



## Minor 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 with submittal of the application. The city requires 1 mylar and 2 copies to file with the Kaufman County Clerk's Office after the minor 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 minor plat review is **\$200**. The application fee shall be paid before the application is considered complete, which will include fees for filing the minor plat at the Kaufman County Clerk's Office.

**See below for additional fees.**

**\$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 Development Fee Schedule included in this packet.**

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: \_\_\_\_\_

**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*

containing a digital copy of all plans (in a format as determined by the Department of Public Works), together with a letter stating the contractors' compliance with this UDC, and bearing sealed certification by the design engineer that all public improvements have been constructed in compliance with all City construction standards. The property owner also shall submit copies of the approved final plat with any required revisions on mylars and in the format and number required by the Building Official. Where public improvements have yet to be completed in connection with an approved final plat, the property owner shall submit in the format and number required by the City Manager, copies of the approved final plat with any required revisions on mylars and in the format and number required by the City Manager for signing and recording.

- (c) Upon notification of acceptance of required public improvements or filing of security in lieu of infrastructure construction, the City Manager shall procure the signature of the chair of the Commission on the plat and shall promptly cause the plat to be recorded.

#### K. MINOR PLAT 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 minor plat may be submitted for approval where the proposed division of land involves four (4) or fewer lots fronting onto an existing street and not requiring the creation of any new street or the extension of municipal facilities.

##### (2) Application Requirements

Any request for a minor plat 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 minor 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 may, at his/her option, 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.

###### (b) Minor Plat Approval

In accordance with LGC Section 212.0065, the City Manager may approve a minor plat. The City Manager may, for any reason, elect to present the plat for approval to the Commission. The City Manager shall not disapprove a minor plat and shall be required to refer any plat for

which approval is refused to the Commission. If a minor plat is referred to the Commission, the Commission shall act on the plat within thirty (30) days after the date of the City Manager's determination.

(c) Contents of Minor Plat

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

(4) Criteria for Approval

The City Manager in considering final action on a minor plat should consider the following criteria:

- (a) The minor plat 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) All lots to be created by the plat already are adequately served by all required City utilities and infrastructure; and
- (c) The plat does not require the extension of any municipal facilities to serve any lot within the subdivision;

(5) Expiration and Extension

(a) Expiration

The approval of a minor 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 minor plat has not been recorded within the two (2)-year period, the minor plat approval shall expire and the minor 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 minor plat may be extended by the Commission for a period not to exceed six (6) months. A minor plat is not subject to reinstatement following expiration.

(6) Plat Recordation

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

L. AMENDING PLAT 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. An amending plat may be filed in accordance with the procedures



## Building Permit & Development Fee Schedule

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

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



## Building Permit & Development Fee Schedule

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

<b>INFRASTRUCTURE INSPECTIONS</b>	
Engineering Inspection	Third-party actual costs + City review time
<b>APPLICABLE CITY INSPECTIONS</b>	
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	