



CITY OF DAYTON - 111 N CHURCH ST - DAYTON, TX 77535 - 936.258.2642

PLATTING APPLICATION

PERMIT: _____

TYPE OF PLAT: ___ PRELIMINARY ___ FINAL ___ REPLAT ___ AMENDMENT ___ MINOR

PROPERTY DESCRIPTION:

Name of Addition: _____ Submittal Date: _____

Location of Addition: _____ Number of Lots: _____

Gross Acreage: _____ Zoning: _____ Number of New ST Intersections: _____

PROPERTY OWNER:

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Fax: _____ Email: _____ Phone: _____

SIGNATURE: _____

APPLICANT:

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Fax: _____ Email: _____ Phone: _____

SIGNATURE: _____

SURVEYOR:

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Fax: _____ Email: _____ Phone: _____

SIGNATURE: _____

ENGINEER:

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Fax: _____ Email: _____ Phone: _____

SIGNATURE: _____

PRINCIPLE CONTACT: _____ OWNER _____ APPLICANT _____ SURVEYOR _____ ENGINEER

NOTE: STAFF COMMENT LETTERS AND MARK-UPS WILL ONLY BE DISTRIBUTED TO THE DESIGNATED PRINCIPAL CONTACT.

TO SUBMIT FORM PLEASE EMAIL IT TO PLANNING@DAYTONTX.ORG

FOR OFFICE USE ONLY

Application Received: _____ By: _____

Fee Amount: \$ _____ Filing Fee: \$ _____ TOTAL AMOUNT: \$ _____

Case Number: _____

PLATTING CHECKLIST

GENERAL:

NAME OF ADDITION: _____

APPLICANT: _____

PROPERTY OWNER(s): _____

LOCATION OF ADDITION: _____

REQUIRED DOCUMENTS FOR A PRELIMINARY PLAT CHECK OFF

- Plat Application (Check Preliminary Plat)
- Preliminary Plat Drawing
- Preliminary Drainage Analysis
- Preliminary Construction Plans

REQUIRED DOCUMENTS FOR A FINAL PLAT

- Plat Application (Check Final)
- Final Plat Drawing
- Drainage Study
- Final Construction Plans
- Taxes and Liens Paid Certificates

REQUIRED DOCUMENTS FOR A REPLAT

- Plat Application (Check Replat)
- Replat Drawing
- County and School Taxes and Liens Paid Certificates
- Preliminary Drainage Analysis/Drainage Study (if needed)
- Final Construction Drawings

REQUIRED DOCUMENTS FOR A FINAL MINOR PLAT

- Plat Application (Check Minor)
- Final Plat Drawing
- Preliminary Drainage Analysis
- Utility Layout for existing lines and structures
- Taxes and Liens Paid Certificates

REQUIRED DOCUMENTS FOR AN AMENDED PLAT

- Plat Application (Check Amended Plat)
- Final Plat Drawing

REQUIREMENTS ON ALL PLATS (AS THEY APPLY):

- Adjacent Property lines, streets, easements
- Names of owners of property within 100 feet
- Names of adjoining subdivisions
- Front building setback lines
- Side setback lines when side street frontage exists

PLAT REVIEW CHECKLIST

- City boundaries where applicable
- Date the drawing was prepared
- Location, width, purpose of all existing easements
- Location, width, purpose of all proposed easements
- Consecutively numbered or lettered lots and blocks
- Map sheet size of 24"x36" (Print on MYLAR for final plat)
- North arrow
- Name, address, telephone of property owner
- Name, address, telephone of developer
- Name, address, telephone of surveyor
- Seal of registered land surveyor
- Consecutively numbered plat notes and conditions
- Location and dimensions of public use areas
- Graphic scale of no greater than 1" = 100'
- All existing and proposed street names
- Dimensions of all existing and proposed rights-of-way as specified on Master Thoroughfare plan
- Subdivision boundary in bold lines
- Subdivision name
- Title Block identifying plat type
- Vicinity location map at 1"=2000'
- Surveyor's Certification of Compliance
- Location and dimensions of existing structures
- Land Use classification of all properties shown on the Plat
- Dimensions of all proposed or existing lots
- Location of 100-year flood limits where applicable
- Written metes and bounds description
- City and county Clerk certification block with notary (see below)
- Area in square feet for each lot
- Current Tax Certificates from County Tax Assessor and Dayton school District
- Must tie into city benchmarks and show on plat

ADDITIONAL REQUIREMENTS FOR PRELIMINARY PLAT DRAWINGS:

