

*The City of Greenville strongly encourages each applicant to register for and attend a Pre-Application Meeting prior to submittal of a Platting Application.*

### **COMPLETE APPLICATION REQUIRED — CONDITIONS FOR PROCESSING**

The applicant shall submit the following information to begin the platting process. Once submitted, the application will be reviewed for completeness. **If the application is incomplete, the applicant will be notified. Applications that remain incomplete 45 days after the date of submittal shall expire. The property must be correctly zoned before the platting process begins.**

A complete plat application, consisting of the following documents, shall be submitted to the Community Development Department no less than twenty-one (21) days before the regular meeting of the Planning and Zoning Commission (usually the 3<sup>rd</sup> Monday of every month).

1. A completed "Plat Application."
2. A completed and signed "Plat Checklist."
3. Sixteen (16) folded copies of the plat.
4. Three (3) copies of engineering plans (if necessary).

### **TYPES OF PLATS**

City staff will review your proposal during your Pre-Application Meeting and determine which type of plat you will apply for. The type of plat is dependant upon whether existing public infrastructure can accommodate the development, the number of lots you are creating (or eliminating), and the circumstances surrounding your request. A copy of the City's Subdivision Ordinance can be viewed at this link: <http://z2.franklinlegal.net/greenville-flp/>.

- **Preliminary Plat:** The initial plat, usually conceptual in nature, prepared by a land surveyor on behalf of a landowner and submitted for "preliminary" governmental approval as part of the platting process. A preliminary plat gives the developer assurance that the general layout, scope and design of the proposed subdivision is acceptable to the City of Greenville.
- **Final Plat:** A plat that satisfies all applicable requirements of the Subdivision Ordinance. The final plat is recorded at the County as the official and authentic "map" of the subdivision. A final plat includes all design and engineering work necessary to construct all public improvements and must be in accordance with an approved preliminary plat.
- **Replat:** A new plat of all or a portion of a previously approved plat.
- **Residential Replat:** A replat where either: (i) during the preceding five (5) years, part was zoned for residential use by not more than 2 units per lot; or (ii) any lot is restricted to residential use by not more than 2 units. There are additional restrictions on residential replats, including notice to adjacent property owners, public hearing, and limitations on approval if the replat is protested.

- **Minor Plat:** A plat involving 4 or fewer lots fronting on an existing street and not requiring a new street or public improvements. Approval (but not disapproval) of Minor Plats is delegated to the Community Development Director.
- **Amending Plat:** A replat addressing minor changes, correction of clerical errors, or limited modifications affecting a limited number of property owners or lots. Amending plats do not require notice to adjacent property owners or a public hearing. Approval (but not disapproval) of Amending Plats is delegated to the Community Development Director. Examples of potential uses for amending plats are as follows:
  - Correct errors and omissions in course or distance, real property descriptions, monuments, lot numbers, acreage, street names, adjacent recorded plats, and other clerical error or omission.
  - Move a lot line between adjacent lots (with various limitations depending on the circumstances).
  - Replat lots on an existing street if (i) all owners join in the application, (ii) the amendment does not remove deed restrictions, (iii) the number of lots is not increased, and (iv) new streets or municipal facilities are not required.
- **Vacating Plat:** A replat to eliminate the subdivision of property reflected by a prior plat. Vacating plats may not be used without the consent of all property owners in the plat, even if only a portion of the plat is to be vacated. Once recorded, the vacating plat has the effect of returning the property to raw acreage.
- **Development Plat:** A site plan approval required for development where no subdivision is occurring.
- **Conveyance Plat:** A record of property approved for the purpose of sale or conveyance in its entirety or interests thereon defined and where no immediate development is intended. Building permits cannot be issued on lots where only a conveyance plat has been approved.

