



City of Terrell

Application for Plat Approval

PLANNING AND ZONING COMMISSION

Municipal Development
 Department
 201 E. Nash
 P.O. Box 310
 Terrell, TX 75160

972-551-6606

Application Type:	<input type="checkbox"/> Construction	<input type="checkbox"/> Final	<input type="checkbox"/> Replat	<input type="checkbox"/> Amending
Plat Name: _____				
Legal Description: _____				
Lot: _____ Block: _____				
Subdivision: _____ No. of Lots _____				
Survey abstract & acreage: _____				
Address: _____				
Present use & zoning district: _____				
<i>(Please note chart below)</i>				
(AG)	AGRICULTURE	(NS)	NEIGHBORHOOD SERVICES	
(SF 16,10,7-5,6)	SINGLE-FAMILY RESIDENTIAL	(R)	RETAIL	
(EE- 64,32)	EXECUTIVE ESTATES	(CBD)	CENTRAL BUSINESS DISTRICT	
(TH-12)	TOWNHOUSE RESIDENTIAL	(C)	COMMERCIAL	
(MF-22)	MULTI-FAMILY RESIDENTIAL	(LI)	LIGHT INDUSTRIAL	
(MH)	MANUFACTURED HOME	(PD)	PLANNED DEVELOPMENT	
(O)	OFFICE	(DD)	DOWNTOWN DISTRICT	
Property Owner Information:				
Owner: _____ Phone No. _____				
E-Mail _____				
Address: _____				
Owner Signature: _____				
<i>If the property owner is represented by an authorized agent, please complete the following:</i>				
Agent/Developer: _____ Phone No. _____				
E-Mail _____				
Agent Signature: _____				
Surveyor:				
Firm Name: _____ Phone No. _____				
Contact: _____ E-Mail _____				
Address: _____				
Land Planner/Engineer:				
Firm Name: _____ Phone No. _____				
Contact: _____ E-Mail _____				
Address: _____				
Office Use Only:				
Application Date: _____ Fee Paid: _____ Received By: _____				

City of Terrell
Municipal Development Department
201 E. Nash / P.O Box 310
Terrell, Texas 75160
972-551-6606

Platting Checklist

Construction Plat:

1. _____ Application for Plat Approval
2. _____ City filing fee:
Residential - \$200 per lot
Commercial - \$300 per acre, \$300 minimum
3. _____ Copy of owner's deed
4. _____ Copy of boundary calculations
5. _____ (1) Reduced copy (11" x 17")
6. _____ (2) 24" x 36" prints (blue-line or black; scale no more than 200' per inch)
7. _____ (2) 24" x 36" prints of proposed water & sewer plans
8. _____ Digital PDF copy of prints

Final Plat:

1. _____ Application for Plat Approval
2. _____ City filing fee:
Residential - \$200 per lot
Commercial - \$300 per acre, \$300 minimum
3. _____ Copy of owner's deed
4. _____ Copy of boundary calculations
5. _____ Current Tax Certificates **OR** Receipt of Paid Taxes if between Sept.1-Dec. 31
(Kaufman County, TVCC, City & TISD)
6. _____ (1) Reduced copy (11" x 17")
7. _____ (2) 24" x 36" prints (blue-line or black; scale no more than 100' per inch)
8. _____ Construction Plans & Master Utility Plan
9. _____ Digital PDF copy of prints

Replat/Amending:

1. _____ Same as **Final Plat** except for Construction Plans & Master Utility Plan

After Approval by Planning & Zoning & City Council

1. _____ (2) 24"x36" prints with original seals and signatures
(1 mylar, 1 blue-line or black; scale no more than 100' per inch; no sepia's or reverse readings)
2. _____ (3) 18"x24" prints with original seals and signatures
(1 mylar, 2 blue-line or black; scale no more than 100' per inch; no sepia's or reverse readings)

***APPLICANT IS RESPONSIBLE FOR FILING WITH KAUFMAN COUNTY
AND PAYING COUNTY FEES.**

***APPLICANT IS RESPONSIBLE FOR RETURNING A COPY OF THE FILED
MYLAR PRIOR TO RECEIVING A PERMIT**