

**Our Mission...**

*...to be responsible stewards of the public trust,  
to strive for excellence in public service, and  
to enhance the quality of live for all.*



**FINAL PLAT PROCEDURE**

Platting is the legal and administrative process whereby the community adopts rules governing the subdivision of land within the municipality’s jurisdiction. The power to govern the subdivision of land is conferred upon Texas cities to promote the health, safety, morals and general welfare of the municipality and the safe, orderly, and healthful development of the municipality Texas Local Government Code, Title 7, Chapter 212, Subchapter A.

Chapter 212, V.T.C.A., Local Government Code, and City of Wylie Ordinance No. 93-33 set out in detail the process for subdividing land. In order to begin the process, you must supply the Planning Department with the following informational items:

**FINAL PLAT SUBMITTAL REQUIREMENTS**

**APPLICATION**

- Page 1 – “APPLICATION FOR PLATTING”
- Page 2 – “EXHIBIT A” – signatures and correct legal description
- Attach Tax Certificate required by the county

**\* ALL ITEMS ARE TO BE COMPLETE**

**FILING FEES**

- The fee is based on the type of plat, number of lots, and/or the acreage encompassed (see fee schedule on pages 4 and 5). Payment is to be made at the time of submittal. All checks should be made payable to the City of Wylie. There is a \$3.00 processing fee when paying with a credit card.

**DRAWING SUBMITTAL REQUIREMENTS**

- One (1) PDF File Format, unless otherwise directed by Planning Staff.
- Please note the following number of copies and information will be needed when the request is scheduled for consideration and the plat is ready to be filed with the county.

Planning and Zoning	Ten (10) folded copies
Filing Requirements:	<p><b>County – One (1) blackline</b>  <b>City - One (1) 24” x 36” mylar, and Two (2) 24” x 36” blackline copies</b> (All must bear original notarized signatures).  <b>Applicant - Please submit the number of mylar and blueline copies needed for your records.</b></p>

City of Wylie, Planning Department  
300 Country Club Road, Building 100 ♦ Wylie, Texas 75098 ♦ 972/516-6320

## **1. Initial Application:**

After approval of the preliminary plat by the Planning and Zoning Commission and City Council, a final plat in PDF Format, prepared by a registered public surveyor bearing his/her seal and signature; Two (2) set of construction plans on 11X17 size that is prepared by a registered professional civil engineer bearing his/her seal and signature, shall be submitted to the Planning Department.

The applicant will submit all required information and fees. The applicant will be advised as to the date of the Planning and Zoning Commission and City Council hearings.

## **2. Development Issues Team Review:**

Development Issues Team reviews are held every Thursday. It is not necessary for the applicant to attend this meeting. Immediately following the meeting, the applicant will be notified by telephone of Development Issues Team comments and the date by which all materials will be due in the office of Development Services.

## **3. Planning and Zoning Commission Hearings:**

After review and approval of the final plat by the Development Issues Team, the Director shall place the final plat for decision on the agenda of a public meeting by the Planning and Zoning Commission. Minor plats may be approved by the Director or referred to the Commission in accordance with Section 1.04(B). Major plats can only be approved by the City Council, after review by the Director and consideration by the Planning and Zoning Commission.

**Replats:** If the proposed subdivision of land is used or zoned for residential purposes, all real property owners within 200 feet of the proposed subdivision and within the original subdivision, as well as the applicant, will receive a "Notice of Public Hearing". This notice will give the date, time and location of the public hearing for both Planning and Zoning and City Council. The hearing for Planning and Zoning is generally held on the 1st and 3rd Tuesday of each month at 6:00 PM, in the City Council Chambers of the Municipal Complex, 300 Country Club Road, Building 100, Wylie, TX 75098.

Generally, unless more time is needed, the Planning and Zoning Commission will reach a decision either to recommend approval or denial of the proposed subdivision.