## **REVIEW PROCESS**

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1. **Development Review Committee:** Once a complete application is received, the plat application will be forwarded to the Development Review Committee (DRC) for review. The DRC consists of representatives from the City's Planning, Engineering, Water Distribution, and Fire Departments, TxDOT, and local franchised utility companies (GEUS, Atmos Energy, Time Warner, and AT&T).
2. **Development Review Committee Meeting:** Twelve (12) days before the regular meeting of the Planning and Zoning Commission, the PRC will meet to discuss the plat on a Wednesday at 1:30 p.m. in the Municipal Annex Conference Room located at 2315 Johnson Street. The developer or the developer's representative is encouraged to attend this meeting. The necessary changes and/or modifications that are necessary to bring the plat into compliance with the Subdivision Ordinance will be discussed. The developer should receive a follow-up letter within 2 or 3 days following the meeting summarizing any changes that need to be made to the plat application.
3. **Revision and Resubmittal:** After receiving the review comments, the developer should revise the application to incorporate any comments from the DRC. Fourteen (14) copies of the revised plat along with any supporting materials should be submitted to the Community Development Office at least seven (7) days before the regular meeting of the Planning and Zoning Commission. After receiving the revised plat, the Community Development Office Staff will place the plat on the Planning and Zoning Commission agenda for consideration and action.

4. **Consideration and Action by the Planning and Zoning Commission:** After receiving the revised plat, the Community Development Office Staff will place the plat on the Planning and Zoning Commission agenda for review and approval. The Planning and Zoning Commission usually meets on the 3rd Monday of each month. *Amending Plats and Minor Plats may be administratively approved by the Director of Community Development and do not require separate approval of the Planning and Zoning Commission.*

#### **FILING THE PLAT**

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After the plat has been approved by the Planning and Zoning Commission (or administratively by the Community Development Director), the applicant shall return three (3) signed and notarized mylar copies of the Final Plat (18" x 24"), as approved, along with any other required documents and fees necessary within forty-five (45) calendar days following approval. If the required copies and materials are not returned within forty-five (45) days, the plat shall become null and void.

Community Development staff, as a courtesy, will file the plat at the office of the County Clerk of Hunt County within forty-five (45) days following receipt of all filing materials, including filing fees.



City of Greenville | Community Development Department  
 2315 Johnson Street | Greenville, TX 75401 | 903.457.3160  
 Fax: 903.457.0503 | Email: [tjackson@ci.greenville.tx.us](mailto:tjackson@ci.greenville.tx.us)

Type of Application:			
<input type="checkbox"/>	Preliminary Plat	<input type="checkbox"/>	Final Plat
<input type="checkbox"/>	Amending Plat	<input type="checkbox"/>	Minor Plat
<input type="checkbox"/>	Conveyance Plat	<input type="checkbox"/>	Replat
<input type="checkbox"/>	Plat Vacation		

## PLAT APPLICATION

### PROJECT INFORMATION

Project Name: \_\_\_\_\_

Project Address (if available): \_\_\_\_\_

General Location Description: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ # of Lots: \_\_\_\_\_ Total Acreage: \_\_\_\_\_

Abstract: \_\_\_\_\_ Tract: \_\_\_\_\_

### APPLICANT (PRIMARY POINT OF CONTACT)

Are you the:  Owner  Representative  Tenant  Buyer

Applicant Name: \_\_\_\_\_ Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### OWNER

Owner Name: \_\_\_\_\_ Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I hereby waive the statutory time limit for taking action to approve this application as outlined in Section 212.009 of the Texas Local Government Code.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I hereby certify that I am the owner, or a duly authorized agent of the owner for purposes of this application, and that all the information submitted herein is true and correct.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purpose and consideration stated.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
**Notary Public in and for the State of Texas**



## Checklist B: Conveyance Plat Checklist

PROJECT NAME: \_\_\_\_\_

PROJECT CONTACT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTE: Submission of this completed form is a part of the Plat Application. All items must be "checked off" prior to submittal. If the applicant deems an item to be "Not Applicable" to the proposed development, it shall be marked as "NA" with an explanation. The explanation for the "NA" item must be stated on a separate document.**

