



# CONVEYANCE PLAT CHECKLIST

**Acceptance of Conveyance Plat Application:** Conveyance Plat applications shall be reviewed for completeness in accordance with this checklist before they are accepted by City Staff.

**Failure of the applicant to provide required information constitutes grounds for refusal of application acceptance for processing.**

**Determination:** A Conveyance Plat is not the first step in the development of a project, as it does not provide any detail regarding a project. As such, the submission and approval of a Conveyance Plat does not vest any rights in the property and shall not convey any right to development nor guarantee and public utilities, public or private access, or issuance of addressing and permits without compliance with all subdivision rules and regulations and the approval and recording of a final plat.

This checklist is provided to assist developers and design professionals in the preparation of submittals for development review and is intended to be a guideline for what is needed to facilitate the review. Additional information may be required, as indicated in your Pre-Development meeting or upon review of the plans.

## CHECK ALL BOXES TO SIGNIFY COMPLIANCE WITH SUBMITTAL AND SPECIFICATION SUBMITTAL

### CONVEYANCE PLAT SUBMITTAL REQUIREMENTS:

- Universal Application Form:** The completed application form shall include the notarized signatures of the applicant and the owner(s).
- Project Narrative:** A narrative indicating the purpose of the development and what is being proposed.
- Fee:** Fee paid as described in the current Development Services Fee Schedule.
- Copies Required:** Five (5)\* Conveyance Plats (11" X 17") folded.
- Digital Copies:** All submittal documents in PDF format (CD or thumb drive).
- Applicant Information:** The applicant is generally the principal design professional (e.g. a surveyor or engineer) preparing the plat document. The applicant shall include his/her name, name of company, company address, phone number, and personal email contact information on the application and on the plat. If the applicant and the property owner are the same, please note as such. All correspondence relating to the plat review and filing will be directed to the applicant designated on the application.
- Owner Information:** The plat application is required to be signed by the current property Owner (s). If the property owner is not available to sign the application, then a notarized letter of authorization from the property owner is required to be submitted which empowers a designee to sign for the property owner. The owner(s) name, address, and phone number must be shown on the plat. The plat drawing does not need to be signed and notarized until the plat has been approved.

\*Number of paper copies subject to the discretion of the Planning Director. The selected scale must allow for the legibility of details. Plans requiring multiple sheets shall include match lines and a key plan. Individual cases may require full 24" x 36" plans for review.

### CONVEYANCE PLAT SPECIFICATIONS:

- Legibility and Scale:** The scale of the drawings shall be in a scale that shows all the elements in sufficient detail to be legible so that City Staff and the Planning and Zoning Commission may conduct a thorough review.
- Notation of the Scale:** Engineering scale required.
- Legend:** The legend shall include an explanation for all graphic symbols on the plans.
- Bar or Graphic Scale and Directional, and North Arrow are required.
- Date:** The plat shall include the date of initial preparation and the date of any subsequent revisions.
- Project Number:** After the plat has been submitted, a unique project number will be generated by City Staff. All subsequent revisions shall have this number clearly visible in subsequent title blocks.
- Title Block:** A title block including the following information shall be included on each page:
- Type of plat: "Conveyance Plat"
  - Project name of the proposed project with proposed lot and block designations.
  - Legal description (County and abstract OR the current subdivision name and lot and block designation).
  - Acreage of the total plat.
  - Project number (project number will be established upon submittal and must be reflected within the title block of all revisions).
- Denton County Seal Block:** A three (3) inch square blank block shall be provided on the bottom right-hand corner of the plat on which the Denton County filing seal will be affixed at the time of filing.
- Location Map:** A location map with the subject site clearly indicated and referenced to existing major streets and/or highways. If there is no adjacent subdivision, a scaled map showing the nearest subdivision in each direction and how the streets or highways in the submitted plat connect with those of the nearest subdivision shall be provided.
- Metes and Bounds Description:** Include the written legal description of the property.
- Dedication:** Any rights-of-way, parks, easements or other publicly owned areas shall be dedicated to the City via the plat.
- Easements:** The plat shall show all existing easements and include the filing information for each, including separate instruments that apply to the property. The plat shall also show all proposed easements, dimensioned, with the specific type of easement called out.
- Floodplain:** The plat shall show the Ultimate Flood Plain and the FEMA 100 Year Flood Plain and clearly label both with reference to FIRM map panel number.
- Monuments:** The location, dimension, material and approximately of all monuments.
- Existing Access:** The location, dimension, name and description of all existing public or private rights-of-way and/or easements, including streets, alleys, medians, and curb cuts within the subject property shall be shown on the plat. The plat shall also show the dimensions of public and/or private rights-of-way, including streets and alleys which abut, intersect, or form part of the proposed subdivision boundary.
- Existing Utility Service:** The location and size of existing water and/or sanitary sewer mains, culverts, storm drains, fire hydrants, and other underground facilities and/or infrastructure within 200 feet of the subject property shall be shown on a separate utility plan.
- Visibility Triangles:** Visibility triangles shall be shown at all street and alley intersections on the plat. Visibility triangles shall be in accordance with the regulations of Section 18-605 of the Zoning Ordinance.

