



Platting Requirements

City of Greenville Website www.ci.greenville.tx.us

WHAT IS A PLAT?

A plat is a surveyed drawing and description of a legal building site (or sites) that shows the location, dimensions, and description of any lots, rights-of-way, easements, building lines, and other site features or dedications that affect how a parcel will be developed. A plat must conform to the requirements outlined in Chapter 26 of the Code of Ordinances (Subdivision Ordinance) before it can be approved.

WHEN IS A PLAT REQUIRED?

A plat is required when land located within the City of Greenville or within its extraterritorial jurisdiction (ETJ) is divided into two or more parts for the purpose of sale, creating building sites, or creating a subdivision or an addition to the city, or laying out lots of any nature.

No permit for the construction of a building on any lot may be issued unless the lot or tract is part of a plat of record, properly approved by the City of Greenville and filed with the plat records of Hunt County.

Note: Section 1.6 of the Subdivision Ordinance lists which circumstances are exempt from platting.

WHAT IS THE EXTRATERRITRIAL JURISDICTION?

The extraterritorial jurisdiction of the City of Greenville is the unincorporated area that lies between the existing city limits or corporate boundary and extending outward to a perimeter two (2) miles from the corporate boundary. All plats and subdivisions of land located within the City's ETJ must comply with the Subdivision Ordinance. A map of the ETJ may be viewed on the Interactive Maps section of the City's website.

TYPES OF PLATS

Preliminary Plat: The purpose of a preliminary plat is to receive preliminary approval of the general layout, scope, and design of a proposed subdivision. The plat should show the location and size of existing and proposed infrastructure improvements such as roads, water and sewer lines, and drainage improvements, that are necessary for the

development of the property. With the approval of a preliminary plat, the developer receives the assurance that the general layout, scope, and design of the subdivision is acceptable and will be approved by the City. When the preliminary plat is approved, the developer can hire the necessary design professionals required to create engineering documents for all of the required infrastructure improvements, and finalize the submission of a final plat.

Note: A preliminary plat will expire two (2) years from the date of approval unless a final plat is formally filed with the Planning and Zoning Commission within that time.

Final Plat: The final plat is the finalized version of the preliminary plat that shows the location, dimensions, and description of the subdivision including the lots, any rights-of-way, easements, building lines, and other site features or dedications that affect how the parcel will be developed. The submission of final plat should be accompanied by a complete set of engineering plans for any required infrastructure improvements.

Note: A final plat will expire forty-five (45) days from the date of approval unless the applicant returns signed and notarized copies of the Final Plat, as approved, along with any other required documents and fees necessary for filing the plat with the County Clerk.

Minor Subdivision Plat: A minor subdivision plat is a subdivision of not more than four (4) lots fronting on an existing street, not involving any new streets or roads, nor the modification or creation of any municipal facilities and/or public improvements. A preliminary plat is not required before the submission and approval of a minor subdivision plat. The submittal requirements for a minor subdivision are the same as those for a final plat. Minor subdivision plats may be approved by the Director of Community Development.

Replat: A replat is a revision of a previously approved and filed final plat or minor plat. A replat is usually submitted to change the number and/or layout of the lots within the subdivision. Some replats may be approved by the Director of Community Development, while others require the approval of the Planning and Zoning Commission. The submittal requirements for a replat are the same as those for a final plat unless additional infrastructure is required, in which case a preliminary plat will be required.

HOW DO I APPLY FOR APPROVAL OF A SUBDIVISION PLAT?

1. **CALL:** Call the Community Development Department at (903) 457-3161 before visiting our offices to make application. We can discuss the details of your project, and outline the information you will need to bring with you when you submit an application.
2. **VERIFY ZONING:** Check the official Zoning Map and Permitted Use Schedule in Section 4-1 of the Zoning Ordinance to verify that the proposed use of the property is permitted. Copies of the zoning map and zoning ordinance are

available at the Community Development Office at 2315 Johnson Street or on the City's website. If the proposed use is not permitted by the City's Zoning Ordinance, ask the City's Community Development Staff about options.