### **SUBMITTAL REQUIREMENTS**

- [ ] Completed Plat Application and Fees
- [ ] Completed and Signed Conveyance Plat Checklist
- [ ] Sixteen (16) Folded Black or Blue Line Copies of Plat (18" x 24"). If multiple sheets are required, an overall key sheet must be submitted.
- [ ] One (1) 11" x 17" hard copy and one (1) 11" x 17" .PDF copy (email .PDF copy to [tjackson@ci.greenville.tx.us](mailto:tjackson@ci.greenville.tx.us))
- [ ] One (1) .DWG or .SHP file of the plat, emailed to [lestep@ci.greenville.tx.us](mailto:lestep@ci.greenville.tx.us). Please make certain the file's coordinate system is NAD 1983 StatePlane Texas North Central FIPS 4202 (US Feet).
- [ ] A Tax Certificate from the Hunt County Tax Assessor Collector
- [ ] Proof of Land Ownership (i.e. a copy of the Title Policy, Warranty Deed, Title Commitment, etc.)

### **GENERAL INFORMATION**

- [ ] Title block located in lower right corner with subdivision name, plat type (i.e. Conveyance Plat), block and lot numbers, survey name and abstract number, number of acres, preparation date, city, county and state
- [ ] Legend, if abbreviations or symbols are used
- [ ] Name, address and phone number for owner, applicant, and surveyor
- [ ] Location/vicinity map (do not use website maps, only single line drawings)
- [ ] North arrow, date and legibly drawn to a standard engineering scale
- [ ] Scale (written and graphic)
- [ ] Legal (metes and bounds) description with total acreage
- [ ] Property boundary drawn with "phantom" line type and with dimensions and bearings
- [ ] Lot dimensions in feet and hundredths of feet with bearings and angles to street and alley lines
- [ ] Lots and blocks with lot and block numbers
- [ ] Outline of all property offered for dedication for public use
- [ ] Adjacent properties – subdivision name of platted properties or owner name of unplatted property with recording information

- [ ] List the following note on the plat: *“Notice: A conveyance plat is a record of property approved by the City of Greenville, Texas, for the purpose of sale or conveyance in its entirety or interests thereon defined. No building permit shall be issued nor permanent public utility service provided until a final plat is approved, filed of record and public improvements accepted in accordance with the provisions of the Subdivision Ordinance of the City of Greenville. Selling a portion of this addition by metes and bounds is a violation of city ordinance and state law and is subject to fines and withholding of utilities and building permits.”*
- [ ] NAD 1983 State Plane Texas North Central FIPS 4202 (US Feet) XY coordinates on at least two (2) diagonal corners of the plat
- [ ] Surveyor’s certificate (signed and sealed) with notary block
- [ ] City approval signature certificates (Director of Public Works, Director of Community Development)
- [ ] Certificate of ownership with notary block(s)
- [ ] On each lot, put the statement, *“For Conveyance Purposes Only”*

**ENGINEERING**

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- [ ] Locations, material, and size of all monuments
- [ ] FEMA 100-year floodplain with elevation. Include minimum finished floor elevations of all lots adjacent to floodplain. If the site does not contain a floodplain, note that: *“No Floodplain Exists on the Site”*
- [ ] Utility Easements – water, sanitary sewer, drainage, electric, telephone, gas, cable television, fire lane, etc... Provide all bearing and distance information on existing and proposed easements, including separate instruments.
- [ ] Dedication language for easements (Fire Lane, Landscape, Sidewalk, Visibility, Access and Maintenance, Public Way, Access, Drainage, and Drainage and Detention)
- [ ] Additional documents necessary for dedication or conveyance of easements or rights-of-way