**Proposed Lot and Block Labeling:** The proposed lots shall be labeled with numbers and the proposed blocks shall be labeled with letters on the plat (e.g. Lots 1, 2, and 3, Block A). Block letters may not cross a street or alley; lot numbers must be continuous.

**City Boundary Lines:** The plat shall show the location of city limit lines and/or the outer border of the City's extraterritorial jurisdiction (ETJ).

**State Plane Coordinates:** The plat shall contain two (2) state plane coordinates on the subject property.

**Adjacent Property Information:** If the subject property is adjacent to existing residential lots, parks, and/or public areas, the location, size, ownership and filing information shall be indicated on the plat within a minimum of 200 feet from the subject property. Each adjacent subdivision showing alleys, streets, easements, adjacent lot lines, subdivision name, ownership, filing and current zoning information shall be indicated on the plat. If the adjacent property is unplatted, the plat shall show the property lines, ownership information, county and abstract number, and the note "Not platted."

**Finished Floor Elevations:** The plat shall show the finished floor elevations for each lot on the Conveyance Plat.

**Acreage Detail:** The conveyance shall show net and gross acreage for each lot on the plat, the proposed number of residential lots, the area in residential use, the approximate area in parks and the area in other non-residential uses.

**Line and Curve Table:** Each line and each curve radii shown on the plat shall be detailed in a table.

**Standard Note:** Include the following standard not on a Conveyance Plat:

**CONVEYANCE PLAT ONLY: NOT FOR DEVELOPMENT**

A Conveyance Plat is a map of property approved by the City for the purpose of sale or conveyance in its entirety or interests thereon defined. Lots created by a Conveyance Plat may not have all necessary public utilities available for immediate use. No certificate of occupancy shall be issued nor permanent public utility service provided to any lot(s) created by a Conveyance Plat until all required public improvements have been constructed and accepted and a Final Plat is filed for record with the county clerk. Selling a portion of property by metes and bounds, except as shown on an approved, filed and accepted Conveyance Plat, Final Plat or Minor Plat is a violation of the City's Code of Ordinances and State Law.

**Standard Note:** Include the following standard note on a Conveyance Plat: Selling a portion of property by metes and bounds, except as shown on an approved, filed and accepted Conveyance Plat, Final Plat or Minor Plat is a violation of the City's Code of Ordinances and State Law.

**Signature Blocks and Statements:** Signature blocks shall be included on the plat. Those Signature blocks that require a notary seal shall include a notary block beneath the signature block.

Owner's certificate and associated notary block required.

Surveyor's or Professional Engineer's certificate associated notary block request.

*These signature blocks shall not be signed or notarized until the plat has been approved.*

**Approval Block:**

**CITY SIGNATURE BLOCK**

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, this plat was duly approved by The Planning and Zoning Commission of the City of The Colony.

Signed: \_\_\_\_\_  
Chairman of the Planning and Zoning Commission

Attest: \_\_\_\_\_  
City Secretary

**DESIGNED IN COMPLIANCE WITH GUIDING DOCUMENTS:**

- Engineering Design Manual
- Gateway Overlay District
- Comprehensive Plan
- Master Thoroughfare Plan
- Subdivision Ordinance



**CONVEYANCE PLAT  
RECORDING PROCEDURE**

## Recording Procedure:

- Submit one (1) Mylar copy, one (1) paper “originals,” and as many paper or Mylar copies as needed/desired by the applicant. Each sheet shall have the original notarized signature of EACH owner and the engineer, surveyor or other professional who created the plat, along with associated notary signatures and seals. They will be distributed as follows:
  - One (1) 24” x 36” rolled Mylar copy– to the Engineering Department.
  - One (1) 24” x 36” rolled paper original – to the Planning Department.
  - Other originals - to the applicant.
- Provide current tax certificates with a raised seal (NOT a tax receipt) from all the applicable taxing authorities of the subject property (e.g. Denton County, Lewisville ISD, City of The Colony, etc.).
- Provide the Denton County fee as follows:
  - \$50 fee for each page of filed plat.
  - All additional copy stamps are \$0.25 per page.
- The check, made out to “Denton County Clerk,” will be delivered to City Staff, along with the required copies for the county and the city as well as any additional copies desired by the applicant.
- Staff will record the plat in the Denton County Clerk’s Office and advise the applicant when the personal copies (stamped as “filed for record” by the County) as well as the transaction receipt are ready to be picked up.