



Re-Platting Checklist Requirements

Application: Original completed application signed and notarized by the owner of the property. All documents on this checklist must be submitted electronically.

Proof of Ownership: Proof of ownership of the property will need to be provided. This could be closing documentation from purchasing the property or a copy of the deed to the property.

Plat: An electronic copy of the original plat is required.

Purposed Re-Plat: An electronic copy of the purposed plat is required with submittal of the application. The city requires 1 mylar and 2 copies to file with the Kaufman County Clerk's Office after the re-plat has been approved.

18 X 24 per Kaufman County requirements

Survey: A copy of the property survey will be required.

Legal Description of the property: Documentation stating the legal metes and bounds of the property is required.

Current Tax Certificate: A current original tax certificate obtained from the Kaufman County Clerk's office will be required as proof that all taxes are current on the property.

Application Fee: The application fee for a re-plat review is **\$200** for single family residential plus **\$3 per lot** that must receive the notice of publication. The application fee shall be paid before the application is considered complete, which will include fees for filing the re-plat at the Kaufman County Clerk's Office.



Re-Platting Checklist Requirements

See below for additional fees.

\$200 – Multi-Family Residential

\$200 – Non-Residential

\$100 - Filing fee

\$26 - Per Tax Certificate filed with Kaufman County

\$75 - Per page filed with Kaufman County

\$1 - Per additional recording label (First 2 labels are free).

Please refer to the attached Development Fee Schedule.

If you have any questions, please call 972-427-3771 and speak to the Planning & Zoning Department.

City of Crandall Development Application

Please check the appropriate box below to indicate the type of application you are requesting and provide all information required to process your request.

- | | |
|---|--|
| <input type="checkbox"/> Annexation Petition
<input type="checkbox"/> Comprehensive Plan Amendment
<input type="checkbox"/> Land Study
<input type="checkbox"/> Specific Use Permit (SUP)
<input type="checkbox"/> Variance, Subdivision
<input type="checkbox"/> Variance, Zoning
<input type="checkbox"/> Zoning Change | <input type="checkbox"/> Amending Plat
<input type="checkbox"/> Final Plat
<input type="checkbox"/> Preliminary Plat
<input type="checkbox"/> Planned Development Detailed Plan
<input type="checkbox"/> Planned Development Concept Plan
<input type="checkbox"/> Site Plan
<input type="checkbox"/> Other: _____ |
|---|--|

PROJECT INFORMATION

Project Name: _____

Project Address (Location): _____

Existing Zoning: _____ Proposed Zoning: _____

Existing Use: _____ Proposed Use: _____

Existing Comprehensive Plan Designation: _____ Gross Acres: _____

Application Requirements: The applicant is required to submit sufficient information that describes and justifies the proposal. See appropriate checklist and fee schedule for minimum requirements. Incomplete applications will not be processed.

APPLICANT INFORMATION

Applicant: _____ Company: _____

Address: _____ Tel: _____ Fax: _____

City: _____ State: _____ ZIP: _____ Email: _____

Property Owner: _____ Company: _____

Address: _____ Tel: _____ Fax: _____

City: _____ State: _____ ZIP: _____ Email: _____

Key Contact: _____ Company: _____

Address: _____ Tel: _____ Fax: _____

City: _____ State: _____ ZIP: _____ Email: _____

**SIGNATURE OF PROPERTY OWNER OR APPLICANT
(SIGN AND PRINT OR TYPE NAME)**

SIGNATURE: _____
 (Letter of authorization required if signature is other than property owner)

Print or Type Name: _____
 Known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that they executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal of office
 on this _____ day of _____ 2025.

 Notary Public

For Departmental Use Only

Case No. _____

Date Submitted _____

Total Fee(s): _____

Check No.: _____

Date Sent to City Planner / City Engineer: _____

Accepted By: _____

Form Updated: 1/2025

An application for an amending plat shall include the same information and documents required for approval of a final plat in accordance with SECTION 8I of this UDC.

