



Final 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 final 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 final plat review is **\$200** for single family residential. The application fee shall be paid before the application is considered complete, which will include fees for filing the final plat at the Kaufman County Clerk's Office.

See below for additional fees.

\$200 – Multi-Family

\$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).



Final Plat Checklist Requirements

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

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

Where required by SECTION 8J, a final plat shall be prepared and submitted in accordance with this SECTION 8I.

(2) Submittal Requirements for Final Plat

An application for a final 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) Letter of approval from the City Engineer approving all public infrastructure construction plans;
- 5) Legal metes-and-bounds description;
- 6) Final plat checklist;
- 7) Traffic Impact Analysis Determination form;
- 8) Tree survey;
- 9) 15 folded black-line or blue-line copies at 18"X24" or 24"X36";
- 10) One (1) folded 11"X17" reduction of each exhibit;
- 11) One (1) CD containing a digital copies of the plat in CAD .dxf or dwg and .pdf format;
- 12) Completed application for street name approval; 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) County recording block;
- 4) Legend, if abbreviations or symbols are used;
- 5) Name, address and phone number of owner, developer, applicant, and surveyor;
- 6) North arrow;
- 7) Graphic and written scale (minimum 1"=100');
- 8) Surveyed property boundaries with bearings and distances;
- 9) Legal metes-and-bounds description with calls matching boundary bearings and distances;
- 10) Lot dimensions including bearing and distances;

- 11) Provide lot and block numbers for every lot (numbers only);
- 12) List the total number of buildable lots;
- 13) Front building setback lines along roadways (provide typical detail of setbacks, including corner lots);
- 14) Show proposed street names;
- 15) Location of significant natural features, including floodplains, water courses and wooded areas;
- 16) Provide recording information for any existing easements (water, sanitary sewer, storm drainage, electric, telephone, gas, cable television, fire lanes, etc.) and rights-of-way. Provide all bearing and distance information on proposed easements including easements filed by separate instrument;
- 17) For residential subdivisions, a minimum of two (2) points of public access to existing public streets;
- 18) Areas to be dedicated or reserved for right-of-way including dimensions, area and providing bearings and distances of centerline;
- 19) Location of existing and proposed FEMA 100-year floodplain limits with elevations;
- 20) Identify all boundary survey monumentation on the plat. Tie proposed tract to the parent tract monumentation with bearings and distances;
- 21) Boundary lines and acreage of the land to be dedicated to the City for public park land;
- 22) Boundary lines and acreage of land proposed for private park including note indicating ownership and maintenance responsibility;
- 23) Subdivision name, owner name and address, and recording information for all adjacent properties;
- 24) 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;
- 25) 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;
- 26) Provide letter from TxDOT regarding drainage and access adjacent to TxDOT right-of-way;
- 27) Any additional information as requested to clarify the proposed development;
- 28) Provide the following notes:
 - a) 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;

- b) According to Flood Insurance Rate Map, Panel _____, dated _____, a 100-year floodplain {does or does not} exists on this site;
- c) 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;
- d) All private open space, common areas, greenbelts, drainage easement, etc., are the responsibility of the developer or its successors and/or assigns;
- e) Utility note (where applicable);
- f) Any applicable notes required by TxDOT;
- g) Note stating that proposed park land to be dedicated to the City will be dedicated by a general warranty deed upon acceptance of the subdivision by the City;
- h) State any and all waivers requested for the plat; and
- i) State any and all approved or requested waivers; and

29) 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) County Recording Block

State of Texas

County of _____

I, _____, County Clerk of Kaufman County, do hereby certify that this plat was filed for record in my office on the ____ day of _____

AD _____ at _____ M, and duly recorded the _____ day of _____ AD _____ at _____ M, in the records of _____ county, in book volume _____ page _____ in testimony whereof, witness my hand and official seal of office, this _____ day of _____ AD, 20____.

County Clerk, Kaufman County, Texas

By: _____

g) Utility Provider Certification

This _____ subdivision _____ plat _____ of _____ the _____ subdivision _____ has _____ been submitted to and approved by _____ for sewer service availability.

Agent for _____

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

Agent for Utility Provider

J. FINAL 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 final plat is required to assure that the division or development of the land subject to the plat is consistent with all standards of this UDC pertaining to the adequacy of public facilities, that public improvements to serve the subdivision or development have been installed and accepted by the City or that provision for such installation has been made, that all other requirements and conditions have been satisfied or provided for to allow the plat to be recorded, and to assure that the subdivision or development meets all other standards of this UDC to enable initiation of site preparation activities for any lot or tract subject to the plat. Approval of a final plat shall be required prior to any non-exempt division of land and prior to any site preparation activities for a lot or tract of land that requires installation of public improvements on or adjacent thereto.

- (b) A final plat may be submitted for any phase of development consistent with an approved preliminary plat.

(2) Application Requirements

- (a) Application Required

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

(b) Accompanying Applications

An application for a final plat shall be accompanied by a letter of approval from the City Engineer and/or the City Manager approving the public infrastructure improvement construction plans showing details of streets, alleys, culverts, bridges, storm sewers, water mains, sanitary sewers and other engineering details of the proposed subdivision. Such plans shall be prepared by a licensed professional engineer and shall conform to the standard specifications established by the City. Approval of any public infrastructure improvement plans is required prior to final plat application.

(3) Processing of Application and Decision

(a) Submittal

An application for a final 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 City employees or consultants 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 final 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 final 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 final 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.

(4) Criteria for Approval

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

- (a) The final plat conforms to the approved preliminary plat, except for minor changes that may be approved without the necessity of revising the approved preliminary plat;

- (b) The plat is consistent with the phasing plan approved with the preliminary plat (where applicable); and
 - (c) The final layout of the subdivision or development meets all standards for adequacy of public facilities contained in this UDC.
- (5) Expiration and Extension
- (a) Expiration

The approval of a final 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 any required revisions for approval and recordation of the plat. If the final plat has not been recorded within the two (2) year period, the final plat approval, unless extended, shall expire and the final 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 final plat may be extended by the Commission for a period not to exceed six (6) months. A final plat is not subject to reinstatement following expiration.
- (6) Revisions to Final Plat
- (a) Approved Final Plat

An applicant may make minor changes to an approved final plat to reflect changes arising from installation of public improvements thereafter, provided that the approved final plat has not been recorded and that approval of the revised final plat occurs prior to expiration of approval of the initial final plat application. The City Manager is authorized to approve minor changes to an approved final plat. If the approved final plat has been recorded, an amending plat or replat must be approved and recorded.
 - (b) Conditionally Approved or Denied Plat

Following conditional approval or denial of a final plat application, the applicant may submit a revised final plat application, together with any revised public infrastructure improvement construction plans, for approval. The City Manager is authorized to approve revisions required for conditional approval of the final plat. Revisions to a plat which was denied by the City Manager shall be reviewed by the Commission. Approval of a revised plat is required prior to the original expiration date of any approved preliminary plat for the same land.

 - 1) Filing of security in lieu of completing construction shall be in accordance with this UDC. Where public infrastructure improvements have been installed prior to recording of the plat, the property owner shall submit a maintenance bond from each contractor, three (3) sealed sets of "as built" plans or record drawings, and one (1) CD

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



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	