## **4. City Council Hearing:**

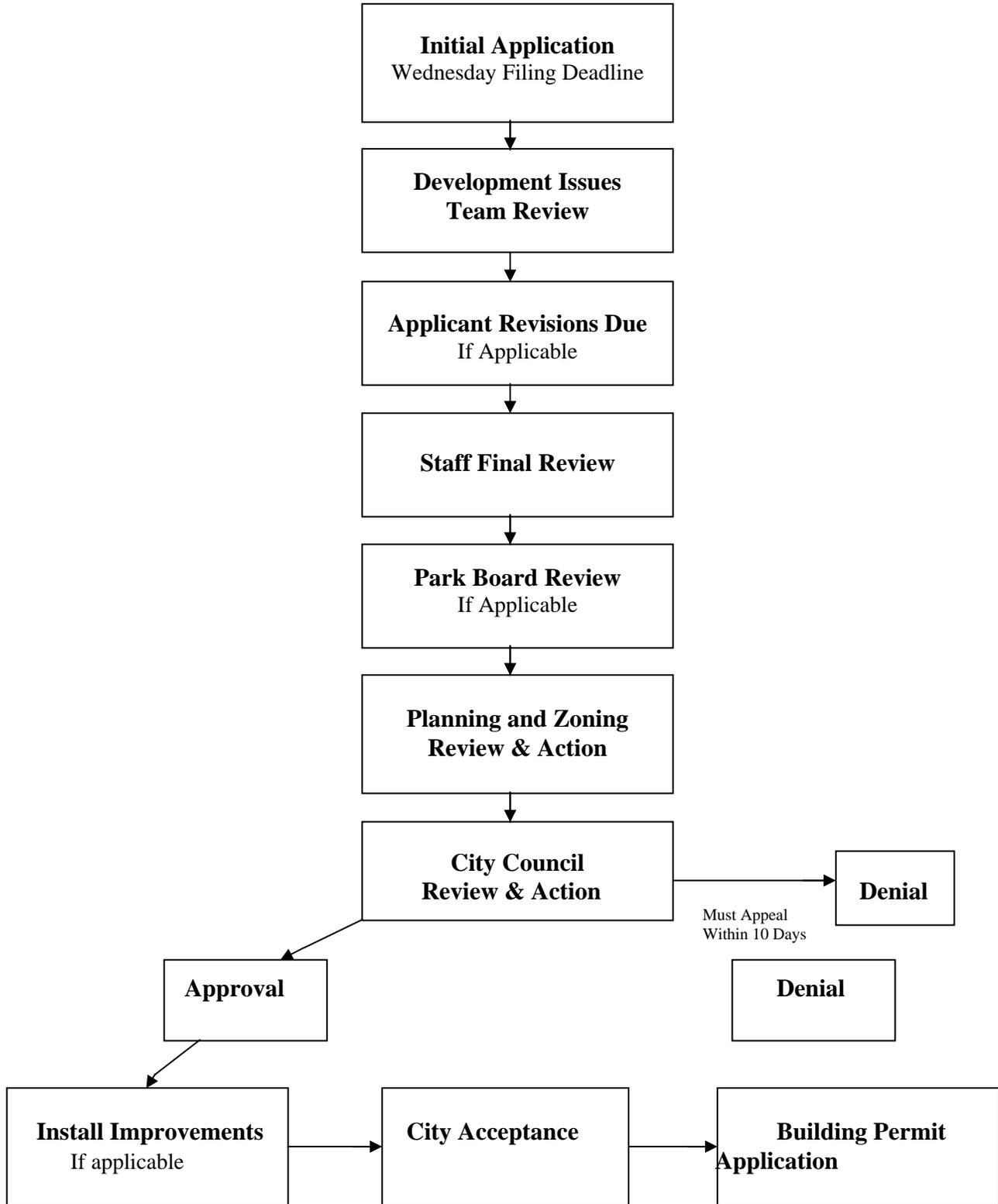
After review and approval of the final plat by the Planning and Zoning Commission, the Director shall place the final plat for decision on the agenda of a public meeting by the City Council.

If the installation of public improvements is required, the Council will approve the Final Plat for Construction. Subsequent to City acceptance of the improvements, the plat will be filed with the County Clerk.

**Replats:** If the proposed subdivision of land is used or zoned for residential purposes, all real property owners within 200 feet of the proposed subdivision and within the original subdivision, as well as the applicant, will receive a "Notice of Public Hearing". This notice will give the date, time and location of the public hearing for Planning & Zoning Commission and City Council meeting. The City Council is held on the 2nd and 4th Tuesday of each month at 6:00 PM, in the City Council Chambers of the Municipal Complex, 300 Country Club Road, Building 100, Wylie, TX 75098.

The average time required to subdivide property is approximately 30-45 days. Additional information may be obtained from the Development Services Department, at 972/516-6320.

# Final Plat Flowchart



## **FEES TO BE PAID DURING PLATTING**

(Reference Consolidated Fee Ordinance 2009-33)

### **Application Fees:**

**(Must be paid at time application is submitted)**

Preliminary Plat      Preliminary Plat fees shall be \$200.00 plus \$12.00 per acre, or any part of an acre.

Final Plat/Replat      Fees shall be \$325.00 plus \$25.00 per acre.

