PLANNING DEPARTMENT
Telephone: 972.205.2445
Fax: 972.205.2474

SUBDIVISION PLAT APPLICATION

Office Use Only
Filing Fee $_____
File Number _____
Date Received _____
Pre-Submittal #_____

Type of Plat Request: (Please Check Applicable Category)

☐ Preliminary Plat (Residential Only) ☐ Final Plat

☐ Replat ☐ Vacation Plat

PRE-SUBMITTAL NUMBER - _____

ENGINEER/SURVEYOR

Name: _____ Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

PROPERTY OWNER

Name: _____ Contact: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

Proposed Subdivision Name:
_____

Survey Name: _____ Abstract Number:
_____

Existing Zoning:
_____

Reason for Platting:
_____

Note: Please provide an as-built or building improvement survey on a separate sheet if the property is developed.

Is an existing subdivision or part of a subdivision being replatted?
Yes_____ No_____
If yes, provide the following;
Subdivision Name: _____
Number of Lots within original subdivision: _____
Date Filed: _____ Volume: _____ Page: _____

I am authorized to make application for a subdivision on behalf of the property owner.

_____

Date: _____

The above mentioned is authorized to make application for a subdivision on my behalf and I am the owner of the subject property.

_____

Date: _____

Plat applications are deemed complete when all applicable city departments and utility companies have reviewed the plat and all requirements are fulfilled. Plat requirements can be found on the Plat Checklist.

It is a misdemeanor to give false information to a City employee or an agent of the City, punishable by a maximum fine of $1,000.00.

Applicants (or a representative) are expected to be present at all public hearings concerning this application to justify and explain their request and to answer questions posed by the City Plan Commission and City Council.

CITY OF GARLAND SUBDIVISION PLATS

What is platting?

Platting is the process through which undeveloped land is subdivided and ultimately transformed into legal building sites. It is characterized by the legal and administrative process whereby the community adopts rules governing the subdivision of land within the municipality's jurisdiction. The power to govern the subdivision of land is conferred upon Texas cities by Chapter 212 of the Texas Local Government Code to promote the safe, orderly, and healthful development of the municipality.

The manner in which land is subdivided, how streets are designed, and how the lots are laid out, have a lasting effect on the physical character of the city. Local ordinance regulates new development to ensure that the health, safety, and welfare of the public are protected. Streets, water and sewage systems must be adequately sized, designed, and constructed. Streets must be able to accommodate the maneuvering of emergency equipment. Future property owners must be guaranteed a parcel with access to public right of way and utilities suited for the intended use.

What is a subdivision plat?

A map or graphic illustration of a parcel/tract of land showing the boundary of the entire parcel, and within that boundary the location of individual lots/blocks, streets & alleys, and identifies any proposed dedications to the public such as rights-of-way and easements. After a plat is approved by the City Plan Commission it is filed with the Dallas County Clerk and becomes a legal subdivision whereby a building permit can be issued for each lot of record.

Approved subdivision plats are kept on file in the Planning Department, the Tax Office and the Dallas County Clerk's Office.

When must property be platted?

A plat must be prepared for a property if:

- the property is unplatted land and is being subdivided into smaller parcels or lots for sale, or

- an existing platted lot is subdivided by change of ownership.

When a plat is required, it must be approved by the Plan Commission prior to the issuance of a Site Permit or a Building Permit. In the case of subdividing an existing platted lot, you will file for replatting or vacation of the old plat and establishment of a new plat.

Types of Plats

Plat approval is divided into two distinct phases: Preliminary and Final.

- Preliminary Plats and accompanying preliminary development plans provide a sketch of the proposed subdivision and improvements at a lower level of detail than that required for Final Plats. **Preliminary platting is required by ordinance for Single Family (attached and detached) and Duplex subdivisions.** This is mutually beneficial to both the Developer and the City, in that it provides an opportunity for the Developer to explore the feasibility of the

project (while keeping plan preparation costs at a minimum) and also allows the City to provide initial direction early in the process.

- Final Plats are, as the term implies, the final highly detailed document to be approved by the Plan Commission prior to the commencement of actual construction. Accuracy is critical when platting property it includes exact easement locations and dedication language for all public dedications. Final Plats are filed for record with Dallas County Deed Recording Division.

What is a Replat?

A replat is the re-subdivision of property that is already platted. Property may be re-platted to change lot lines or to change the number, shape or size of lots and/or easements. For example, property is required to be re-platted when portions of two or more lots are reconfigured to form new lots to accommodate a building or structure or when unplatted property is combined with platted property to form one or more new lots.

What is a Vacation Plat and when must a plat be vacated?

Occasionally, a situation may arise where a plat must be vacated. In these instances, there are usually utility easements, street right of way or other items that need to be abandoned or removed from the original plat. In addition, the subdivision may be taking in additional land or re-configuring the lots in such a way that the original plat no longer clearly communicates the actual layout of the subdivision. This procedure is very similar to a replat except that the vacation of the original plat eliminates any ties to the original subdivision. Typically, after a plat is vacated, a new subdivision plat, with a new name, is submitted for application for the property that was vacated. The new **final plat** has its own identity and exists as if the original subdivision had never been platted.

What is a Conveyance Plat?

The City of Garland recognizes the need to subdivide and sell property without plans for its immediate development. A conveyance plat is approved solely for the purpose of defining lots and other interests in the land described therein. No building permit, certificate of occupancy, or other development approval shall be issued, nor shall permanent public utility service be provided to any lot described on the conveyance plat until a final plat is approved, filed of record, and the public improvements shown thereon have been accepted in accordance with the provisions of the ordinances of the City of Garland, Texas.

Conveyance plat approval and acceptance by the City does not relieve the owner from obligations, including fees, required by various sections of the ordinances of the City pertaining to the improvement of the property or extension of services as required to make the property suitable for development.

Neither reservation nor dedication of right-of-way shall relieve the property owner from obligations for street construction or assessments associated with public street improvement programs. Easements for access, utilities and drainage may be recorded on conveyance plats.

INSTRUCTIONS FOR SUBMITTING SUBDIVISION PLATS

I. Plats must be prepared by a surveyor registered with the State of Texas.

II. Plan Commission meetings are on the second and fourth Monday of each month, and they are the final authority for the approval of plats. Please refer to the Public Hearing Schedule for dates and times.

III. The Engineering Department requires submittal of a full set of public works and site engineering plans one week prior to application for approval of a preliminary or final plat (whichever one is required first). For temporal information, please refer to Schedule of Development Application Deadlines.

IV. Applicants are required to attend a technical review meeting scheduled for 13 days after the filing deadline on Tuesday at 9:00 a.m. All plats will be reviewed by City Staff and relevant utility companies prior to and during the Technical Review meeting. The meeting is held in the Bluebonnet Room on the First Floor of the Main Street Municipal Building, located at 800 Main Street. Failure to attend the meeting will result in an incomplete application and postponement of the platting process.

