



APPLICATION FOR PLAT APPROVAL

Revised Application (10.01.2025)

SELECT APPLICATION TYPE

☐ Construction ☐ Final ☐ Replat ☐ Amending ☐ Minor

DEVELOPMENT INFORMATION

Project Location: _____
KCAD Parcel ID: _____
Addition Name: _____
Legal Description: _____
Proposed Use: _____
Current Zoning: _____ Acreage: _____ Lots: _____
No. New Street Intersections: _____

OWNER INFORMATION

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

For additional owners, include additional copies of page 1 and 2 of this application; property owner must sign the application or submit a notarized letter of authorization.

REPRESENTATIVE / AGENT INFORMATION

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

SURVEYOR INFORMATION

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____

Email: _____

ENGINEER INFORMATION

Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

CERTIFICATION AND ACKNOWLEDGEMENTS

I certify that the above information is correct and complete to the best of my knowledge and ability, and that I will be fully prepared to present the proposal at a Planning and Zoning Commission and City Council hearing. I reserve the right to withdraw this proposal at any time by filing a written request with the Municipal Development Department. I understand that the filing fee is not refundable upon withdrawal of the proposal or upon denial of the case.

I acknowledge that the subdivision plat will not be accepted until it has been determined that the submittal is complete and in conformance with the requirements of the City of Terrell Code of Ordinance, Chapter 10: Subdivision Requirements. For the purposes of these regulations, the dates listed on the **PLAT SUBMITTAL & MEETING SCHEDULE** are considered to be the official dates for which the statutory requirements for approval, approval with conditions, or disapproval of the plat are applicable.

I acknowledge that in the event that a change in zoning classification is required to accommodate the proposed development, the zoning change may be required to be approved before the subdivision plat application is considered complete.

Owner Signature

Date

Owner Name (Print)

Agent Signature

Date

Agent Name (Print)



APPLICATION SUBMITTAL REQUIREMENTS

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Applications will be reviewed for completeness pursuant to Chapter 10, Subdivisions of the City of Terrell Code of Ordinances (Link: [CH 10 - SUBDIVISIONS](#)) Applications submitted without original signatures and all required documents and information will not be accepted and will be returned to the applicant. Please be sure that all required items are included for the type of application requested.

Subdivision applications must be submitted not later than 5:00 p.m. only on the dates listed on the **PLAT SUBMITTAL & MEETING SCHEDULE**. Applications will not be accepted outside of these submittal dates. If you have questions about the application process of any submittal requirements, please call the Municipal Development Department at 972-551-6600, extension 2044.

ALL APPLICATIONS

The following items are required with all types of applications:

- ☐ Subdivision application form.
- ☐ Application fee as required (See City of Terrell Fees). This fee is non-refundable.
- ☐ Original paid receipt or tax certificate indicating that property taxes have been paid for the property.
- ☐ If the ownership does not match the ownership on the [Kaufman County Appraisal District website](#), a warranty deed shall be submitted with this application. Please verify ownership prior to submitting the application.
- ☐ Additional information may be requested by the Development Review Committee if deemed essential for review and consideration by the Planning and Zoning Commission and City Council.
- ☐ Additional application submittal requirements, based on the specific type of application (see below).

CONSTRUCTION PLAT

- ☐ Construction Plat – one (1) digital (PDF) copy. Page size must be 24"x36" or 18"x24" and one (1) 11"x17" black and white reduction of the plat.
 - All plat drawings shall be drawn to a standard engineering scale of no more than one-hundred feet to the inch (1"-100')
- ☐ Development agreement pertaining to the subject property (if any).
- ☐ Public infrastructure civil plans: one (1) digital (PDF) copy. Plans must demonstrate compliance with the [Terrell Construction Standards & Specifications](#). Page size no larger than 24"x36" in size. Civil plans shall also include cost estimates for the completion of all public improvements.
 - All plans shall be drawn to scale of one inch equals 40, 50, or 100 feet (1"-40", 50' or 100') horizontally and one inch equals 4, 5, or 10 feet (1"-4', 5', or 10') vertically; scale and font size shall be such that when plans are produced by 11"x17" half-size format, the plans are legible.

- Engineering plans (in complete sets as described above) shall include paving and design details of streets, alleys, culverts, bridges, storm sewers, water mains, sanitary sewers and appurtenances, sidewalks, screening and retaining walls, landscape, and irrigation plans (if appropriate) and other engineering details of the proposed subdivision.
- ☐ Preliminary drainage analysis: one (1) digital (PDF) copy. Plans must demonstrate compliance with the [Terrell Construction Standards & Specifications](#). Drainage plan shall show how the drainage of each lot relates to the overall drainage plan for the plat under consideration. Plan shall be made available to each builder within the proposed subdivision and all builders shall comply with the drainage plan.
- ☐ FEMA map review / revision – compliance with the City’s Flood Plain Management Regulations, if applicable.
- ☐ Letters provided from each of the applicable utility service providers, including water, specifically those developments and parcels that will be serviced outside of the City of Terrell CCN.

FINAL PLAT, REPLAT, AND AMENDING PLAT

- ☐ One (1) digital (PDF) copy. Page size must be 18”x24” and drawing file (.dwg or .shp – preferred)
 - All plat drawings shall be drawn to a standard engineering scale of no more than one-hundred feet to the inch (1”-100’)
- ☐ Documents for filing –
 - Four (4) – 18”x24” prints (2-mylar, 2 black/blue line); no sepia or reverse readings with original seals and signatures.
 - Current Tax Certificate for each parcel or receipt of paid taxes.
- ☐ One (1) digital (PDF) copy and .dwg file (TxDot project will require .kmz file) – sealed set of “AS BUILT” (or “Record Drawing”) plans, letter stating the contractors’ compliance with Ordinance and bearing sealed certification by the design engineer that all public improvements have been constructed in compliance with all City construction standards as set forth in the TCSS and other applicable City design documents
- ☐ Certificate of Approval of Public Infrastructure Plans or approved Waiver of Public Infrastructure Plans.