will be placed on the plat. Contours are to be based on the National Geodetic Vertical Datum of 1929 (NGVD 1929). All easements or rights-of-way necessary for drainage within or without the boundaries of the subdivision shall be reflected upon the preliminary drainage plan.
- ☐ The location of the designated 100-year floodplain and the designated floodway per the FEMA floodplain maps. All easements or rights-of-way necessary for drainage within or without the boundaries of the subdivision shall be reflected upon the preliminary drainage plan.
- ☐ The title under which the proposed subdivision is to be recorded, and the name of the individual who prepared the plat.
- ☐ A vicinity map, showing the location of the tract by reference to existing streets or highways.
- ☐ Sites proposed to be reserved or dedicated for parks, schools, playgrounds or other public uses.
- ☐ The scale, north arrow, and date of preparation.
- ☐ Each lot or block should be identified by number or letter.
- ☐ The property owner's name, address, and telephone number.



Preliminary Plat Checklist

PLANNING DEPARTMENT

CITY OF FERRIS, TEXAS

100 Town Plaza, Ferris, Texas 75125

Main: 972.544.2110

www.ferristexas.gov



- ☐ A designation of the existing zoning of land within the subdivision and any zoning conflicts with proposed uses noted.
- ☐ The location of the city limits line and zoning district boundaries if they traverse the subdivision, form part of the boundary of the subdivision, or are contiguous to such boundary.
- ☐ If the proposed subdivision is a portion of a tract which is later to be subdivided in its entirety, then a preliminary plat of the entire tract shall be submitted.
- ☐ Tax certificates (dated within 30 days) indicating that all taxes on the land being subdivided by the applicant have been paid to the current year.
- ☐ Preliminary drainage study, on a separate sheet, with 100-year floodplain limits and water and sewer layouts for city engineer to review. 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.
- ☐ Clear space in the upper right corner of the plat for recording information.

Applicant Signature:

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