V. When a plat application is deemed complete, it will be scheduled for consideration by the Plan Commission. At that point in time, the Plan Commission is responsible for approving a plat within 30 days. A plat is considered approved by the Plan Commission unless it is disapproved within that period.

Note: A plat application is deemed complete when all applicable city departments and utility companies have reviewed the plat **and** all requirements are fulfilled. (For a list of requirements, please refer to the Plat Checklist.)

VI. Final Plats must be filed with Dallas County within 180 days of approval by the Plan Commission. Failure to meet this requirement will require a re-application for plat approval.

Procedures and Submittal Requirements for Preliminary, Final, Vacation Plats and Replats:

All required information must be submitted to the Planning Department, with the exception of public works and site engineering documents. Please submit public works and site engineering documents to the Engineering Department.

A) Prior to or on Filing Deadline:

1) Application including signatures, fees
2) Copies of plats: 13 large 24" x 36" (folded) black line prints; one (1) 8.5" x 11" photo reduced copy of plat.
3) As-built Survey black line print; include a letter from the owner that verifies the all on-site improvements/infrastructure are reflected accurately **or** a letter from owner stating that no on-site structures exist.
4) Plat checklist
5) As-built survey
6) Boundary closure statement
7) Current vesting deed
8) Copy of letters sent to the franchise utilities

B) Revision Deadline Date (Three Days after Tech Review Meeting)

1) Franchise utility letters received
2) Revised plat (five (5) large copies and one (1) 8.5' by 11' photo reduced copy of plat, and electronic PDF copy - see instructions below*)
3) Red line mark-ups provided by City Surveyor**
4) Comment Response Sheet***

Notes:

*Email an electronic copy to Kelley Perez, Planning Technician at kperez@ci.garland.tx.us (preferably in PDF format) incorporating departmental comments.

*Red line mark-ups from the City Surveyor should be submitted to the Planning Department with the revised plat. Should the red line mark up not be submitted to the Planning Department, the plat application will be considered incomplete.

***Provide a Comment Response Form that addresses all city and utility department comments from the Technical Review Meeting. Be advised not addressing departmental comments will result in an incomplete plat application causing your case to be denied placement on the Plan Commission agenda. (The Comment Response Form can be obtained from the Planning Department.)

Note: In order for a plat application to be considered complete, all current taxes due must be paid.

C) After Plan Commission Approval (Final Plat ONLY):

i) Five (5) - 24" x 36" black line prints (Not Folded)

ii) Two (2) - mylar 24" x 36"

iii) Email one PDF copy of the plat to Kelly Perez at kperez@ci.garland.tx.us (This copy will be reviewed by departments to ensure the plat with signatures matches the plat approved by Plan Commission.)

D) After Filing with Dallas County Records (Final Plat ONLY):

i) Four (4) - 24" x 36" black line prints (Not Folded)

ii) One (1) - mylar sepia 24" x 36"

iii) One(1) – mylar sepia 18" x 22"

iv) Compact Disc: Submit two compact discs containing copies of the plat in both AutoCad 2000 (or newer release) and TIF formats along with copies of the filed and recorded plat.

Note - Copies of plats shall contain all signatures and the County Clerk Recordation Number

E) Filing Fees for Preliminary Plat, Final Plat, Replat and Vacated Plats:

a. Refer to Fee List.

b. No fee required for vacation of a plat. The new plat that will replace the vacated plat will be considered as a replat for fee calculation.

Note: Preliminary plat requirements are identical to final plat requirements with exceptions noted above. These steps are not required as a part of the preliminary plat process as only a final plat is filed for record with the Dallas County Clerk

Sidewalk Waiver	$200	None
Sign Variance	$250	None
Tree Preservation Variance	$300	None

City of Garland

Fee List
(October 1, 2008)

Planning Department Collects the following fees:

Zoning Change or Specific Use Permit Applications

Type of Application	Fee	Area of Notification
Planned Development (PD) Zoning (New or revised Concept / Detail Plan)	$1000 + $50 per acre	400 feet
Planned Development – amendment of conditions	$500	400 feet + all property within PD
Specific Use Permit – New Construction or Expansion	$1,000 + $50 per acre	400 feet
Specific Use Permit – Name or use change	$500.00	400 feet
Specific Use Permit – Residential less than one (1) acre	$100 – 0 to 1 acre	400 feet
Zoning Change Request	$800	400 feet

Plat Applications

Type of Application	Fee	Area of Notification
Preliminary, Final, or Replats	$500 + $50 acre	None
Residential Replats/Final Plat*	$500 + $50 acre	200 feet

*Final Plat involving residentially zoned platted property

Variance, Appeal, Waiver and Miscellaneous Applications

Type of Application	Fee	Area of Notification
Alcohol Distance	$300	None
Alley Waiver	$300	None
Building Line Modification	$150	200 feet
Building Line Modification, if Board of Adjustment appeal is also required	None	None
Development Standards Variance	$250	None
Downtown Development Standards Variance	$350	400 feet
Fence Variance	$0	
House Conversion (requiring public hearings)	$800	400 feet
SH 190, IH 30, IH 635 Corridors Development Standards Variance	$350	400 feet
Sidewalk Waiver	$200	None
Sign Variance	$250	
Tree Preservation Variance	$300	None

Zoning Verification Letters

Type	Fee	Area of Notification
Zoning Verification Letter	$25	N/A

Refund Policy

Position in Application Process	Refund
Request withdrawn prior to both the advertisement of legal notice or distribution of notification letters:	50%

PLAT REVIEW CHECKLIST
GENERAL INFORMATION
Survey Plat Review Group

RE: **City Case No.**_____-_____

Proposed Addition Name_____

The Plat of the referenced subdivision should conform to the attached Plat Review Check List. As required items are placed on the face of the final plat, a check mark should be placed in the designation corresponding to the item in the applicant column of the check list. The check list items not required for your particular plat should be labeled "N/A".

Return a copy of the completed check list, along with thirteen copies and an 8-1/2" x 11" legible reduction of the Final Plat to:

City of Garland
Planning Dept.
Survey Plat Review Group
800 Main St. 2nd floor
Garland, Tx 75040

Upon receipt of the plat copies and supporting documents, staff will review the plat for compliance with the City of Garland Platting Requirements.

A plat application is considered filed (complete) when all applicable city departments have reviewed and deemed the plat in order for Plan Commission consideration. At that point in time, the municipal authority is responsible for approving a plat within 30 days. A plat is considered approved by the municipal authority unless it is disapproved within that period. For a list of requirements, please refer to the Plat Checklist.