**TRANSPORTATION**

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- [ ] Location of streets and alleys, right-of-way widths, and names of streets
- [ ] Dimension property to centerline of right-of-way
- [ ] Right-of-way dedications or reservations
- [ ] Filing information for all existing easements and rights-of-way
- [ ] Complete curve data (delta, length, radius, tangent, point of curve, point of reverse curve, and point of tangent) and bearings of all tangents

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Checklist C: Record Plat Checklist

*Use this checklist for the following: Final Plats, Minor Plats, Replats, Amending Plats and Plat Vacations*

PROJECT NAME: \_\_\_\_\_

PROJECT CONTACT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTE: Submission of this completed form is a part of the Plat Application. All items must be "checked off" prior to submittal. If the applicant deems an item to be "Not Applicable" to the proposed development, it shall be marked as "NA" with an explanation. The explanation for the "NA" item must be stated on a separate document.**

### **SUBMITTAL REQUIREMENTS**

- [ ] Completed Plat Application and Fees
- [ ] Completed and Signed Record Plat Checklist
- [ ] Sixteen (16) Folded Black or Blue Line Copies of Plat (18" x 24"). If multiple sheets are required, an overall key sheet must be submitted.
- [ ] One (1) 11" x 17" hard copy and one (1) 11" x 17" .PDF copy (email .PDF copy to [tjackson@ci.greenville.tx.us](mailto:tjackson@ci.greenville.tx.us))
- [ ] One (1) .DWG or .SHP file of the plat, emailed to [lestep@ci.greenville.tx.us](mailto:lestep@ci.greenville.tx.us). Please make certain the file's coordinate system is NAD 1983 State Plane Texas North Central FIPS 4202 (US Feet).
- [ ] A Tax Certificate from the Hunt County Tax Assessor Collector
- [ ] Proof of Land Ownership (i.e. a copy of the Title Policy, Warranty Deed, Title Commitment, etc.)
- [ ] Engineer's Summary Report (See §2.1.e.2.(f) of the Subdivision Ordinance for details)
- [ ] Three (3) Black or Blue Line Copies of Construction Plans (requirements listed herein)

### **GENERAL INFORMATION**

- [ ] Title block located in lower right corner with subdivision name, plat type (i.e. Final Plat), block and lot numbers, survey name and abstract number, number of acres, preparation date, city, county and state
- [ ] Legend, if abbreviations or symbols are used
- [ ] Name, address and phone number for owner, applicant, and surveyor and/or engineer
- [ ] Location/vicinity map (do not use website maps, only single line drawings)
- [ ] North arrow, date and legibly drawn to a standard engineering scale (no more than 1"=100')
- [ ] Scale (written and graphic)
- [ ] Legal (metes and bounds) description with total acreage
- [ ] Property boundary drawn with "phantom" line type and with dimensions and bearings
- [ ] Lot dimensions in feet and hundredths of feet with bearings and angles to street and alley lines

- [ ] Lots and blocks with lot and block numbers. For single family, two family, and town home developments, include a table of lot and block numbers with the square footage of each lot (provide in a separate 8 ½ x 11 for the file)
- [ ] Show building lines along street
- [ ] Outline of all property offered for dedication for public use
- [ ] Adjacent properties – subdivision name of platted properties or owner name of unplatted property with recording information
- [ ] NAD 1983 State Plane Texas North Central FIPS 4202 (US Feet) XY coordinates on at least two (2) diagonal corners of the plat
- [ ] **For New Residential Subdivision Plats only:** Typical lot detail showing all setbacks for all single-family districts
- [ ] **For Replats only:** Purpose of and justification for Replat statement (i.e.: “The purpose of this Replat is to add a five-foot utility easement along the front of Block A, Lots 1-9, because \_\_\_\_\_.”)
- [ ] **For Amending Plats only:** Purpose of and justification for Amending Plat statement (i.e.: “The purpose of this Amending Plat is to add a five-foot utility easement along the front of Block A, Lots 1-9, because \_\_\_\_\_.”)
- [ ] Surveyor’s certificate (signed and sealed) with notary block
- [ ] City approval signature certificates
- [ ] Certificate of ownership with notary block(s)

