



FINAL PLAT APPLICATION

Procedures required by Texas Local Government Code, Chapter 212 and the City of Heath Code of Ordinances, Chapter 158, Subdivision Regulations

- Single-Family Residential Plat Multi-Family Residential Plat Non-Residential Plat
- Mixed-Use Plat Final Plat (Short Form; 5 acres or less, residential)
- Development Plat Amended Plat Replat

INITIAL SUBMITTAL must include:

- Complete application including all checklist items
- Application Fees, make checks payable to: City of Heath, call office to pay with credit card
- Current Tax Certificate issued by appropriate County Appraisal District

RESUBMITTAL must include:

- Complete application including all checklist items **and responses to all City comments**
- Application Fees, make checks payable to: City of Heath, call office to pay with credit card

APPLICANT:

OWNER (IF DIFFERENT):

Name (printed):		
Mailing Address:		
Telephone Number:		
Email Address:		

SUBDIVISION NAME: _____

LEGAL DESCRIPTION (Lot, Block, Subdivision, or CAD Tract No, Survey, Abstract, Address):

CURRENT ZONING OF THE PROPERTY: _____

Note: If a request to change the zoning for the land to be platted to allow the development proposed in the plat is pending, the zoning application shall be decided before a determination is made whether the plat application is complete.

CONCEPT PLAN TITLE: _____ **APPROVED (date):** _____

CITY OFFICE USE ONLY:

Fees paid \$ _____ Check # _____ CC _____ Cash _____

DRC comments to applicant: _____

Comments addressed by applicant: _____

Publication/notification (if needed): _____

Planning & Zoning action: _____

City Council action: _____

APPLICANT STATEMENT:

Select ONLY ONE of the following options.

I understand that the Final/Replat/Amended Plat for _____ may be considered a short form residential subdivision per § 158.08 as it contains five acres or less and meets the criteria established in this section. After a determination of completeness, a short form subdivision may be approved administratively within 30 days. Approval by the Planning and Zoning Commission and City Council is not required for short form subdivisions.

_____ (Initial here)

OR

I understand that the Final/Replat/Amended Plat for _____ will not be scheduled for consideration by the Planning & Zoning Commission until such time as all staff comments have been addressed. I hereby waive the requirement that the plat be acted on by the Planning and Zoning Commission and/or the City Council within 30 days under the provisions of the Texas Local Government Code, Chapter 212, and understand and agree that the plat will be considered when it is administratively complete which may be longer than 30 days after the plat is filed.

_____ (Initial here)

OR

I hereby request that the Final/Replat/Amended Plat for _____ be scheduled for consideration at the next Planning and Zoning Commission meeting, regardless of the review process and staff determination that the application is administratively complete. **I understand that a staff recommendation for approval of an application is generally forthcoming only for submissions deemed administratively complete and for which all staff comments have been addressed. I further understand that if my application is not approved, new application fees will be required for reconsideration.**

_____ (Initial here)

I certify I am the owner or agent authorized to make the above statements and representations herein on behalf of the owner.

Signature _____ Date: _____

Printed Name _____

Company: _____

Title: _____

SUBDIVISION NAME: _____

REQUIRED ITEMS CHECKLIST:

- Complete application form
- Application fee from the current fee schedule
- Plat drawings; Provide 8 copies on 11x17 paper and one .PDF file
- Parkland dedication recommendation** from the Park Board
- Private water supply company letter** stating the company has reviewed the water plans, sufficient water pressure and volume for domestic use will be provided, and sufficient water pressure and volume for fire protection will be provided.
- Provide a copy of the Preliminary Plat previously approved and any approved Concept Plan**
- For short form divisions (less than 5 acres), development plats, replats, or amended plats, provide:**
 - Outline of wooded areas or location of important individual trees
 - Contours shown at 2-foot intervals
 - Boundary and acreage of the floodplain
 - Designation of all proposed land uses AND zoning districts within subdivision including acreage
 - Treescape Plan** as required by § 158.38-158.39 to include:
 - Location of all existing and/or proposed structures as shown on the grading plan
 - All improvements properly dimensioned and referenced to property lines;
 - Setback and yard requirements;
 - Existing and proposed site elevations and grades;
 - Location of existing or proposed utilities and easements;
 - Title block with subdivision name, date, name, address, and phone number of person preparing the plan;
 - Exact location, trunk diameter, height, and species of all protected trees to be removed, in map and table form
 - Exact location, trunk diameter, height, and species of all replacement trees to be planted, in map & table form
- Construction plans for all public improvements:**
 - Water and sewer plans
 - Plan and profile sheets for each proposed street: 24-inch x 36-inch drawings having a scale of 40 feet to horizontal inch and five or six feet to a vertical inch. See code for specific and additional requirement for plan profiles.
 - Typical cross sections of the type and width of paving for streets

