

Our Mission...

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



PRELIMINARY 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).

A Preliminary Plat is the graphic expression of the proposed overall plan for subdividing, improving and developing a tract, showing in plan view the proposed street and lot layout, easements, dedications and other pertinent features, with such notations as are sufficient to substantially identify the general scope and detail of the proposed development, as well as its compliance with all requirements of the development codes of the City of Wylie. Engineering plans for all public improvements shall be submitted along with the preliminary plat is subject to approval by the Planning and Zoning Commission and City Council.

Chapter 212, Local Government Code, and City of Wylie Ordinance No. 2003-03 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:

Presubmittal meeting is required per subdivision regulations.

PRELIMINARY PLAT SUBMITTAL REQUIREMENTS

APPLICATION

- Page 1 – “APPLICATION FOR PLATTING”
- Page 2 – “EXHIBIT A” – signatures and correct legal description
- **Attach Tax Certificate**
- Concept plan or Site Plan

* **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. Preliminary Plat fees shall be \$200.00 plus \$12.00 per acre, or any part of an acre. Payment is to be made at the time of submittal. All checks should be made payable to the City of Wylie. A \$3.00 processing fee will incur when paying with Credit Card.

DRAWING SUBMITTAL REQUIREMENTS

- Initial submittal shall be one (1) PDF file, unless otherwise stated by Planner. As well as a copy of Homeowners Association Covenants, Conditions and Restrictions.
- Please note ten (10) folded copies (original size 24” x 36”), will be needed when the request is scheduled for consideration. Please fold the copies to 9 X 12 with the title block showing.

1. Initial Application:

Upon initial application, the applicant will submit all required information and fees. *It is imperative that a copy of the tax certificate is submitted with the initial application.* The applicant will be advised as to the date of the Development Issues Review Team and the tentative dates of the Parks Board, Planning and Zoning Commission and City Council hearings.

2. Development Issues Review Team:

Development Issues Review Team (DIRT) meets every Thursday at 9:00 a.m. by appointment. Within one week following the meeting, the applicant will be notified by telephone of comments and the date by which all materials will be due in the Planning Department office.

3. Planning and Zoning Commission Hearings:

After review and approval of the preliminary plat by the Development Issues Review Team, the Director shall place the revised preliminary plat for consideration 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 2.11. Major plats can only be approved by the City Council, after review by the Director and consideration by the Planning and Zoning Commission.

In accordance with Section 212.015, if a public hearing is required for the proposed subdivision of land used or zoned for residential purposes, all real property owners within 200 feet of the proposed subdivision, as such ownership appears on the last approved tax roll, 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. The hearing is generally held on the 1st and 3rd Tuesday of each month at 6:00 PM for Planning and Zoning, and the 2nd and 4th Tuesday of each month at 6:00 PM for City Council, in the City Council Chambers of the Municipal Complex, 300 Country Club Road, Building 100, Wylie, TX 75098.

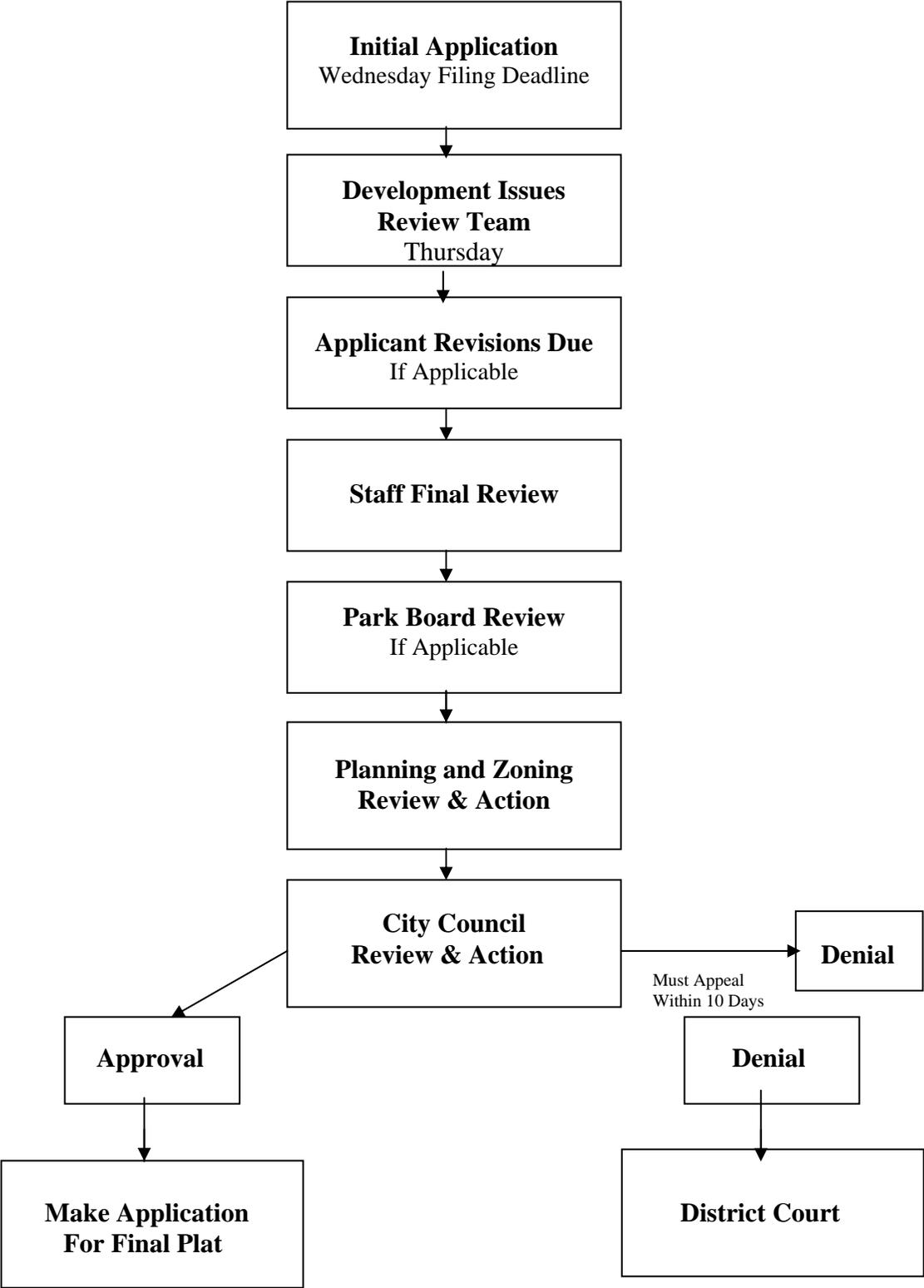
Generally, unless more time is needed, the Planning and Zoning Commission will reach a decision either to recommend approval or denial of the proposed subdivision.