Minor Plat

### **Collin County Requirements:**

**(Must include original Tax Certificate)**

Please look up the current fees on their website. [www.collincountytx.gov](http://www.collincountytx.gov) – Filing fee schedule.

Refer to the Requirements For Filing A Plat In Collin County page for additional information.

### **Rockwall County Requirements:**

**(Must include original Tax Certificate)**

Please look up the current requirements for filing and fees on their website. [www.rockwallcountytexas.com](http://www.rockwallcountytexas.com)

### **Dallas County Requirements:**

Please look up the current requirements for filing and fees on their website. [www.dallascounty.org](http://www.dallascounty.org)

### **Development Inspection Fees:**

**(Must be paid prior to acceptance of the improvements and utilities)**

3% of the City Engineer's estimated cost of improvements intended for dedication to the City for water, sewer, streets and drainage improvements.

### **Parkland Dedication Fees:**

**(Must be paid prior to acceptance of the improvements and utilities)**

Five (5) or more single-family dwelling units per acre:	\$1,500 per lot
Three (3) or four (4) single-family dwelling units per acre:	\$2,000 per lot
One (1) or two (2) single-family dwelling units per acre:	\$3,000 per lot
Individual multi-family (apartment) dwelling unit	\$800 per dwelling unit

### **Maintenance Bonds:**

**(Must be submitted prior to acceptance of the improvements and utilities)**

The City of Wylie's Subdivision Regulations require that a maintenance bond be posted to cover the cost of any repairs that may be required during the two-year warranty period to public works improvements and facilities dedicated to the City of Wylie in the amount of 100% of the total value of all such improvements.

## **Final Plat requirements**

The Final plat sheets shall be drawn in ink and submitted for review by the City. These sheets shall not be greater than twenty four inches (24") by thirty-six inches (36"). Two or more sheets may be used providing self explanatory matching lines are used to connect the subdivision parts.

The developers shall submit with the final plat a copy of the boundary traverse calculations of the subdivision. There shall not be any error of closure of the boundary traverse.

A copy of the subdivision plat(s) prepared using AutoCad or other computer aided design techniques shall be provided on diskette to the City.

All subdivision plats must be tied to one or more of the new GPS Benchmarks.

The plat shall be drawn to a scale not to exceed one hundred feet to the inch (1"=100'). A graphic scale shall be provided and all figures and letters shall be of such a size that if reduced to 1/2 scale the information is readable and distinct. The information to be included is as follows:

### **A. Existing Features**

1. The boundary line (accurate in scale and orientation) of the tract to be subdivided.
2. The location, widths and names of all existing or platted streets or other public ways within and adjacent to the tract, existing permanent buildings, railroads, rights-of-way and other important features, such as abstract lines, political subdivision or corporation lines and school district boundaries.
3. Existing sewer mains, water mains, drainage culverts or other underground structures and utilities within the tract and immediately adjacent thereto with pipe sizes, grades and locations indicated.
4. The names of adjacent subdivisions and/or the names of record owners of adjoining parcels of unsubdivided land.

### **B. New Features**

1. Formal irrevocable offers of dedication to the public of all streets, local government uses, utilities, parks, and easements, in a form approved by the City Attorney (see attachment). The plat shall be marked with a notation indicating the formal offers of dedication.
2. The improvement agreement and security, if required, in a form satisfactory to the City Attorney and in an amount established by the Commission upon recommendation of the City Engineer and shall include a provision that the property owner shall comply with all the terms of the final plat approval as determined by the Commission.
3. As-built construction plans, where applicable.
4. The proposed name of the subdivision.
5. North arrow, scale, date and approximate acreage of the proposed subdivision.

6. The names, addresses and telephone numbers of the subdivider and of the engineer, surveyor or planner, responsible for preparation of the plat.
7. The tract designation, zoning classification and other description according to the real estate records of the City or proper county authority; also, designation of the proposed uses of land within the subdivision, including the number of lots of each classification.
8. All parcels of land intended to be dedicated for public use or reserved in the deeds for the use of all property owners in the proposed subdivision, together with the purpose of conditions or limitation of such reservations.
9. The layout, names and widths of proposed streets, alleys and easements, such as drainage easements, access easements, electrical easements, and maintenance easements.
10. The layout, numbers, set-back lines and approximate dimensions of proposed lots, blocks, parks, school sites, reserved space, and other areas as determined by the City.
11. Provision for the connection of streets with other streets adjacent to the subdivision and for extension of streets to undeveloped property. Also a Circulation Plan indicating how continuous ingress and egress from existing residences and for City staff will be maintained.
12. The proposed base flood floodplain limits and elevations on a one-foot contour interval for all open channels.