All Final Plat drawings must contain the following:

- Name of owner and/or subdivider
- Name of the licensed state land surveyor responsible for the plat
- Name of the subdivision
- Names of adjacent subdivisions and/or property owners
- Names of streets
- Accurate boundary survey and legal description of the property
- Lines of adjacent lands and adjacent street and alleys with widths and names
- North point, scale, and date
- Location of proposed lots, streets, public highways, alley, parks
- Appropriate rights-of-way to be dedicated
- Accurate dimensions of lots, streets, etc. in feet and decimal fractions of feet
- Length of radii and/or arcs of all curves, angles, with other engineering information
- Dimensions shall be shown from all angle points
- Locations of all building lines on the front and side streets and utility easements
- Acreage of all lots. **NOTE:** Developable area excludes land that is in the regulatory floodplain; rivers, lakes, and streams; and rights-of-way (ROW)
- Owner's certificate and dedication (see attached template)
- Surveyor's certificate (see attached template)
- Certificates of approval / City of Heath signatures (see attached template)
- All deed restrictions to be filed with the plat shall be shown or filed separately

PLAT FILING REQUIREMENTS:

Note the following final plat filing requirements will when the final plat is approved by the City of Heath:

- The City will need three (3) signed copies of the plat for recordation. The size of the plat shall be **no larger or smaller** than an 18-inch-by-24-inch Mylar.
- All copies shall contain **original** seals and signatures.
- 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.
- Signatures must be acknowledged. Notary's name must be printed under each signature. Notary's seal must be affixed and legible, and the notary expiration date must be shown.
- All stamps and seals **must** be legible.
- **Tax Certificates:** ALL plats submitted for recordation to Rockwall County must also contain original tax certificates, issued by the Rockwall Central Appraisal District, indicating that no delinquent ad valorem taxes are owed and that taxes imposed for the current year have been paid. These certificates can be obtained from the **Rockwall Central Appraisal District** located at **841 Justin Road, Rockwall, TX**.
- Once signed and sealed copies of the plat have been received by the City, staff will circulate the copies for signature by the appropriate city officials. Please anticipate 3 to 5 business days for the City signatures to be complete.
- The applicant will file the executed replat with the appropriate County office. One copy of the recorded plat will need to be returned to the Building Inspection Division of the City of Heath prior to submitting a building permit application for the lot.

PLAT DEDICATIONS AND SIGNATURE BLOCKS

OWNER'S CERTIFICATE AND DEDICATION:

Heath Code of Ordinances, Section 158.07 (6) to 158.07 (9) and Section 158.07 (15), requires all plats include the following language:

OWNER'S CERTIFICATE AND DEDICATION

STATE OF TEXAS
COUNTY OF ROCKWALL

WHEREAS (OWNER NAMES) BEING THE OWNER of a ____ acre tract of land situated in the _____ Survey, Abstract No. ____, City of Heath, Rockwall County, Texas being more particularly described by metes and bounds as follows:

BEGINNING... *insert legal description here...*

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS:

THAT OWNER'S NAME does hereby adopt this plat designating the hereinabove described property as SUBDIVISION NAME an addition to the City of Heath, Rockwall County, Texas, and hereby dedicates to the public use forever all streets, alleys, parks, water courses, drains, easements and public places thereon shown for the purposes stated and for the mutual accommodation and use of all utilities desiring or using same. The City of Heath and public utilities shall, at all times, have the full right of ingress and egress to or from their respective easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, reading meters, and adding to or removing all or parts of their respective systems without the necessity of procuring permission from anyone. The City of Heath or Rockwall County will not be responsible for any claims of any nature resulting from or occasioned by the establishment of grades on streets in this subdivision.