4. City Council Hearing:

After review and approval of the preliminary plat by the Planning and Zoning Commission, the Director shall place the preliminary plat for decision on the agenda of a public meeting by the City Council. The approval of the preliminary plat by the City Council shall be effective for a period of one hundred eighty-three (183) days after the approval date.

The average time required to subdivide property is approximately 30-45 days. Additional information may be obtained from the Planning Department, at 972/516-6320 or send an email to planning@wylietexas.gov.

Preliminary Plat Flowchart



Preliminary Plat requirements

The preliminary plat sheets shall be drawn in ink and submitted for review by the City. These sheets shall be 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 developer shall submit with the preliminary plat a copy of the boundary traverse calculations of the subdivision. The error of closure of the boundary shall not be greater than one in ten thousand (1:10,000).

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, easements 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. Contours with intervals of two feet (2) or less, referred to mean sea level datum, by actual field survey.
5. The names of adjacent subdivisions and/or the names of record owners of adjoining parcels of unsubdivided land.

B. New Features

1. The proposed name of the subdivision.
2. North arrow, scale, date and approximate acreage of the proposed subdivision.
3. The names, addresses and telephone numbers of the subdivider or owner, and of the engineer, surveyor or planner, responsible for preparation of the plat.
4. The tract designation, zoning classification and legal 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.

5. 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.
6. The layout, names and widths of proposed streets, alleys and easements, such as drainage easements, access easements, electrical easements, and maintenance easements.
7. 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.
8. 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.
9. 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. Signature Blocks

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

“Preliminary Plat for Review Purposes Only”

2. The following notice shall be placed on the face of each preliminary plat as it will appear on the 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.”

“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



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Application For Preliminary Plat Final Plat Replat or Amended Minor Plat

All rules and regulations established by the Subdivision Ordinance, City of Wylie, Texas, and Texas Local Government Code, Title 7, chapter 212, Subchapter A. Please review the Subdivision Fee Schedule for all applicable fees, as all fees must be paid prior to filing the Plat with County.

Engineer/ _____ Phone:

Surveyor: _____ Fax:

Address: _____

Email Address: _____ City: _____ State: _____ Zip:

Owner: _____ Phone:

Address: _____ Fax:

Email Address: _____ City: _____ State: _____ Zip:

Location of Property (Address if Applicable) _____

Proposed Subdivision Name: _____

Survey Name: _____ Abstract No.: _____ Acreage:

Existing Zoning: _____ Pending Zoning: _____

***Please provide a building improvement survey if the property has existing improvements.**

Is this a replat of an existing recorded subdivision? _____ Yes _____ No

If yes, give name and date when the original subdivision was filed for record at Collin County Deed Records:

Subdivision Name: _____

Date Filed: _____ Volume: _____ Page: _____

Number of lots within original subdivision: _____ Proposed lots: _____

If applicable, complete "Exhibit A" as evidence that all owners of property within the subdivision join in this application to vacate.

Was this subdivision restricted by zoning or deed restrictions to single family or two family residential dwelling use within the last five (5) years? _____ Yes _____ No

I am authorized to make application for a subdivision on behalf of the owner of this property.

Agent

Whereas, I the applicant or owner, hereby declare my intent to seek approval of this plat as soon as possible and acknowledge that the City can and must deny this plat if it fails to comply with city Ordinances and that such denial would, of necessity, delay the desired approval. Therefore, I hereby waive the time periods of Chapter 212, Texas Local Government Code, in order that I can have a chance to work with City Staff to seek an approval with the least number of delays.

Agent/Owner

The above person is my representative, authorized to make application for a subdivision on my behalf and I am the owner of the property for which this application is made.

Owner

For Office Use Only: Date Accepted: _____	Receipt No.: _____	Amount \$ _____
Date Submitted: _____	Pending Zoning Case (If Applicable) # _____	
P&Z Date _____	City Council Date _____	