**C. Utilities**

1. A plan of the proposed water and sanitary sewer mains and proposed drainage facilities, including drainage areas, location of lines, inlets, culverts, bridges, provisions for discharging onto and crossing adjacent properties and calculated runoff and points of concentration.

**D. Location Map**

1. A location map of the proposed subdivision on a scale of one inch to one thousand feet (1"=1,000') showing existing and proposed streets and thoroughfares covering an area at least one (1) mile outside the proposed subdivision.

**E. Cross-Sections and Title Block**

1. Typical cross-sections of proposed streets showing the width and cross slope of pavement, type of pavement and location, width and cross slope of sidewalks.
2. The lower right hand corner shall contain a title block clearly indicating the name of the proposed subdivision or addition, name and address of the Owner and the Engineer or surveyor who prepared the plat, date the drawing was prepared, and the revision number.

**F. Certificate of Compliance**

Upon final approval of a final plat, the Commission shall issue to the person applying for approval a certificate stating that the final plat has been approved by the Commission and the City Council. For purposes of this application, final approval shall not occur until all conditions of approval have been met.

**G. Signing and Recording of Final Plat**

1. For subdivisions which do not require an improvement agreement, security or installation of public dedicated facilities, the Chairman of the Commission, or Mayor, if approval has been

granted by the Council, and the Director or City Engineer, shall endorse approval on the final plat after all the conditions pertaining to the final plat have satisfied. (See verbiage for Title Block)

2. When an improvement agreement and/or security are required, the Chairman of the Commission, or Mayor, if approval has been granted by the Council, and the Director or City Engineer shall endorse approval on the final plat after the agreement and security have been approved by the Commission, and all the conditions pertaining to the final plat have been satisfied.
3. When installation of public dedicated facilities are required prior to recordation of the final plat, the Chairman of the Commission, or Mayor, if approval has been granted by the Council, and the Director or City Engineer shall endorse approval on the final plat after all conditions of approval have been satisfied and all public improvements satisfactorily completed. There shall be written evidence that the required public improvements have been installed in a manner satisfactory to the City as shown by a certificate signed by the City engineer stating that the necessary dedication of public lands and installation of public improvements have been accomplished.
4. It shall be the responsibility of the Applicant to file the final plat with the County Clerk. Simultaneously with the filing of the final plat, the City or City Engineer shall record such other agreements of dedication and legal documents as shall be required to be recorded by the City Attorney. The final plat, bearing all required signatures, shall be recorded after final approval and within five working days of its receipt, or as soon thereafter as may be reasonably practical.
5. For filing purposes, please provide to the City, One (1) original mylar, two (2) blueline copies and a certified tax certificate. Mylars and bluelines must bear original notarized signatures, signed with an indelible "Sharpie" type marker. The applicant is responsible of submitting the number of mylar and blueline copies needed for their records.

**H. Signature Block for Final Plat**

1. The following notice shall be placed on the face of each final plat by the subdivider

**“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.”**

2. The following certificate shall be placed on the final plat by the subdivider

**“Recommended for Approval”**

\_\_\_\_\_  
**Chairman, Planning & Zoning Commission  
City of Wylie, Texas**

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

**“Approved for Construction”**

\_\_\_\_\_  
**Mayor, City of Wylie, Texas**

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

**“Accepted”**

\_\_\_\_\_  
**Mayor, City of Wylie, Texas**

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

The undersigned, the City Secretary of the City of Wylie, Texas, hereby certifies that the foregoing final plat of the \_\_\_\_\_ subdivision or addition to the City of Wylie was submitted to the City Council on the \_\_\_ day of \_\_\_\_\_ 20\_\_\_, and the Council, by formal action, then and there accepted the dedication of streets, alley, parks, easement, public places, and water and sewer lines as shown and set forth in and upon said plat and said Council further authorized the Mayor to note the acceptance thereof by signing his name as hereinabove subscribed.

Witness my hand this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 20\_\_\_\_\_.

\_\_\_\_\_  
City Secretary  
City of Wylie, Texas

**I. Signature Block for Minor Plat**

The following notice shall be placed on the face of each minor plat by the subdivider:

**APPROVED AND ACCEPTED**

This plat is hereby approved in accordance with Section 1.04B of the City of Wylie Subdivision Regulations (Ordinance No. 93-33).

\_\_\_\_\_  
Planning Director  
City of Wylie, Texas

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