



Preliminary Plat 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.

Purposed Plat: An electronic copy of the purposed plat is required.

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 preliminary plat review is **\$400** for single family residential. The application fee shall be paid before the application is considered complete.

See below for additional fees.

\$350 plus \$10 per acre – Multi-Family Residential

\$350 plus \$10 per acre – Non-Residential

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

<p>SIGNATURE OF PROPERTY OWNER OR APPLICANT (SIGN AND PRINT OR TYPE NAME)</p> <p>SIGNATURE: _____</p> <p style="text-align: center; font-size: small;">(Letter of authorization required if signature is other than property owner)</p> <p>Print or Type Name: _____</p> <p>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.</p> <p>Given under my hand and seal of office on this _____ day of _____ 2025.</p> <p>_____ Notary Public</p>	<p style="text-align: center;">For Departmental Use Only</p> <p>Case No. _____</p> <p>Date Submitted _____</p> <p>Total Fee(s): _____</p> <p>Check No.: _____</p> <p>Date Sent to City Planner / City Engineer: _____</p> <p>Accepted By: _____</p> <p style="text-align: right; font-style: italic;">Form Updated: 1/2025</p>
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All other proposed changes to the design of the subdivision subject to an approved subdivision master plan shall be deemed major amendments that require submittal and approval of a new application for approval of a revised subdivision master plan before approval of a preliminary plat.

G. PRELIMINARY PLAT

(1) General

Where required by SECTION 8H of this UDC, a preliminary plat shall be prepared and submitted in accordance with this SECTION 8G.

(2) Submittal Requirements for Preliminary Plat

An application for a preliminary plat shall include the following information and documents:

(a) Completeness Requirements

- 1) Appropriate fees;
- 2) Application signed and notarized by owner;
- 3) Agent authorization letter;
- 4) Legal metes-and-bounds description;
- 5) Preliminary plat checklist;
- 6) Traffic Impact Analysis Determination form;
- 7) Tree survey;
- 8) 15 folded black-line or blue-line copies at 18"X24" or 24"X36";
- 9) One (1) folded 11"X17" reduction of each exhibit;
- 10) One (1) CD containing a digital copy of the plat in PDF format;
- 11) Completed application for street name approval;
- 12) Preliminary drainage plan; and
- 13) Certified copy of a tax certificate for the subject property.

(b) Technical Requirements

- 1) Location/Vicinity map with north arrow;
- 2) Title block located in lower right corner, including subdivision name, acreage, complete legal description including survey name and abstract number, City, county and preparation date;
- 3) Legend, if abbreviations or symbols are used;
- 4) Name, address and phone number of owner, developer, applicant, and surveyor;
- 5) North arrow;
- 6) Graphic and written scale (minimum 1"=100');
- 7) Surveyed property boundaries with bearings and distances;

- 8) Legal metes-and-bounds description with calls matching boundary bearings and distances;
- 9) Lot dimensions including bearing and distances;
- 10) Provide lot and block numbers for every lot (numbers only);
- 11) List the total number of buildable lots;
- 12) Front building setback lines along roadways (provide typical detail of setbacks, including corner lots);
- 13) Provide existing zoning;
- 14) Location of significant natural features, including floodplains, water courses and wooded areas;
- 15) Location of significant man-made features, including railroads, buildings, utilities, or physical features;
- 16) For residential subdivisions, a minimum of two (2) points of public access to existing public streets;
- 17) Areas to be dedicated or reserved for right-of-way including dimensions, area and providing bearings and distances of centerline;
- 18) Recording information for any existing easements (water, sanitary sewer, storm drainage, electric, telephone, gas, cable television, fire lanes, etc.) and rights-of-way and all bearing and distance information on proposed easements including easements filed by separate instrument;
- 19) Location of existing and proposed FEMA 100-year floodplain limits with elevations;
- 20) Existing and proposed topography at five foot (5') contour intervals including drainage channels and creeks;
- 21) Identify all boundary survey monumentation on the plat. Tie proposed tract to the parent tract monumentation with bearings and distances;
- 22) Boundary lines and acreage of the land to be dedicated to the City for public park land;
- 23) Boundary lines and acreage of land proposed for private parks including note indicating ownership and maintenance responsibility;
- 24) Land use, zoning, subdivision name, owner name and address, and recording information for all adjacent properties;
- 25) For residential subdivisions, a one-foot (1') non-access easement where the rear, front, or side of the property abuts a major or minor arterial;
- 26) Location of City limits boundary and/or county boundary if they traverse the subdivision, form part of the boundary of the subdivision or are contiguous to such boundary;

- 27) For preliminary plats exempt from requirements for subdivision master plan, designation of each phase of development and the proposed order of development;
- 28) Provide the location of proposed water, wastewater and storm drainage facilities to serve the development including sizes;
- 29) Show proposed street names;
- 30) Any additional information as requested to clarify the proposed development;
- 31) Provide the following notes:
 - a) The thoroughfare alignments shown on this exhibit are for illustration purposes and do not set the alignment. Alignment is determined at time of final plat;
 - b) Notice: Selling a portion of this addition by metes and bounds is a violation of City ordinances and State law and is subject to fines and withholding of utilities and permits;
 - c) According to Flood Insurance Rate Map, Panel _____, dated _____, a 100-year floodplain {does or does not} exist on this site;
 - d) If floodplain exists on the property, provide a note stating that the finished floor elevation (FFE) of any structures shall be one foot (1') above the 100-year flood elevation;
 - e) All private open space, common areas, greenbelts, drainage easements, etc., are the responsibility of the developer or its successors and/or assigns;
 - f) Utility note (where applicable);
 - g) Any applicable notes required by TxDOT;
 - h) State any and all waivers requested for the plat; and
 - i) State any and all approved or requested waivers; and
- 32) Provide the following acknowledgements and certificates:

- a) Owner's Acknowledgement;
 State of Texas
 County of _____

I (we) the undersigned, owner(s) of the land shown on this plat, _____ and _____ designated herein as the _____ subdivision to the City of Crandall, Texas and whose name is subscribed hereto, hereby dedicate for the use of the public forever all streets, alleys, parks, water courses, drains, easements and public places thereon shown for the purpose and consideration therein expressed.

