



# MINOR RECORD PLAT APPLICATION CHECK LIST

PLANNING SERVICES DIVISION

**BEFORE SUBMITTING AN APPLICATION, PLEASE CONTACT THE TOWN'S PLANNING SERVICES DIVISION AT [PLANNING@FLOWER-MOUND.COM](mailto:PLANNING@FLOWER-MOUND.COM) OR 972-874-6350.**

## **MINOR RECORD PLAT SUBMITTAL REQUIREMENTS**

### **INITIAL SUBMITTAL REQUIREMENTS (Upload as PDFs):**

1. **Letter signed by the property owner(s) indicating their consent:** If the property owner information does not match the Denton Central Appraisal District record, then information verifying the change in ownership (purchase of the property) must be provided.
2. **Tax certificate(s):** Submit current tax certificate(s) indicating all taxes for the subject property have been paid to the current year (available from Denton Central Appraisal District). Tax statements printed from the DCAD website (pdf) are acceptable in lieu of the original certificate(s). **ORIGINAL TAX CERTIFICATES SHALL BE REQUIRED FOR RECORDING THE PLAT AT THE COUNTY.**
3. **Letter of Intent:** The Letter of Intent should:
  - a) specify existing zoning district(s);
  - b) define the acreage of the development;
  - c) indicate the number of proposed lots and common areas;
  - d) specify whether or not there is an approved conceptual site plan for the subject property;
  - e) state special considerations (i.e. requested waivers or exceptions, unique characteristics of subject property).
4. **Minor Record Plat Package:**
  - a) Upload in the following order:
    1. Minor Record Plat (1 PDF containing all Record Plat sheets)
    2. Construction Plans (1 PDF containing all Construction Plan sheets) – if applicable
    3. Mandatory Home Owner's Association Documents – if applicable

**\*\*Contact Planning Services if your request also involves landscaping/screening and tree removal/preservation.\*\***

### **DETAILS FOR REQUIRED PLANS:**

The plan drawings shall include, where applicable, but not be limited to, the following requirements, together with any other requirements provided for by the Land Development Regulations or other valid ordinances of the Town of Flower Mound.

#### **1. Minor Record Plat**

Refer to the [Standard Language Format Guide](#) for plat layout and examples of the required information.

- a. **North Arrow:** North arrow shall be provided for plan orientation.
- b. **Scale:** A graphic scale, which must be an engineering scale (not less than 1"=100' unless otherwise approved by the Director of Planning Services).
- c. **Vicinity map:** A vicinity map with the subject site clearly indicated.
- d. **Legend:** A legend for any graphic symbols used.
- e. **Dates:** Date of preparation and subsequent revisions.
- f. **Title:** Proposed subdivision name, including any indication to phases on all plans/drawings.
- g. **Acres:** Total number of acres in the proposed development.
- h. **County:** County or counties in which the development is located.
- i. **Ownership:** Name, address, and phone number of owner and all lenders or lien holders. If owner is a corporation or similar entity, a contact name must be provided.
- j. **Preparation:** Name, address, and phone number of the engineer, surveyor, land planner or architect who



# MINOR RECORD PLAT APPLICATION CHECK LIST

PLANNING SERVICES DIVISION

---

prepared the document. If applicant is a corporation or similar entity, a contact name must be provided.

- k. **Applicant:** The applicant's name and address and his/her legal interest in the subject property.
- l. **Control Points; Acres:** The primary control points, or descriptions and ties to such control points, to which all dimensions, angles, bearings, and similar data on the plat shall be referred, shall be placed on the plat. The area of the subdivision, in acres, shall be shown.
- m. **Boundary Lines and Bearings:** Tract boundary lines sufficient to locate the exact area proposed for subdivision, right-of-way lines of streets, easements and other rights-of-way, and property lines of residential lots and other sites; with accurate dimensions, bearings or deflection angles, and radii, arcs and central angles of all curves shall be placed on the plat.
- n. **Streets:** The name and right-of-way width of each street or other right-of-way shall be placed on the plat.
- o. **Easements:** Location and dimensions of all proposed and existing easements (indicating volume and page numbers), both on-site and off-site, shall be placed on the plat. Any proposed off-site easements shall be filed by separate instrument prior to the approval of the plat.
- p. **Lot and Block:**
  - 1) **Lot and Block Numbers** identify each lot or site and each block, and the dimensions of lots and blocks, shall be placed on the plat.
  - 2) **A Lot/Block Analysis** shall be placed on the plat indicating the square footage or acreage of each proposed lot, the smallest lot size, the largest lot size, the average lot size and the total number of lots in the proposed development.
- q. **Purpose of Sites:** The purpose for which sites, other than residential lots, are dedicated or reserved shall be indicated on the plat.
- r. **Zoning Setback Lines:** Minimum zoning setback lines when required or approved by the Town Manager shall be placed on the plat.
- s. **Monuments:** Location and description of monuments shall be placed on the plat. All plats require a minimum of two (2) coordinated points (to be shown and labeled), one of which has to be the point of beginning and the other at a point for corner. One of these points must be tied to a monument in the Town's geodetic control network. The second point can be tied to a previously filed subdivision corner or from the Town's Geodetic Control Network (Benchmark) – (download at: <http://www.flower-mound.com/index.aspx?nid=428>.)
- t. **Adjacent Land:** Name and location of a portion of all adjoining subdivisions shall be drawn to the same scale and shown in dotted lines adjacent to the tract proposed for subdivision in sufficient detail to show the existing streets, alleys, easements, and adjacent lot lines. Where adjacent land is not subdivided, the owner's name of the adjacent tract shall be shown with the most recently recorded volume and page number from the appropriate County deed records as well as the abstract number.
- u. **Legal Description:** A legal description together with a signed and sealed surveyor's or engineer's certificate, conforming to the form provided in the Town's [Standard Language Format Guide](#), shall be placed on the plat.
- v. **Approval Certification:** Certification of approval by the Town Manager conforming to the form provided in the Town's [Standard Language Format Guide](#) shall be placed on the plat.
- w. **Street Intersections:** The location of the point of intersection and points of tangency of street intersections, and the bearing and distance of each street right-of-way centerline shall be placed on the plat.
- x. **Plat Identification:** A positive reference and identification of the plat and date of plat shall be placed on the plat.
- y. **Dedication in Fee Simple and Certificate:** The property owner's certificate or deed of dedication shall be placed on the plat. The dedication deed or certificate of dedication shall be in fee simple and executed by all persons, firms or corporations owning an interest in the property subdivided and platted, including lenders and lien holders, and shall be acknowledged in the manner prescribed by the laws for the State of Texas for conveyances of real property. The spouse of all married persons executing such dedication deed or certificate of dedication shall join therein unless satisfactory proof be provided showing that the property to be subdivided does not constitute community property or any portion of such party's homestead, in which case the