- Sectionalizing or phasing of plats
- Additional Requirements for Replats, Final Minor Plats, Amended Plats, and Final Plats:
- Texas NAD83 State Plane Coordinates for at least two corners
- Any existing structures which encroach on any setback lines

CERTIFICATION AND DEDICATION BLOCKS

* **MUST BE PLACED ON ALL PLATS**

SECTION FOR SURVEYOR:

“KNOW ALL MEN BY THESE PRESENTS:

That I, _____, do hereby certify that I made an actual and accurate survey of the platted land, and that the corner monuments shown on the foregoing plat were properly placed under my personal supervision, in accordance with all Subdivision and Land Development Ordinances for the City of Dayton, Texas,

Signature of Public Surveyor
(Surveyor’s Seal)

SECTION FOR PLANNING DIRECTOR:

“Approved this _____ day of _____ 20___, by the Planning & Zoning Committee of the City of Dayton, Texas.

Planning Director

Attest: DRC Secretary

SECTION FOR PROPERTY OWNER:

“THE STATE OF TEXAS COUNTY OF LIBERTY”

This is to certify that I (we), [name(s) of owner(s)], am (are) the legal owner(s) of the land shown on this plat, being the tract of land as conveyed to me (us) by deed dated (date) and recorded in Volume, Page, of the Deed Records of Liberty County, Texas, and designated herein as the (Subdivision Name) in the city of Dayton, Texas.

FURTHER, I (we), the undersigned, do hereby DEDICATE to the use of the public forever all streets, alleys, parks, watercourses. Drains, easements, and public places shown on this plat for the purpose and consideration therein expressed.

Owner(s)

THE STATE OF TEXAS COUNTY OF LIBERTY

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 such person executed the same for the purpose and considerations therein stated.

Given under my hand and seal of office this the ____ day of _____, 20____.

(Notary Seal)

Notary Public State of Texas
(Signature)

Notary's Name Typed
(Print Name)

My Commission expires: _____

SECTION FOR COUNTY CLERK:

THE STATE OF TEXAS COUNTY OF LIBERTY

I, _____, County Clerk of Liberty County, Texas, do hereby certify that this instrument was filed for registration in my office on _____, 20____, at _____ o'clock _____ .m. and duly recorded on _____, 20____, at _____ o'clock _____ .m., in the Plat Records of Liberty County, Texas, in Book _____, Page _____.

Witness my hand and seal at Liberty, Texas, this the day and date last above written

County Clerk, Liberty County, Texas
(Seal of County Clerk)

ADDITIONAL INFORMATION FOR REPLATS:

"FURTHER, I (we), the undersigned, do hereby certify that this replat does not attempt to amend or remove any covenants or restrictions"

ADDITIONAL INFORMATION FOR PLATS WITHIN ETJ:

“RESTRICTION, CONDITION AND COVENANT RUNNING WITH THE LAND”

This plat has been approved by the City of Dayton pursuant to the city’s extraterritorial jurisdiction (ETJ) powers in effect on the approval date with the following restriction, condition and covenant which is hereby agreed to by the developer of this subdivision as well as any other present property owner in said subdivision. In the event the undersigned developer or any person, firm or corporation who shall acquire property in this subdivision subsequent to this date, shall request additional improvements to bring such subdivision or any part thereof up to subdivision standards required within the corporate limits of the city or up to greater standards than hundred (100) percent of the cost of such improvements shall be borne by the then property owners of said subdivision and this obligation regarding the cost of the additional improvements to said property of this subdivision shall be considered a restriction, condition, and covenant running with the land of all property or properties in said subdivisions to bind the then owners of the property in said subdivision, any future conveyance of property this subdivision shall reference a statement in said conveyance setting out the aforementioned restriction, condition and covenant running with the land.”

ADDITIONAL INFORMATION FOR FINAL MINOR PLATS AND AMENDING PLATS:

(This section shall replace the Planning Director certification mentioned above.)

(PLAT MUST BE TITLED “MINOR PLAT OF OR AN AMENDMENT PLAT TO _____”)

Approved this _____ day of _____, 20_____, as a minor plat, by the Planning Director of the City of Dayton, Texas, and DRC Secretary as authorized by section 212.0065 of the Texas Local Government Code.

Planning Director

Attest: DRC Secretary

THE STATE OF TEXAS COUNTY OF LIBERTY

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 such person executed the same for the purpose and considerations therein stated.

Given under my hand and seal of office this the _____ day of _____, 20_____.

Notary Public, _____ County, Texas