Note: Property must be properly zoned by the City prior to submission of an application for approval of any plat.

3. **HIRE APPROPRIATE DESIGN PROFESSIONALS:** All subdivision plat drawings must be prepared by a Texas Registered Professional Land Surveyor (RPLS). All infrastructure engineering documents must be prepared by a Texas Registered Professional Engineer (PE).
4. **REVIEW THE PLAT REVIEW CHECKLIST AND CHAPTER 26 OF THE CODE OF ORDINANCES:** A complete Plat Review Checklist is required with every plat approval application. The checklist outlines all the information required for your application. Copies of the checklist are available at the Community Development Office at 2315 Johnson Street and are included in the City of Greenville's website.
5. **MEET WITH STAFF:** Make arrangements to meet with the City personnel responsible for reviewing subdivision plats to discuss the general scope of the project and to clarify issues related to the development of the property and the submission of a plat application. Preliminary sketches and drawings are often helpful during these discussions. Prior to the meeting, the property owner or an authorized agent must complete and sign a Pre-Application Conference form.
6. **PREPARE APPLICATION MATERIALS:** After reviewing the Plat Review Checklist, prepare all the information required for your project as outlined in the Checklist.
7. **SUBMIT APPLICATION:** Submit all the required application materials to the Community Development Office at 2315 Johnson Street. A complete application **must** include the following:
 - A complete Plat Review Checklist.
 - A complete plat review application form and the required application fees.
 - Sixteen (16) copies of the plat as outlined in the checklist.
 - Two (2) copies of the infrastructure engineering plans and other documents outlined in the checklist (if necessary)

The Community Development Office Staff cannot accept an incomplete application.

WHAT ARE THE APPROVAL REQUIREMENTS FOR PLATS OF LAND LOCATED WITHIN THE EXTRA-TERRITORIAL JURISDICTION?

All plats of land located within the City's Extra-Territorial Jurisdiction must be filed with and approved by the City of Greenville. The City of Greenville and Hunt County signed an inter-local agreement in March 2002 (Ord. No. 02-064) by which they mutually agreed that the City's subdivision regulations and approval process would apply to plats of land located within the City's ETJ.

WHAT ARE THE DEADLINES FOR SUBMITTING PLAT APPLICATIONS?

The deadline for submitting a subdivision plat application is twenty-one (21) days before the regular meeting of the Planning and Zoning Commission. The Planning Commission usually meets on the 3rd Monday of each month.

HOW IS A PLAT APPLICATION REVIEWED AND APPROVED?

- 1. DISTRIBUTION TO THE DEVELOPMENT REVIEW COMMITTEE:** Upon receiving a complete application, City Staff will forward of copy of the plat to the City's Development Review Committee (DRC). The DRC is composed representatives from the City's Community Development, Public Works, and Fire Departments, Texas Department of Transportation, and from each of the City's franchised utility companies including: GEUS (Electricity, Cable TV, Internet), ATMOS (Gas), Time Warner (Cable TV, Internet), and Southwestern Bell (Telephone, Internet).

Note: We strongly encourage the early submission of engineering plans that are required for approval of a final plat since the review of these plans is more involved and usually require more staff time to complete.

- 2. REVIEW AND COMMENT BY THE DRC:** 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. REVISE AND RESUBMIT:** 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.

4. **CONSIDERATION AND APPROVAL 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. Minor subdivision plats and some replats may be approved by the Director of Community Development and do not require the approval of the Planning and Zoning Commission.

Note: The infrastructure and drainage engineering plans must be signed by the Director of Public Works before the plat is considered by the Planning and Zoning Commission.

5. **FILING THE PLAT:** After the plat has been approved by the Planning and Zoning Commission, and all other requirements have been met, the Community Development Office Staff will file the plat with the Hunt County Clerk's Office. The plat cannot be filed until the City Attorney verifies that the persons who sign the plat constitute all persons with any legal interest in the property (see Title Policy/Title Guarantee in the Final Plat Review Checklist).

6. **HOW MUCH DOES A PLAT APPLICATION COST?**

See the current Permit Fees Brochure.

January 2021 revision