We further certify that all other parties who have a mortgage or lien interest in SUBDIVISION NAME have been notified and signed this plat. We also understand the following:

1. No buildings shall be constructed or placed upon, over, or across the utility easements as described herein.
2. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other growths or improvements which in any way endanger or interfere with construction, maintenance or efficiency of their respective system on any of these easement strips; and any public utility shall at all times have the right of ingress or egress to, from and upon the said easement strips for purpose of construction, reconstruction, inspecting, patrolling, maintaining, and either adding to or removing all or part of their respective system without the necessity of, at any time, procuring the permission of anyone.
3. The City of Heath will not be responsible for any claims of any nature resulting from or occasioned by the establishment of grade of streets in the subdivision.
4. No house, dwelling unit, or other structure shall be constructed on any lot in this addition by the owner or any other person until the developer and/or owner has complied with all requirements of the Subdivision Regulations of the City of Heath regarding improvements with respect to the entire block on the street or streets on which property abuts, including the actual installation of streets, water, sewer, drainage structures, storm sewers and alleys, all according to the specifications of the City of Heath; or until an escrow deposit, sufficient to pay for the cost of such improvements, as determined by the city's engineer and/or city administrator, computed on a private commercial rate basis, has been made with the City Secretary, 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. Such deposit may be used by the owner and/or developer as progress payments as the work progresses in making such improvements by making certified requisitions to the City Secretary, supported by evidence of work done; or until the developer and/or owner files a corporate surety bond with the city secretary 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 of the City of Heath.

Witness my hand this _____ day of _____, 2021.

OWNERS NAME

Include a signature line and a notary signature block for each owner.

PLAT DEDICATIONS AND SIGNATURE BLOCKS

CERTIFICATES OF APPROVAL / CITY OF HEATH SIGNATURES:

IF YOUR PLAT IS REVIEWED BY PLANNING & ZONING COMMISSION AND CITY COUNCIL, USE THE FOLLOWING SIGNATURE BLOCKS as required by Heath Code of Ordinances, Section 158.07 (11) to 158.07 (12):

Recommended for final approval:

Chairperson
Planning and Zoning Commission

Date

Approved:

Mayor
City of Heath, Texas

Date

I hereby certify that the above and foregoing Plat of Subdivision Name to the City of Heath, Texas, was approved by the Mayor of the City of Heath on the ____ day of _____, ____.

This approval shall be invalid unless the approved Plat for the Addition is recorded in the office of the County Clerk of Rockwall County, Texas, within 365 days from the date of final approval. An extension may be granted by the Planning and Zoning Commission.

The addition shall be subject to all the requirements of the Platting Ordinance of the City of Heath.

Witness my hand this the ____ day of _____, ____.

City Secretary
City of Heath, Texas

IF YOUR PLAT IS A SHORT-FORM FINAL PLAT/REPLAT (containing less than 5 acres) OR AN AMENDING PLAT AND REVIEWED ADMINISTRATIVELY, USE THE FOLLOWING SIGNATURE BLOCKS as required by Heath Code of Ordinances, Section 158.07 (11) to 158.07 (12):

Approved:

City Engineer or Designee
City of Heath, Texas

Date

I hereby certify that the above and foregoing Final Plat/Replat/Amending Plat of Subdivision Name, an Addition to the City of Heath, Texas, was approved by the City Engineer or designee of the City of Heath on the ____ day of _____, ____.

This approval shall be invalid unless the approved Final Plat/Replat/Amending Plat of Subdivision Name is recorded in the office of the County Clerk of Rockwall, Texas, within 365 days from the date of final approval. An extension may be granted by the City Engineer or designee.

The Final Plat/Replat/Amending Plat shall be subject to all the requirements of the Subdivision Ordinance of the City of Heath.

Witness my hand this the ____ day of _____, ____.

City Secretary
City of Heath, Texas

PLAT DEDICATIONS AND SIGNATURE BLOCKS

SURVEYOR'S CERTIFICATE:

All plats must include a Surveyor's Certificate similar to the following:

NOW THEREFORE KNOW ALL MEN BY THESE PRESENTS:

THAT I, Surveyor's Name, R.P.L.S. No. _____ 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.

Surveyor's Name
Registered Professional Land Surveyor No. _____

Include surveyor's seal.