A plat that is complete and conforms to the City of Garland Platting Requirements will be released for Plan Commission approval and recording. Otherwise plats that do not conform and are incomplete will be returned to the applicant with a copy of the check list of the items that need to be addressed.

Please **submit five copies of the corrected plat along with an electronic copy in PDF format**, a comment response letter addressing each comment, and the completed check list to the Survey Plat Review Group (in Planning Dept.) at the above address. The plat will then be scheduled for final review. In the event all of the requirements listed on the check list are suitably addressed the final plat will be released. The Case Manager whose name is listed below is the contact for all matters concerning this final plat.

CASE MANAGER _____

PH NO. _____ **EMAIL ADDRESS** _____

J:\data\attorney\reso\easemnts.8pgs.wpd

PLAT REVIEW CHECKLIST
GENERAL INFORMATION
Survey Plat Review Group

The Plat of the referenced subdivision should conform to the attached Plat Review Check List. As required items are placed on the face of the final plat, a check mark should be placed in the designation corresponding to the item in the applicant column of the check list. The check list items not required for your particular plat should be labeled "N/A".

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CITY CASE MANAGER _____

PH NO. _____ **EMAIL ADDRESS** _____

PLAT REVIEW CHECKLIST
Development Services
Survey Plat Review Group

_____ ***PRELIMINARY*** _____ ***FINAL PLAT*** _____ ***REPLAT*** (check one)

CITY CASE NO.:_____

SUBDIVISION NAME: _____

GENERAL REQUIREMENTS (*NOTE: ALL COMMENTS AND REQUIREMENTS FROM ALL DEPARTMENTS, WHICH MAY NOT BE INCLUDED IN THIS CHECKLIST, SHALL BE ADDRESSED:*

	APPLI-CANT	CITY STAFF	
1.	_____	_____	PLAT SHEET SIZE SHALL BE 24" X 36" AND HAVE A PERIMETER BORDER.
2.	_____	_____	PLAT SHALL BE LEGIBLE.
3.	_____	_____	TEXT HEIGHT NOT LESS THAN 10 CHARACTERS PER INCH (LEGAL DESCRIPTION, NOTES, CERTIFICATIONS, ETC.) OR MIN. 1/10 OF DRAWING SCALE (I.E- IF SCALE IS 1"=30, TEXT SHALL BE A MIN. 3' IN HEIGHT)
4.	_____	_____	SCALE OF 1" = 20', 30', 40' etc. OR LARGEST PRACTICAL SCALE, STANDARD SCALES ONLY (1"=80' OR SIMILAR NOT ALLOWED)
5.	_____	_____	NORTH ARROW AND GRAPHIC SCALE ON PLAT
6.	_____	_____	ALL LEADERS **SHALL HAVE ARROWHEADS** (THIS IS NOT OPTIONAL)
7.	_____	_____	VICINITY MAP SHOWING: • ALL THOROUGHFARES AND EXISTING STREETS BOUNDED BY THE TWO NEAREST INTERSECTING MAJOR THOROUGHFARES. • NORTH ARROW ON VICINITY MAP • SCALE IF ANY, OR THE STATEMENT "NOT TO SCALE". • (MAP SCALE SHALL BE AT LEAST EQUAL TO 1" = 2000")
8.	_____	_____	NAME AND ADDRESS OF: • SURVEYOR AND/OR ENGINEERING FIRM, • ALL OWNERS, AND/OR DEVELOPER.
9.	_____	_____	LEGEND INDICATING SYMBOLS USED ON PLAT. LEGEND SHALL INCLUDE ONLY THOSE SYMBOLS ACTUALLY APPEARING ON THE PLAT.

10. _____ _____ **DO NOT** SHOW TOPOGRAPHIC FEATURES (I.E. CONTOUR LINES, FLOOD PLAIN, UTILITIES, PARKING AREAS, TREES, SHRUBS, FENCES, PAVING, BUILDING AND STRUCTURES, ETC. **(ENG. DEPT. MAY REQUIRE A SEPARATE SHEET SHOWING THESE ITEMS IF A DRAINAGE AREA MAP IS NOT INCLUDED WITH THE CIVIL ENGINEERING PLAN SET SUBMITTED FOR REVIEW).**

GENERAL NOTES

11. _____ _____ **IF PROPERTY IS AT A STREET OR ALLEY INTERSECTION,** ADD AS A GENERAL NOTE:

- PROPERTY OWNERS OF CORNER LOTS SHALL MAINTAIN SIGHT VISIBILTY TRIANGLES IN ACCORDANCE WITH THE PROVISIONS OF THE TRAFFIC MANAGEMENT STANDARDS OF THE CITY OF GARLAND, TEXAS.

12. _____ _____ ALL CONVEYANCE PLATS SHALL BEAR THE FOLLOWING NOTE ON ALL SHEETS:

"*THIS PLAT IS A CONVEYANCE PLAT ONLY, AND IS APPROVED SOLELY FOR THE PURPOSE OF DEFINING LOTS AND OTHER INTERESTS IN THE LAND DESCRIBED HEREIN. NO BUILDING PERMIT, CERTIFICATE OF OCCUPANCY, OR OTHER DEVELOPMENT APPROVAL SHALL BE ISSUED OR IS HEREBY INTENDED, NOR SHALL PERMANENT PUBLIC UTILITY SERVICE BE PROVIDED TO ANY LOT DESCRIBED ON THIS CONVEYANCE PLAT UNTIL A FINAL PLAT IS APPROVED, FILED OF RECORD, AND THE PUBLIC IMPROVEMENTS SHOWN THEREON HAVE BEEN ACCEPTED IN ACCORDANCE WITH THE PROVISIONS OF THE ORDINANCES OF THE CITY OF GARLAND, TEXAS.*"

13. _____ _____ ALL **REPLATS** (NOT NEW PLATS) SHALL BEAR A PURPOSE OF REPLAT STATEMENT ON ALL SHEETS THAT IS GENERAL IN NATURE, **EXAMPLE:**

"*THE PURPOSE OF THIS REPLAT IS TO CREATE TWO ADDITIONAL LOTS FOR DEVELOPMENT OF STORAGE FACILITY AND ADD ADDITIONAL UTILITY EASEMENTS.*"

14. _____ _____ ALL PLATS SHALL NOTE WHAT TYPE OF MONUMENTATION IS SET AT ALL LOT CORNERS, TO **INCLUDE SIZE, TYPE OF MATERIAL, CAP COLOR & TEXT STAMPED THEREON**. **EXAMPLE:**

"*EACH LOT CORNER IS MONUMENTED BY A 5/8" IRON ROD WITH YELLOW PLASTIC CAP STAMPED 'RPLS 7777' UNLESS DENOTED OTHERWISE*"