# MINOR RECORD PLAT APPLICATION CHECK LIST

PLANNING SERVICES DIVISION

instrument of dedication shall state the fact that the property subdivided and platted does not constitute a part of such party's actual community property or homestead. In the case of surface lien holders, they may execute a subordination agreement subordinating their liens to all public streets, alleys, parks, school sites and any other public areas shown on the plat of such subdivision as being set aside for municipal uses and purposes.

The dedication deed or certificate of dedication shall, in addition to the above requirements, contain the following:

- 1) An accurate description of the tract of land subdivided signed and sealed in accordance with Texas Law.
- 2) A statement and express representation that the parties joining in such dedication are the sole owners of such tract of land.
- 3) An express dedication in fee simple without reservation to the Town for municipal purposes of the streets, alleys, rights-of-way, and any other public areas shown on the attached plat.
- 4) A positive reference and identification of the plat of such subdivision, date of plat, and engineer or surveyor.
- 5) Dedication language, substantially conforming to the form provided in the Town's [Standard Language Format Guide](#), shall be placed on the face of the plat.

**z. Other Notifications, if applicable:**

- 1) **Flood Plain Notification:** Note on the plat whether the property is, or is not, located in the 100-year flood plain.
- 2) **Avigation Easement:** A notation of a blanket "Avigation Easement", if applicable, is required.
- 3) **Oil and/or Gas collection lines:** If there are any oil/gas collection lines located within or affecting the area to be platted, then the plat shall indicate the location and dimension of all oil/gas collection lines, as well as clearly indicate the name of the gas/oil company operating within the lines.

**2. Engineering Plans, if applicable:**

- a. The Engineering plans must include a copy of the plat and all construction plans.
- b. **Construction plans:** Include all data and calculations related to utilities, drainage or other construction in the subdivision. Also show all existing or proposed surface and subsurface improvements and obstructions.

**3. Mandatory Home Owner's Association Documents, if applicable.**

These will be reviewed by the Town Attorney's office and must be in accordance with the Town's standard format and the requirements of the Land Development Regulations, Mandatory Homeowner's Associations.

**OTHER REQUIREMENTS, IF APPLICABLE:**

**1. Separate Conveyance for Dedicated Public Lands**

Dedicated public lands shall be separately conveyed to the Town by a special warranty deed prior to the issuance of the first building permit within the subdivision.

**2. Permits from Federal, State or Local Agencies**

Any applicable permits required by any federal, state or local regulatory agency, including the Texas Department of Transportation, shall be provided prior to the record plat being recorded with the County.

**3. Letter of Acknowledgement from Adjacent Entity or Jurisdiction**

If a subdivision abuts an adjacent entity or jurisdiction, then submit a letter of acknowledgement from said adjacent entity or jurisdiction indicating receipt of a copy of the proposed subdivision.

**4. Hydraulic Study and Hydraulic Analysis**

If the development abuts a Federal Emergency Management Agency (FEMA) designated floodplain, provide a Hydraulic Study and Hydraulic Analysis, which the Town's staff will forward to FEMA for their approval. FEMA processing will take between 3 to 9 months. Any reclamation must be approved by FEMA prior to consideration by the Town Manager.



# MINOR RECORD PLAT APPLICATION CHECK LIST

PLANNING SERVICES DIVISION

---

This document contains a summary list of requirements for a Minor Record Plat submittal. The information contained within has been compiled from the Town of Flower Mound Land Development Regulations. For detailed information, visit our website at [www.flower-mound.com](http://www.flower-mound.com). Below is a quick reference guide to help in your navigation to more detailed information:

**Code of Ordinances (Land Development Regulations) link:**  
<http://www.municode.com/resources/gateway.asp?pid=13329&sid=43>

Chapter 90: Article III. Plats  
Chapter 98: Zoning. Article II. SMARTGrowth Program  
Chapter 32: Engineering Design Criteria & Construction Standards

**Master Plan link:**  
<http://www.flower-mound.com/index.aspx?nid=329>

**SMARTGrowth Manual link:**  
<http://www.flower-mound.com/index.aspx?nid=945>