## **ENGINEERING**

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- [ ] Locations, material, and size of all monuments
- [ ] FEMA 100-year floodplain with elevation. Include minimum finished floor elevations of all lots adjacent to floodplain. If the site does not contain a floodplain, note that: “*No Floodplain Exists on the Site.*” The City Engineer may require a floodplain study to accurately delineate the limits of the floodplain.
- [ ] Utility Easements – water, sanitary sewer, drainage, electric, telephone, gas, cable television, fire lane, etc... Provide all bearing and distance information on existing and proposed easements, including separate instruments.
- [ ] Dedication language for easements (Fire Lane, Landscape, Sidewalk, Visibility, Access and Maintenance, Public Way, Access, Drainage, and Drainage and Detention)
- [ ] Additional documents necessary for dedication or conveyance of easements or rights-of-way

## **TRANSPORTATION**

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- [ ] Existing and proposed location of streets and alleys, right-of-way widths, and names of streets
- [ ] Dimension property to centerline of right-of-way
- [ ] Right-of-way dedications or reservations
- [ ] Filing information for all existing easements and rights-of-way
- [ ] Complete curve data (delta, length, radius, tangent, point of curve, point of reverse curve, and point of tangent) and bearings of all tangents



## **CONSTRUCTION PLANS**

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### **NON-RESIDENTIAL CONSTRUCTION**

- [ ] A copy of the proposed plat
- [ ] Site Plan, showing all buildings, parking, lighting, detention ponds, swimming pools and any other additional features
- [ ] Water Plan AND Profiles: Off-site and on-site water mains, valves and fire hydrants required to supply the proposed development with adequate water and fire protection
- [ ] Sewer Plan AND Profiles: Off-site and on-site sewer mains, manholes and cleanouts to connect the proposed development to the City's sewer system (This may include private or public lift station)
- [ ] Storm Sewer Plan AND Profiles: Show all flow calculations to all inlets, flumes, channels and pipe
- [ ] Storm Water Detention (if required by City Engineer)
- [ ] Streets Plan AND Profiles: Off-site and on-site streets and drives
- [ ] Drainage Map: Show all drainage calculations
- [ ] General Notes and City Standard Details (<http://www.ci.greenville.tx.us/index.aspx?nid=65>)

### **RESIDENTIAL CONSTRUCTION**

- [ ] A copy of the proposed plat
- [ ] Utility Plan: Show a site view of all utilities, including sizes and proposed connections to the City's existing utility system
- [ ] Water Plan AND Profiles: Off-site and on-site water mains, valves and fire hydrants required to supply the proposed development with adequate water and fire protection
- [ ] Sewer Plan AND Profiles: Off-site and on-site sewer mains, manholes and cleanouts to connect the proposed development to the City's sewer system (This may include private or public lift station)
- [ ] Storm Sewer Plan AND Profiles: Show all flow calculations to all inlets, flumes, channels and pipe
- [ ] Storm Water Detention (if required by City Engineer)
- [ ] Streets Plan AND Profiles: Off-site and on-site streets and drives
- [ ] Grading plan: Show grading for all lots, channels and any additional features (i.e. retaining walls)
- [ ] Drainage Map: Show all drainage calculations
- [ ] General Notes and City Standard Details (<http://www.ci.greenville.tx.us/index.aspx?nid=65>)

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## Checklist D: Preliminary Plat Checklist

PROJECT NAME: \_\_\_\_\_

PROJECT CONTACT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTE: Submission of this completed form is a part of the Plat Application. All items must be "checked off" prior to submittal. If the applicant deems an item to be "Not Applicable" to the proposed development, it shall be marked as "NA" with an explanation. The explanation for the "NA" item must be stated on a separate document.**