(5) Expiration and Extension

(a) Expiration

The approval of an amending plat shall remain in effect for a period of two (2) years from the date the application was approved or conditionally approved by the City Manager or the Commission on appeal, during which period the applicant shall submit any required revisions for approval and recordation of the plat. If the amending plat has not been recorded within the two (2)-year period, the plat approval shall expire and the plat shall be deemed null and void.

(b) Extension

At the request of the property owners or their representative, the expiration date for approval of an amending plat may be extended by the Commission for a period not to exceed six (6) months. An amending plat is not subject to reinstatement following expiration.

(6) Plat Recordation

The property owner shall submit the approved amending plat, following any required revisions, to the City Manager, who shall cause the plat to be recorded in the Kaufman County Deed Records.

M. REPLAT PROCESS

(1) Applicability

The provisions of this section are authorized under LGC Chapter 212 and shall be applicable to all areas within the City's limits and throughout the City's ETJ. A replat is any plat that complies with LGC Sections 212.014, 212.0145, and 212.015, as amended, which is generally submitted to replat a subdivision or part of a subdivision without vacation of the original plat. Replatting a portion of a recorded lot is not permitted. A replat does not itself constitute approval for development of the property.

(2) Application Requirements

Any request for a replat shall be accompanied by an application prepared in accordance with the Development Standards.

(3) Processing of Application and Decision

(a) Submittal

An application for a replat shall be submitted to the City Manager. The City Manager shall review the application for completeness in accordance with SECTION 4B(2) of this UDC. The City Manager shall forward a copy of the plat to other appropriate departments for review and recommendation. The City Manager shall notify the applicant of items requiring correction or attention before providing a

recommendation on the application. After appropriate review, the City Manager shall forward a recommendation to the Commission for consideration.

(b) Notification Requirements

An application for a replat requires notification in accordance with LGC Section 212.015. Published notice and written notice to property owners within two hundred feet (200') who are also within the original subdivision shall be provided in accordance with the requirements of LGC.

(c) Decision by the Planning and Zoning Commission

The Commission shall hold a public hearing and receive the recommendation of the City Manager and shall consider the proposed replat. The Commission shall act on the plat within thirty (30) days after the date a complete application is filed. The Commission must approve a replat that is required to be prepared in accordance with this section and that satisfies all applicable regulations of this UDC. The Commission may vote to approve with conditions or deny a replat that does not satisfy all applicable regulations of this UDC. The applicant may appeal the decision of the Commission to the City Council for consideration. The City Council shall act on an appeal within thirty (30) days after the date of the Commission's action.

(4) Contents of Replat

An application for a replat shall include the same information and documents required for approval of a final plat in accordance with SECTION 8I of this UDC.

(5) Criteria for Approval

The Commission, in considering final action on a replat, should consider the following criteria:

- (a) The replat is consistent with all zoning requirements for the property, all other requirements of this UDC that apply to the plat, and any regulations contained in an approved development agreement;
- (b) The replat is signed and acknowledged by only the owners of the property being replatted;
- (c) A public hearing was held and parties in interest and citizens have had an opportunity to be heard; and
- (d) The replat does not attempt to amend or remove any covenants or restrictions.

(6) Protests

If the replat application is accompanied by a variance petition and is protested in accordance with this section, approval of the replat shall require the affirmative vote of at least three-fourths (3/4) of the members of the

Commission present at the meeting. For a legal protest, written instruments signed by the owners of at least twenty percent (20%) of the area of the lots or land immediately adjoining the area covered by the replat application and extending two hundred feet (200') from that area, but within the original subdivision, must be filed with the Commission prior to the close of the public hearing. In computing the percentage of land area under this section, the area of streets and alleys shall be included.