BOUNDARY REQUIREMENTS

15. _____ _____ BOUNDARY DRAWING DIMENSIONS SHALL AGREE WITH LEGAL DESCRIPTION DIMENSIONS INCLUDING:

- POINT OF COMMENCING (IF APPLICABLE)
- POINT OF BEGINNING
- BEARINGS & DISTANCES
- CURVE DATA TO INCLUDE:

a. DIRECTION TO THE RIGHT OR LEFT
b. DELTA ANGLE
c. RADIUS
d. CHORD BEARING FROM THE BEGINNING OF THE CURVE
e. CHORD LENGTH
f. ARC LENGTH
g. WHETHER CURVE IS TANGENT OR NON-TANGENT

16. _____ _____ BOUNDARY OF AREA BEING PLATTED SHOULD BE OUTLINED WITH A

HEAVY SOLID BOLD LINE; ALL OTHER LOT LINES (*LIGHTER WEIGHT THAN BOUNDARY*), AND ADJOINING PROPERTY (*LIGHTER WEIGHT THAN LOT LINES*) SHOULD BE A SOLID THIN LINE.

17. _____ _____ PLAT BOUNDARY LINES SHALL BE PUNCTUATED ONLY WITH OPEN CIRCLES (OR OTHER SYMBOL DENOTED IN LEGEND) AT THE ANGLE POINTS AND POINTS OF CURVATURE. CIRCLES OR OTHER CORNER SYMBOLS SHALL NOT BE PLACED BREAKING SUCH BOUNDARY LINES AT THE POINTS WHERE THEY ARE INTERSECTED BY ADJOINING TRACT LINES. IF SUCH POINTS ARE MARKED WITH PHYSICAL OBJECTS, NOTE THE CHARACTER OF THE MONUMENT IN TEXT WITH AN ARROW TO THE LOCATION (TO AVOID ANY AMBIGUITY AS TO THE TERMINUS OF THE ANNOTATED BOUNDARY LINE).

18. _____ _____ IDENTIFY OLD LOT LINES OR TRACT LINES WITH A **DOTTED LINE (NOT DASHED)** AND GHOST IN **(USE DOT FONT)** OLD LOT NUMBERS, TRACT NUMBERS, ETC.

19. _____ _____ LABEL EACH LOT & BLOCK WITH NUMBERS ONLY, **NO ALPHA CHARACTERS ALLOWED** (unless as part of a replat, i.e.- LOT 1R, BLOCK A)

20. _____ _____ LABEL AREA (**SQUARE FOOTAGE AND ACREAGE**) OF EACH LOT, CENTERED ON LOT OR IN TABLE.

21. _____ _____ LABEL EXISTING ADDITIONS **(USE DOT FONT)** WITH VOLUME, PAGE, OR COUNTY CLERK FILE No., AND SOURCE OF RECORD (D.R.D.C.T, D.R.C.C.T. OR OTHER CONTIGUOUS COUNTIES WITHIN GARLAND CITY LIMITS)

22. _____ _____ STATE A BASIS OF BEARING FOR PLAT ON ***DRAWING*** (**even if stated in legal**).

(SAMPLE STATEMENT)

BASIS OF BEARING IS THE NORTH LINE OF MILLER ROAD (INSERT RECORDED BEARING, I.E. BEING NORTH 00 DEGREES 00 MINUTES 00 SECONDS EAST) AS RECORDED IN VOLUME 88327, PAGE 0235, DEED RECORDS OF DALLAS COUNTY, TEXAS, WITH CONTROLLING MONUMENTS GRAPHICALLY DENOTED BY "C.M.".

IF GPS OBSERVATIONS ARE USED FOR BASIS OF BEARINGS, SEE EXAMPLE BELOW IN ITEM No. 23.

23. _____ _____ IDENTIFY STATE PLANE COORDINATES (TEXAS COORDINATE SYSTEM OF

1983) ON AT LEAST TWO CORNERS OF THE BOUNDARY INCLUDING METADATA. IF THE COORDINATES ARE OBTAINED INDEPENDENT OF THE CITY'S GEODETIC CONTROL, VIA OPUS, STATIC POST-PROCESSED, OR VRS-RTK METHODS, STATE SO, OR LIST AT LEAST TWO CITY GPS/GEODETIC CONTROL MONUMENTS TIED TO AND

THEIR COORDINATES AND METADATA (I.E.-2002 DATUM), AND LIST METHOD OF TIE (CONVETIONAL, RTK, STATIC, ETC).

<u>EXAMPLE METADATA STATEMENT</u> (DO NOT COPY THE NUMERIC VALUES IN THIS EXAMPLE):

COORDINATES (<u>INSERT "AND BEARINGS" HERE IF USED FOR BASIS OF BEARINGS</u>) SHOWN HEREON ARE NAD83(CORS96, EPOCH 2002) TIED TO THE TEXAS COORDINATE SYSTEM OF 1983, NORTH CENTRAL ZONE (4202) USING CITY OF GARLAND GEODETIC CONTROL (2002 DATUM) MONUMENTS 24 AND 25;

GPS24- N=7021483.019	*GPS25- N=7023392.672*
E=2538741.969	*E=2545208.193*
Z=554.14	*Z=526.18*

THE CONVERGENCE/MAPPING ANGLE AT THE P.O.B. (or label alternate point on dwg with letter for reference here) IS 01°01'05" WITH A COMBINED SCALE FACTOR OF 0.999863513.

24. _____ _____ SUBMIT A GEOMETRIC CLOSURE FOR THE BOUNDARY OF THE AREA BEING PLATTED (***<u>LABEL WITH PLAT NAME AT TOP</u>***; THIS IS REQUIRED IN THE FINAL PLAT FILE PRIOR TO CONSIDERATION FOR BEING PLACE ON PLAN COMMISSION AGENDA, ATTACH <u>TO SUBMITTAL</u>):

- INCLUDE BEARINGS AND DISTANCES
- CURVE DATA TO INCLUDE:
    - h. DIRECTION TO THE RIGHT OR LEFT (STATE IF NON-TANGENT)
    - i. DELTA ANGLE
    - j. RADIUS
    - k. CHORD BEARING FROM THE BEGINNING OF THE CURVE
    - l. CHORD LENGTH
    - m. ARC LENGTH
- PRECISION OF BOUNDARY CLOSURE (MINIMUM 1:15000)

25. _____ _____ AREA WITHIN 150 FEET OF THE PERIMETER OF PLATTED BOUNDARY (**even if across street or alley**) SHALL BE DETAILED:

- **SHOW DISTANCES WITHIN 150 FEET ON ADJOINERS FOR LOT OR TRACT LINES TAKEN FROM DEEDS, PLATS, AND OTHER RECORD RESEARCH.**
- SHOW ADDITION NAME(S)
- PROPERTY OWNER NAME(S) (if not in a platted subdivision)
- SHOW LOTS AND BLOCKS, OR TRACTS, LABEL WITH APPROPRIATE NUMBERS, **<u>ABSTRACT NO. & ACREAGE</u>** DESCRIBED IN DEED (IF UNPLATTED)
- SHOW VOLUME AND PAGE, AND SOURCE OF RECORD (D.R.D.C.T., ETC.).
- SHOW WIDTHS OF STREETS, ALLEYS, AND EXISTING EASEMENTS LEGIBLY. LABEL VOLUME AND PAGE AND SOURCE OF RECORD. ADD DISTANCE TIES ACROSS R.OW. AT VARIABLE WIDTH R.O.W.
- OTHER PERTINENT DATA

26. _____ _____ PROVIDE IMPROVEMENT/AS-BUILT SURVEY OF PROPERTY ON SEPARATE SHEET (13 COPIES) SHOWING ALL EXISTING STRUCTURES AND VISIBLE CITY

INFRASTRUCTURE. EXISTING BUILDINGS MAY NOT EXTEND ACROSS PROPOSED PROPERTY LINES (PLAT BOUNDARY OR LOT LINES). PROVIDE LETTER (1 COPY) FROM PROPERTY OWNER THAT TO THE BEST OF HIS/HER KNOWLEDGE, VERIFIES THAT ALL ON-SITE IMPROVEMENTS/INFRASTRUCTURE ARE REFLECTED ACCURATELY **OR** A LETTER FROM OWNER STATING THAT TO THE BEST OF HIS/HER KNOWLEDGE, NO ON-SITE STRUCTURES EXIST.

MONUMENTATION REQUIREMENTS

27. _____ _____ ALL MONUMENTATION SHALL BE LABELED AND DESCRIBED IN FULL ON

DRAWING AND LEGAL DESCRIPTION, i.e- **5/8" IRON ROD WITH YELLOW PLASTIC CAP STAMPED "RPLS 7777" FOUND FOR CORNER"** (LEGEND MAY BE USED TO COMPLY WITH THE DRAWING PORTION OF THE REQUIREMENT). ***WHEN PLACING DESCRIPTION OF SUBDIVISION MONUMENTS ON DRAWING AND IN LEGAL DESCRIPTION, DESCRIBED IN FULL,*** **i.e.- 5/8" iron rod with 3-1/4" aluminum disc stamped "SMITH ESTATES-2007" set.**

28. _____ _____ COMPLIANCE WITH MONUMENTATION STANDARDS AS SET FORTH IN CHAP. 31, ART. I, SEC. 31.11, CITY OF GARLAND CODE OF ORDINANCES, INCLUDING SPECIFICATIONS SET FORTH BY CITY SURVEYOR. **ALL SUBDIVISIONS SHALL HAVE A MINIMUM OF 2 STANDARD CITY OF GARLAND SUBDIVISION MONUMENTS SET ON BOUNDARY (WITH STATE PLANE COORDINATES & METADATA STATEMENT) OR ALTERNATE LOCATION APPROVED BY THE CITY SURVEYOR (972-205-2157 – gbreysac@ci.garland.tx.us). *WHEN PLACING DESCRIPTION OF SUBDIVISION MONUMENTS ON DRAWING AND IN LEGAL DESCRIPTION, DESCRIBE IN FULL.* i.e.- 5/8" iron rod with 3-1/4" aluminum disc stamped "SMITH ESTATES-2007" set.**

29. _____ _____ LABEL AT LEAST TWO FOUND CONTROLLING MONUMENTS ON PLAT, IF POSSIBLE.

EASEMENT REQUIREMENTS

30. _____ _____ LABEL & DIMENSION EXISTING EASEMENTS AS MUCH AS POSSIBLE:

- LABEL TYPE OF EASEMENT, LABEL VOLUME AND PAGE OR COUNTY CLERK FILE No., AND LABEL EASEMENT RECORDING DATA (D.R.D.C.T., ETC.). AT A MINIMUM, TIE ESMT. TO BOUNDARY AT ITS' ENTRANCE & EXIT. **EASEMENTS MUST BE LOCATABLE. USE ENLARGED DETAIL IF NECESSARY.**

31. _____ _____ EASEMENTS CREATED BY THIS PLAT SHALL BE LABELED AS TO TYPE, AND

LOCATED WITH BEARINGS AND DISTANCES, **IF DEDICATED BY PLAT SHALL BE LABELED "BY THIS PLAT"**. IF GRAPHICALLY LIMITED BY SPACE, A NOTE MAY BE PLACED ON THE PLAT STATING "ALL EASEMENTS SHOWN HEREON ARE DEDICATED BY THIS PLAT UNLESS SPECIFICALLY NOTED OTHERWISE BY INSTRUMENT RECORDING INFORMATION". IF DEDICATED BY SEPARATE INSTRUMENT SHOW VOLUME AND PAGE/COUNTY CLERK FILE NUMBER(S) AND SOURCE OF RECORD. **EASEMENTS MUST BE LOCATABLE. USE ENLARGED DETAIL IF NECESSARY.**

32. _____ _____ ALL EASEMENT COMMENTS (IF ANY) FROM CIVIL ENGINEERING PLAN SET REVIEW SHALL BE INCORPORATED AND SHOWN ON PLAT.

33. _____ _____ ALL EASEMENTS SHALL BE SHOWN AS A DASHED LINETYPE. WHERE SEVERAL EASEMENTS ARE PARALLEL OR OTHERWISE INDISTINGUISHABLE, USE SMALLER/LARGER SCALE ON LINETYPES FOR EACH.

34. _____ _____ ALL OFFSITE EASEMENTS REQUIRED FOR DEVELOPMENT **SHALL BE SHOWN** ALONG WITH VOLUME AND PAGE/COUNTY CLERK FILE NUMBER(S) OF RECORDING. ***THE PLAT WILL NOT BE APPROVED WITHOUT THIS INFORMATION.***

35. _____ _____ AREAS TO BE ABANDONED WITHIN THE PLATTED AREA SHALL BE

PROCESSED BY SEPARATE DOCUMENT AND RECORDING DATA AND/OR ORDINANCE/RESOLUTION NUMBERS SHALL BE NOTED ON PLAT **PRIOR TO APPROVAL**.

