



PLAT VACATION PROJECT CHECK LIST

PLANNING SERVICES DIVISION

PLAT VACATION SUBMITTAL REQUIREMENTS

Plat Vacations must be considered for approval/denial by the body that approved the original plat request. Thus, (a) if the plat was administratively approved, the plat vacation would be considered by Town planning staff; (b) if the plat was approved by the Planning & Zoning Commission, the plat vacation would receive final action from that body; or (c) if the plat was approved by the Town Council, the plat vacation would be presented to the Planning & Zoning Commission for recommendation and receive final approval/denial from the Town Council.

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 related to the purchase 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:
 1. specify the existing legal description (subdivision name, lot(s), block(s));
 2. indicate the original legal description that will be resumed upon plat vacation; and
 3. explain the location of all structures on the property.
4. **Plat Vacation Package:**
 - a) Upload in the following order:
 1. Plat Vacation Affidavit
A signed and notarized affidavit filled out completely and accurately by the land owner for the type of plat that is proposed to be vacated must be included. [\(Staff can provide an affidavit template upon request.\)](#)
 2. Survey of Existing/Proposed Buildings (1 PDF containing all sheets)
Submit map(s) showing the location, size, use and arrangements of all buildings/structures showing height in stories and feet, total floor area, total square feet of ground area coverage of existing buildings which will remain, if any, and the location, designation and total area of all usable open space.
 3. Vicinity Map (8½" X 11")

NOTIFICATION REQUIREMENTS FOR PLAT VACATIONS:

NOTE: Property Owner and Legal Notifications apply only if the plat being vacated was approved through the public hearing process.

1. **Property Owner Notifications:** The fee for property owner notices (sent to adjacent property owners, notifying them of the application and upcoming public hearing/s) is \$2.50 per notice per mailing. All property owner notice fees are collected before the project is placed on the agenda for the first public hearing. (Planning staff determine who should receive the notice, calculate the fee, and notify the applicant.)
2. **Newspaper Legal Notifications:** The fee for a legal notice to be placed in the newspaper to advertise a public hearing is \$40 per notice. Legal notification fees will be added to the application fees.

This document contains a summary list of requirements for Vacation of a Plat. 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. 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 II. Div. 3 Replats and Amended Plats

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

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