(7) Expiration and Extension

(a) Expiration

The approval of a replat shall remain in effect for a period of two (2) years from the date the application was approved or conditionally recommended by the Commission and approved by the Council, during which period the applicant shall submit any required revisions for approval and recordation of the plat. If the replat has not been recorded within the two (2)-year period, the plat approval shall expire and the plat shall be deemed null and void.

(b) Extension

At the request of the property owners or their representative, the expiration date for approval of a replat may be extended by the Commission for a period not to exceed six (6) months. A replat is not subject to reinstatement following expiration.

(8) Plat Recordation

The property owner shall submit the approved replat, following any required revisions, to the City Manager, who shall cause the plat to be recorded in the property records of the county in which the land is located.

N. SITE PLAN PROCESS

(1) Purpose and Applicability

(a) Purpose

This section establishes a site plan review process for certain proposed residential, nonresidential, and mixed-use developments. The purpose of site plan approval is:

- 1) To ensure compliance with the requirements of this UDC;
- 2) To promote better site design;
- 3) To integrate projects more effectively into their surrounding environment;
- 4) To prevent the impairment or depreciation of property values;
- 5) To improve internal vehicular and pedestrian circulation;
- 6) To encourage quality and innovative site-planning techniques;
- 7) To project and enhance the overall general public health, safety and welfare;



Building Permit & Development Fee Schedule

(a) The following fees for development of real property are hereby adopted:

DEVELOPMENT FEES	
	FEES
Land Study:	
Single-Family Residential	\$200 plus \$3.00 per lot
Multi-Family Residential	\$200.00
Non-Residential	\$200.00
Preliminary Plat:	
Single-Family Residential	\$400 plus \$ 5.00 per lot
Multi-Family Residential	\$350 plus \$ 10.00 per acre
Non-Residential	\$350 plus \$ 10.00 per acre
Final Plat:	
Single-Family Residential	\$200 plus \$ 3.00 per lot
Multi-Family Residential	\$200.00
Non-Residential	\$200.00
Development Plat:	
Single-Family Residential	\$200.00
Multi-Family Residential	\$200.00
Non-Residential	\$200.00
Replat:	
Single-Family Residential	\$200 plus \$ 3.00 per affected lot
Multi-Family Residential	\$200.00
Non-Residential	\$200.00
Amended Plat:	\$200.00
Vacating Plat:	\$150 plus County fees
Minor Plat:	\$200.00
Plat Filing:	\$100 plus County fees
*Infrastructure Inspection Fees:	Third party costs plus applicable City review time
Change Street Name	\$150.00
(after preliminary plat approval:	
Landscape/Irrigation PLAN:	\$150.00
Rezoning/SUP request:	
Base Fee	\$300.00



Building Permit & Development Fee Schedule

Property owner notification	\$3.00 per property owner
Maximum Fee	\$2,000.00
Site Plans	
Base Fee	\$300.00
Property owner notification	\$3.00 per property owner
Maximum Fee	\$2,000.00
Variance Request:	
Base Fee	\$300.00
Property owner notification	\$3.00 per property owner
Maximum Fee	\$2,000.00

(b) The following Infrastructure Inspection Fees are hereby adopted, with City review time charged at \$75.00 per hour, except overtime requested by the applicant, and agreed to by the City, which shall be charged at \$112.50 per hour:

INFRASTRUCTURE INSPECTIONS	
Engineering Inspection	Third-party actual costs + City review time
APPLICABLE CITY INSPECTIONS	
Grading Improvements	Hourly Rate or \$0.40 per 250 square foot
Paving Improvements	Hourly Rate or \$0.40 per 250 square foot
Sidewalk Improvements	Hourly Rate or \$0.40 per 250 square foot
Drainage Improvements	Hourly Rate or \$0.50 per linear foot
Water and/or wastewater improvements	Hourly Rate or \$0.50 per linear foot
*Per square footage or linear foot charges are billed in advance at time of civil plan review	
*Hourly rates are billed as incurred if not billed in advance	