36. _____ _____ IF APPLICABLE, LABEL ABANDONED EASEMENTS, RIGHT-OF-WAYS, ALLEYS, ETC., ABANDONED SINCE LAST PLAT OF AREA, TO INCLUDE:

- ORDINANCE NUMBER AND/OR RECORDING DATA, **SHALL BE SHOWN** WIDTH

37. _____ _____ **TITLE BLOCK (USE THE FOLLOWING SEQUENCE FOR LAYOUT; 1-6)**

- LOCATED AT LOWER RIGHT HAND CORNER
- (1) FOR FINAL PLAT, CHANGE TITLE FROM PRELIMINARY PLAT TO **FINAL PLAT**
- FOR CONVEYANCE PLAT, HEADING IN TITLE BLOCK SHOULD BE LABELED **CONVEYANCE PLAT**
- (2) **ADDITION NAME** (section no., or installment no. if needed). **THIS TEXT SHOULD STAND OUT OR BE LARGER THAN ANY OTHER IN THE TITLE BLOCK**. THERE CAN BE NO DUPLICATION OF (OR CLOSELY SIMILAR TO) ANY EXISTING SUBDIVISION NAME. **ADDITION NAMES CANNOT BEGIN WITH THE WORDS "THE" OR "REPLAT" OR A NUMBER** (i.e.- THE DUCK CREEK ADDITION, REPLAT OF DUCK CREEK ADDITION, OR 2116 DUCK CREEKADDITION)
- (3) **LOT 000** (a number), **BLOCK 0000** (a number), (i.e.- LOTS 1-12, BLOCK 1). REFERENCE SOURCE (IF APPLICABLE; i.e.- REPLAT OF LOT 00, BLOCK 000, OF THE SNARLEY ADDITION) ***USE SMALLER/LIGHTER WEIGHT FONT***
- (4) **SURVEY AND ABSTRACT NO.** (i.e.-JAMES WINSLOW SURVEY, ABSTRACT NO. 000)
- (5) **CITY OF GARLAND, DALLAS COUNTY, TEXAS** (OR APPROPRIATE COUNTY), SHALL BE ON PLAT
- (6) **CITY CASE NUMBER** (ISSUED WITH SUBDIVISION APPLICATION, I.E. 050714-1).

FINAL PLAT

DUCK CREEK NO. 3 ADDITION

LOTS 1-185, BLOCK 1

REASON CRIST SURVEY, ABSTRACT NO. 153

CITY OF GARLAND, DALLAS COUNTY, TEXAS

CITY CASE NO. 111111-1

or

FINAL PLAT

OAKWOOD ESTATES

LOTS 1,2,3 BLOCK 1

A REPLAT OF LOTS 4, 5, 6, BLOCK 7 OF

38. _____ _____ **OWNER'S CERTIFICATE** (LABEL HEADING; OWNER'S CERTIFICATE)

- LABEL; **STATE OF TEXAS**
- LABEL; **COUNTY OF DALLAS** (OR APPROPRIATE COUNTY)
- OWNERS NAME (SHALL MATCH DEED EXACTLY)

39. _____ _____ **LEGAL DESCRIPTION**

GENERAL DESCRIPTION:

- VESTING DEED FOR CURRENT OWNER REFERENCED WITH COMPLETE RECORDING INFORMATION IN GENERAL DESCRIPTION OF LEGAL, **A COPY OF THE RECORDED DEED/DEEDS SHALL BE FURNISHED FOR PLATTED PROPERTY, ATTACH TO SUBMITTAL.**
- **REFERENCE:**
  - SURVEY, ABSTRACT NO.
  - TRACT INFORMATION
  - PRIOR ADDITION NAME, INCLUDE SUBJECT LOT AND BLOCK, WITH VOLUME AND PAGE, OR PREVIOUS OWNERS AND DEEDS OF REFERENCE, WITH VOLUME AND PAGE OR CO. CLERK No., AND COUNTY RECORD LOCATION.

SPECIFIC DESCRIPTION:

- POINT OF COMMENCING (IF APPLICABLE)
- POINT OF BEGINNING
- COMMENCE OR BEGIN AT A STREET INTERSECTION, RECORDED ADDITION CORNER, OR LOT CORNER OF A RECORDED ADDITION.
- PROVIDE BEARINGS AND DISTANCES (BEARINGS TO SECONDS, DISTANCES TO HUNDRETHS), AND CURVE DATA TO INCLUDE:
  - i. DIRECTION TO THE RIGHT OR LEFT
  - ii. CENTRAL ANGLE
  - iii. RADIUS
  - iv. CHORD BEARING FROM THE BEGINNING OF THE CURVE
  - v. CHORD LENGTH
  - vi. ARC LENGTH
- **COMPLETE MONUMENTATION DESCRIPTIONS** (EXAMPLE: TO A 5/8" IRON ROD WITH YELLOW PLASTIC CAP STAMPED "RPLS 7777" SET).
- CONCLUDE LISTING **SQUARE FOOTAGE *AND* ACREAGE** OF PLATTED AREA, I.E. AND CONTAINING 43,560 SQUARE FEET OR 1.000 ACRES OF LAND (SQUARE FEET TO WHOLE FOOT, AND ACREAGE TO THOUSANDTHS).

40. _____ _____ **OWNER'S DEDICATION** (LABEL HEADING; OWNER'S DEDICATION)

- NAME OF ADDITION IN DEDICATION *SHALL BE IN BOLD TYPE.* **DO NOT PUT LOT AND BLOCK NUMBERS WITH NAME OF ADDITION.**
- USE APPROPRIATE FORM OF STANDARD CITY OF GARLAND DEDICATION LANGUAGE (i.e.-corporate owner, private/individual owner, private streets, access esmts).

- IF APPLICABLE, INCLUDE DRAINAGE WAY OR DETENTION AREA INSCRIPTIONS PER CHAP. 31, ART. I, SEC. 31.06 AND 31.36, CITY OF GARLAND CODE OF ORDINANCES.
- OWNER'S SIGNATURE BLOCK SHALL CONTAIN, IN ADDITION TO SIGNATURE LINE, SEPARATE LINES LABELED FOR "**PRINTED NAME**" AND "**TITLE**" IF SIGNING FOR A CORPORATION, CHURCH, OR OTHER BUSINESS ENTITY.

41. _____ _____ **PLAN COMMISSION SIGNATURE BLOCK** (FOR CHAIRMAN & SEC.) **INCLUDING 180 DAY FILING STATEMENT** (ALLOWABLE TIME FOR FILING)

42. _____ _____ **THE FOLLOWING STATEMENT WILL BE USED FOR THE**

THE SURVEYOR'S CERTIFICATE ON THE RECORDED FINAL PLAT:

SURVEYOR'S AFFIRMATION:

I, _____, a Registered Professional Land Surveyor, licensed by the State of Texas, affirm that this plat was prepared under my direct supervision, from recorded documentation, evidence collected on the ground during field operations and other reliable documentation; and that this plat substantially complies with the Rules and Regulations of the Texas Board of Professional Land Surveying, Texas Local Government Code, Chapter 212, and the subdivision rules and regulations of the City of Garland, Texas. I further affirm that monumentation shown hereon was either found or placed and is in substantial compliance with the City of Garland Code of Ordinances, Sec. 31.11; and that the digital drawing file accompanying this plat is a precise representation of this Signed Final Plat.

