



## Complete Application Checklist—Plat Requests

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All Plat applications and associated plans are expected to be submitted complete and accurate in all detail as shown by the appropriate checklist(s). Should plans be determined to be incomplete, they may either be returned to the applicant without further review or returned marked with needed changes, depending on the amount/magnitude of changes or corrections needed. All Plat applications shall abide by the requirements contained herein and be approved based on the approval criteria in the City of Sachse Code of Ordinance references and included herein.

All initial Plat applications shall be accompanied by the following **electronic copies of materials in "PDF" format**:

- A fully completed Uniform Development Application.
  - A completed Consent Form either signed by the property owner or accompanied by a signed and notarized letter from the property owner giving the representative the ability to make the application for the owner.
  - A current tax certificate or statement showing that no taxes are due to the City.
  - Payment of all applicable fees (see City Master Fee Schedule).
  - A Letter of Intent describing the request in.
  - Copy of the 24" x 36" plat, not greater than 60-ft to the inch (Alternate scales may be approved by the Department of Development Services).
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- A copy of the appropriate checklist for the request being submitted, completed and signed by the applicant.  A copy of the letter of Substantial Completion of Public Improvements (if applicable).

All resubmittals of Plat applications shall be accompanied by the following materials:

- Copies of the 24" x 36" exhibits as described on the appropriate checklist(s) for the request being submitted.
- A written response to staff's comments. Please note that revised plats will not be accepted without a written response.

When staff has determined the plat is complete and accepted for consideration of final approval, the following materials will be required:

- Copies of the plat in both "PDF" and "DWG" formats.



## Complete Application Checklist—Plat Requests (continued)

### Notes

If an Improvement Agreement (e.g., Facilities or Developer's Agreement) is required, such shall be approved by the City Council, and should be coordinated through the Development Services Department at (469) 429-4781.

Please note the signature requirements for Final Plats regarding mortgage holders, etc. At the submission of the approved Final Plat, prior to release of the Final Plat for filing with the respective County, the City shall require the following:

- A certified copy of the Deed or Deed of Trust on file at the County Clerk's office, showing the owner of the property and, as applicable, the lien or mortgage holder(s) of the property to be platted. If the property was recently purchased and a copy of the Deed or Deed of Trust is not on file with the respective County, a signed and notarized copy of the Deed or Deed of Trust; and

### When a Final Plat Is Determined Correct and Ready for Filing

*Important: Final Plats must be filed with the County within five working days following receipt of approved plats.*

#### City Requirements:

- 1 – 24"x36" mylar with original seals and signatures, stamped with County recording information.
- 2 – 24"x36" blacklines with original seals and signatures, stamped with County recording information.
- A digital copy in DWG format. (NOTE: Plat will not be released for filing until AutoCAD file is received).

Dallas County Plat Recording Requirements (Verify with Dallas County Clerk at 214-653-7131)  2 – 24"x36" blacklines with original seals and signatures.  1 – Original tax certificate for the platted property.

<https://www.dallascounty.org/department/countyclerk/feesrecording.php>

Collin County Plat Recording Requirements (Verify with Collin County Clerk at 972-548-4185) Refer to Collin County website for requirements:

[https://www.collincountytexas.gov/county\\_clerk/land\\_recordings/Documents/PlatFilingRequirements.pdf](https://www.collincountytexas.gov/county_clerk/land_recordings/Documents/PlatFilingRequirements.pdf)