### **SUBMITTAL REQUIREMENTS**

- [ ] Completed Plat Application and Fees
- [ ] Completed and Signed Preliminary Plat Checklist
- [ ] Sixteen (16) Folded Black or Blue Line Copies of Plat (18" x 24"). If multiple sheets are required, an overall key sheet must be submitted.
- [ ] Sixteen (16) Copies of a Utility Service Plan
- [ ] One (1) 11" x 17" hard copy and one (1) 11" x 17" .PDF copy (email .PDF copy to [tjackson@ci.greenville.tx.us](mailto:tjackson@ci.greenville.tx.us))

### **GENERAL INFORMATION**

- [ ] Title block located in lower right corner with subdivision name, plat type (i.e. Preliminary Plat), block and lot numbers, survey name and abstract number, number of acres, preparation date, city, county and state
- [ ] Legend, if abbreviations or symbols are used
- [ ] Name, address and phone number for owner, applicant, and surveyor and/or engineer
- [ ] Location/vicinity map (do not use website maps, only single line drawings)
- [ ] North arrow, date and legibly drawn to a standard engineering scale (no more than 1"=100')
- [ ] Scale (written and graphic)
- [ ] Legal (metes and bounds) description with total acreage
- [ ] Property boundary drawn with "phantom" line type and with dimensions and bearings
- [ ] Lot dimensions in feet with bearings and angles to street and alley lines
- [ ] Lots and blocks with lot and block numbers. For single family, two family, and town home developments, include a table of lot and block numbers with the square footage of each lot (provide in a separate 8 ½ x 11 for the file)
- [ ] Show building lines along street
- [ ] Conceptual arrangement of land use, park and open spaces, and public facilities and proposed project phasing
- [ ] Show existing and proposed structure(s), construction type(s), and height(s)

- [ ] Indicate if structure(s) will be equipped with a fire sprinkler system, if so show proposed fire department connection to sprinkler system
- [ ] Location and sizes of all existing & proposed utilities including drainage, water lines, fire hydrants, sanitary sewer, and grease traps
- [ ] All proposed storm drainage with sizes and any required detention
- [ ] Recorded owners of contiguous parcels of subdivided land; names and lot pattern of contiguous subdivisions; approved concept plans or preliminary plats
- [ ] Surveyor's certificate (signed and sealed) with notary block
- [ ] City approval signature certificates
- [ ] Certificate of ownership with notary block(s)

**ENGINEERING**

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- [ ] Locations, material, and size of all monuments
- [ ] FEMA 100-year floodplain with elevation. Include minimum finished floor elevations of all lots adjacent to floodplain. If the site does not contain a floodplain, note that: *"No Floodplain Exists on the Site."* The City Engineer may require a floodplain study with the Final Plat
- [ ] Topographical information and physical features to include contours at 2' intervals, outlines of wooded areas, wetlands, and drainage areas
- [ ] Existing and proposed utilities and easements – water, sanitary sewer, drainage, electric, telephone, gas, cable television, fire lane, etc...
- [ ] Filing information for all existing easements and rights-of-way. Provide all bearings and distance information on existing easements, including separate instruments.
- [ ] Location of existing water courses, railroads, and other similar drainage and transportation features

**TRANSPORTATION**

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- [ ] Location and dimensions of existing and proposed streets and alleys with centerline design radii, medians, median openings, turn lanes with storage and transition dimensions, right-of-way widths, and names of proposed streets  
  
If preliminary plat contains proposed thoroughfares add note: *"The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."*
- [ ] Dimension property to centerline of right-of-way
- [ ] Right-of-way dedications or reservations

**UTILITY SERVICE PLAN**

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- [ ] A proposed utility service plan pertaining to sanitary sewers, storm drainage, potable water supply, street lighting, showing general locations of major water and sewer lines, lift stations, and indicating whether gravity or forced systems are planned as well as locations of other major utility infrastructure. Utility infrastructure shall be identified as either public or private.

**Applicant Signature:**\_\_\_\_\_

**Date:**\_\_\_\_\_