Dated this the_____ day of _____, 200_

(Signature)

(Surveyor's Typed Name)
Texas Registered Professional Land Surveyor No. _____"

43. _____ _____ **NOTARY STATEMENTS FOR ALL SIGNING PARTIES**

- OWNER/OWNERS, OWNER'S AGENT
- LAND SURVEYOR

44. _____ _____ **FLOODWAY/FLOODPLAIN REQUIREMENTS, ETC.** (FOR PLATS IN FLOODPLAIN, JURISDICTIONAL WATERS OF THE U.S., ETC.)

- FOR PLATS WITH MINIMUM FINISH FLOOR ELEVATIONS, **THE FLOOD STUDY, FIRM PANEL/FIS, OR OTHER SOURCE USED TO DETERMINE THE MIN. F.F. ELEVATIONS SHALL BE CITED** WITH PERTINENT ITEMS IDENTIFIED (i.e.- Engineering Firm/Engineer, Panel Number/FIS Volume , Date of Document, etc.) AND OTHER INFORMATION AS DIRECTED BY THE ENGINEERING DEPT. FLOODPLAIN ADMINISTRATOR.
- FLOODWAY/FLOODPLAIN MAY REQUIRE DEDICATION AS AN EASEMENT PER SEC. 31.29 AT THE DISCRETION OF THE FLOODPLAIN ADMINISTRATOR
- IF REQUIRED, MONUMENTATION SET ON LINE, TO BE SHOWN ON THE PLAT DRAWING

44. _____ _____ **FRANCHISE UTILITY APPROVAL LETTERS** SHALL PROVIDE APPROVAL LETTERS FROM EACH FRANCHISE UTILITY BEFORE PLAT WILL BE ALLOWED TO PROCEED TO PLAN COMMISSION. FRANCHISE UTILITY CONTACT INFO. AND SAMPLE

LETTER IS AVAILABLE FROM THE PLANNING DEPT. (IT IS THE APPLICANT'S RESPONSIBILITY TO OBTAIN CURRENT CONTACT INFO. FOR FRANCHISE UTILITIES IF PROVIDED LIST IS NOT CURRENT)

45. _____ _____ **APPROVAL LETTERS, MISC. (if applicable)** ANY LETTERS OF AGREEMENT FROM OTHER ENTITIES SUCH AS, BUT NOT LIMITED TO, CITY OF GARLAND PARKS DEPT., TMPA, NTMWD, ETC. SHALL BE PROVIDED BEFORE PLAT WILL BE ALLOWED TO PROCEED TO PLAN COMMISSION.

46. _____ _____ **CITY SURVEYOR'S MARK-UP** INCLUDE AND RETURN CITY SURVEYOR'S MARK-UP OF THE CURRENT PLAT SUBMITTAL WITH THE NEXT SUBMITTAL.

47. _____ _____ **FOLDED PLATS** *ALL PLATS SHALL BE FOLDED* ACCORDING TO THE INSTRUCTIONS ATTACHED HERETO (***TITLE BLOCK OUT***), **OR** BE 8-1/2"x 12" OR SMALLER, **NO EXCEPTIONS**.

THIS COMPLETED LIST SHALL ACCOMPANY THE PLAT SUBMITTAL. COMPLETE ALL APPLICABLE ITEMS. PLACE A CHECK MARK IN THE SPACE LABELED "APPLICANT". ITEMS THAT ARE NOT APPLICABLE TO YOUR SITUATION SHOULD BE LABELED "N/A".

ADDITIONAL COMMENTS: ***SEE RED-LINE MARK-UP FOR FURTHER INFO.***

_____

_____

_____

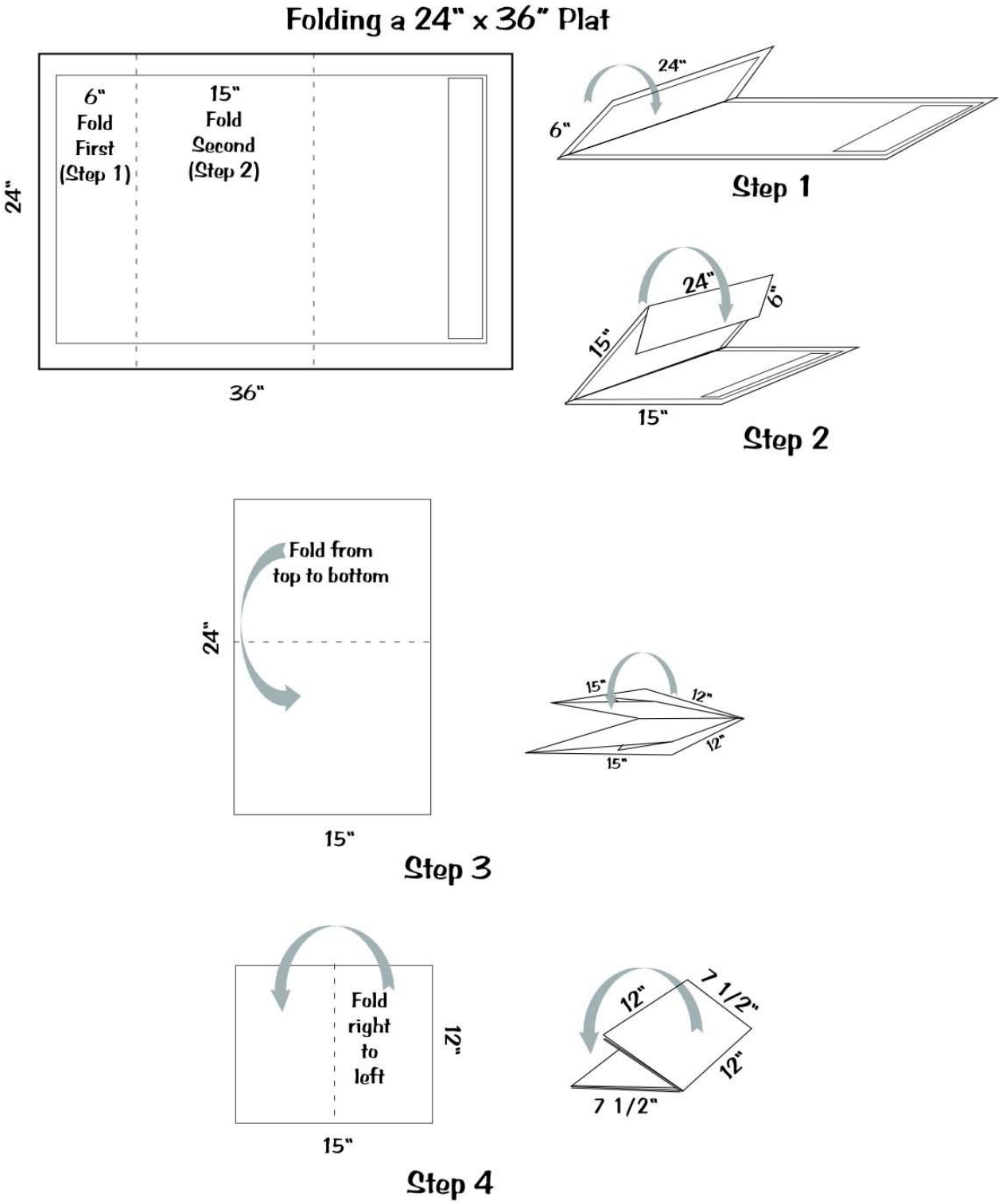
_____

(FINAL 10/15/09)