State of Texas

County of _____

Before me, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for purposes and considerations therein stated.

Given under my hand and seal of office this _____ day of _____ 20__

(seal) _____

Notary Public,

_____ County, Texas

b) Certification by City Engineer

I, the undersigned, City Engineer of the City of Crandall, Texas hereby certify that this subdivision plat conforms to all requirements of the subdivision regulations of the City as to which this approval is required.

_____ (seal)

City Engineer

c) Approval of City Planning and Zoning Commission

This plat of the _____ subdivision has been submitted to and considered by the City Planning and Zoning Commission of the City of Crandall, Texas and is hereby approved by such Commission.

Dated this _____ day of _____, 20__

By: Chairperson _____

Secretary _____

d) Certificate of Platting Surveyor

State of Texas

County of _____

I, the undersigned, a registered professional land surveyor in the State of Texas, hereby certify that this plat is true and correct and was prepared from an actual survey of the property made under my supervision on the ground.

(Surveyor's Seal) _____

Registered Professional Land Surveyor

e) Certificate of Platting Engineer

State of Texas

County of _____

I, the undersigned, a licensed professional engineer in the State of Texas, hereby certify that proper engineering consideration has been given to this plat.

(Engineer's Seal) _____

Licensed Professional Engineer

f) Utility Provider Certification

This proposed subdivision plat has been reviewed and approved by _____ for wastewater treatment plant capacity. All fees due for impact to the system at the time of connection will be calculated upon the submittal of the building permit application at the then current fee schedule.

Agent for _____

This subdivision plat of the _____ subdivision has been submitted to and approved by ONCOR for easements.

Agent for Utility Provider

H. PRELIMINARY PLAT PROCESS

(1) Applicability

- (a) 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 preliminary plat is required to determine the general layout of the subdivision, the adequacy of public facilities needed to serve the intended development and the overall compliance of the land division with applicable requirements of this UDC.
- (b) A preliminary plat may be submitted for any phase of development consistent with an approved subdivision master plan. Where a subdivision master plan is not required and the area to be platted is part of a larger tract of land, the preliminary plat must encompass the entire tract of land under ownership of the subdivider and shall provide a preliminary layout of streets, lots, blocks, utilities and drainage for the larger tract. A final plat may be submitted for individual lots to be platted out of the larger parcel.

(2) Application Requirements

(a) Application Required

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

(b) Accompanying Applications

An application for a preliminary plat may be accompanied by an application for a final plat for the entire area to be platted or for any portion of the proposed preliminary plat.

(3) Processing of Application and Decision

(a) Submittal

An application for a preliminary plat 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 written recommendation to the Commission for consideration.

(b) Decision by the Planning and Zoning Commission

The Commission shall receive the written recommendation of the City Manager and shall consider the proposed preliminary plat. The Commission shall act on the plat within thirty (30) days after the date a complete application is filed. The Commission must approve a preliminary plat 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 preliminary plat 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.

(c) Acceptance of Preliminary Plat

Approval of a preliminary plat by the Commission shall be deemed an expression of the approval of the layout submitted on the plat as a guide to the final design of streets, water, sewer and other required improvements and utilities and to the preparation of a final plat in accordance with the requirements of this UDC.

(4) Criteria for Approval

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

- (a) The plat is consistent with all zoning requirements for the property or any approved development agreement;
- (b) The plat conforms to the general layout of the subdivision master plan (if applicable) and is consistent with the phasing plan approved therein;
- (c) The proposed provision and configuration of roads, water, wastewater, drainage and park facilities conform to the master facilities plans for the

facilities, including without limitation the water facilities, wastewater facilities, transportation, drainage and other master facilities plans;

- (d) The proposed provision and configuration of roads, water, wastewater, drainage and park facilities, and easements and rights-of-way are adequate to serve the subdivision; and
- (e) No application made under these provisions will receive final approval until all taxes owed to the City of Crandall on the subject property have been paid in full.

(5) Expiration and Extension

(a) Expiration

The approval of a preliminary plat 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 City Council, during which period the applicant shall submit and receive approval for a final plat for any portion of the land subject to the preliminary plat. If a final plat has not been approved within the two (2)-year period, the preliminary plat approval, unless extended, shall expire and the plat shall be null and void.

(b) Extension

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

(6) Revisions Following Approval of Preliminary Plat

(a) Minor Changes

Minor changes in the design of the subdivision subject to a preliminary plat may be incorporated in an application for approval of a final plat without the necessity of filing a new application for approval of a preliminary plat. Minor changes shall include adjustment in street or alley alignments, lengths, and paving details, and adjustment of lot lines that do not result in creation of additional lots, provided that such changes are consistent with any approved prior applications.

(b) Amendments

All other proposed changes to the design of the subdivision subject to an approved preliminary plat shall be deemed major amendments that require submittal and approval of a new application for approval of a preliminary plat before approval of a final plat. Approval of major revisions to an approved preliminary plat shall occur prior to the date any approved subdivision master plan would have expired for the same land.

I. FINAL PLAT

(1) General



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	