HOW TO FOLD 24” X 36” PLATS

PLACE PLAT ***PRINTED SIDE DOWN*** READING LEFT TO RIGHT, THEN FOLD AS FOLLOWS:

FINISHED SIZE SHALL BE APPROXIMATELY 7.5” X 12” AND FOLDED SO ***OUTSIDE PORTION IS THE TITLE BLOCK***



J:\data\attorney\reso\easemnts.8pgs.wpd

City of Garland

Subdivision Plat Dedication Language

Contact: Glenn S. Breysacher, City Surveyor
Phone – 972.205.2157
Email – gbreysac@ci.garland.tx.us

Dedication form for an individual (no drainage easements, floodway(s) or detention areas):

NOW THEREFORE, KNOW ALL BY THESE PRESENTS:

That _____, the owner of the property described in this plat does hereby adopt this plat, designating the property as _____ an addition to the City of Garland, Dallas County, Texas and does hereby dedicate, in fee simple and to the public use forever, the streets and alleys shown thereon and does further dedicate to the public use forever the easements shown thereon for the purposes indicated. All easements dedicated by this plat shall be open to, without limitation, all public and private utilities using or desiring to use the same for the purposes dedicated. No building, fence, tree, shrub, or other structure, improvement or growth shall be constructed, reconstructed or placed upon, over or across any easement dedicated by this plat. Any public or private utility shall have: (1) the right to remove and keep removed all or any part of any building, fence, tree, shrub, or other structure, improvement or growth which in any way may endanger or interfere with the construction, reconstruction, maintenance, operation or efficiency of such utility; and (2) the right of ingress and egress to or from and upon such easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining and adding to, enlarging, or removing all or parts of its operation without the necessity at any time of procuring the permission of anyone. The maintenance of paving on utility easements and fire lanes is the responsibility of the property owner.

All utility easements dedicated by this plat shall also include an additional area of working space for construction, reconstruction, additions, enlargements, and maintenance including such additional area necessary for installation and maintenance of manholes, cleanouts, fire hydrants, water services and wastewater services from the main to the curb or pavement line.

[INCLUDE THE FOLLOWING PROVISION IF THE PLAT CONTAINS ACCESS EASEMENTS]

The undersigned does covenant and agree that the access easement(s) dedicated on this plat may be utilized by any person, including the general public, for ingress and egress to other real property, for both vehicular and pedestrian use and access, in, along, upon and across the premises containing the access easement(s).

This plat approved subject to all applicable ordinances, rules, regulations, and resolutions of the City of Garland, Texas.

WITNESS, my hand at Garland, Texas, this the _____ day of _____, 20_____.

BY:_____
AUTHORIZED SIGNATURE

STATE OF TEXAS §
§
COUNTY OF DALLAS §

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 the purposes and consideration and under the authority therein expressed.

GIVEN under my hand and seal of office this _____ day of _____, 20__.

_____
Notary Public for and in the State of Texas

My commission expires: _____

Dedication form for corporations, partnerships, trusts, and other business entities (no drainage easements, floodway(s) or detention areas):

NOW THEREFORE, KNOW ALL BY THESE PRESENTS:

That _____the owner of the property described in this plat, acting by and through its duly authorized agent, does hereby adopt this plat, designating the property as _____ an addition to the City of Garland, Dallas County, Texas and does hereby dedicate, in fee simple and to the public use forever, the streets and alleys shown thereon and does further dedicate to the public use forever the easements shown thereon for the purposes indicated. All easements dedicated by this plat shall be open to, without limitation, all public and private utilities using or desiring to use the same for the purposes dedicated. No building, fence, tree, shrub, or other structure, improvement or growth shall be constructed, reconstructed or placed upon, over or across any easement dedicated by this plat. Any public or private utility shall have: (1) the right to remove and keep removed all or any part of any building, fence, tree, shrub, or other structure, improvement or growth which in any way may endanger or interfere with the construction, reconstruction, maintenance, operation or efficiency of such utility; and (2) the right of ingress and egress to or from and upon such easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining and adding to, enlarging, or removing all or parts of its operation without the necessity at any time of procuring the permission of anyone. The maintenance of paving on utility easements and fire lanes is the responsibility of the property owner.

All utility easements dedicated by this plat shall also include an additional area of working space for construction, reconstruction, additions, enlargements, and maintenance including such additional area necessary for installation and maintenance of manholes, cleanouts, fire hydrants, water services and wastewater services from the main to the curb or pavement line.

[INCLUDE THE FOLLOWING PROVISION IF THE PLAT CONTAINS ACCESS EASEMENTS]

The undersigned does covenant and agree that the access easement(s) dedicated on this plat may be utilized by any person, including the general public, for ingress and egress to other real property, for both vehicular and pedestrian use and access, in, along, upon and across the premises containing the access easement(s).

This plat approved subject to all applicable ordinances, rules, regulations, and resolutions of the City of Garland, Texas.

WITNESS, my hand at Garland, Texas, this the _____ day of _____, 20_____.

BY:_____
AUTHORIZED SIGNATURE

STATE OF TEXAS §
§
COUNTY OF DALLAS §

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 the purposes and consideration and under the authority therein expressed.

GIVEN under my hand and seal of office this _____ day of _____, 20__.

_____
Notary Public for and in the State of Texas
My commission expires: _____

Dedication form for an individual (including drainage easements, floodway(s) or detention areas):

NOW THEREFORE, KNOW ALL BY THESE PRESENTS:

That _____, the owner of the property described in this plat does hereby adopt this plat, designating the property as _____ an addition to the City of Garland, Dallas County, Texas and does hereby dedicate, in fee simple and to the public use forever, the streets and alleys shown thereon and does further dedicate to the public use forever the easements shown thereon for the purposes indicated. All easements dedicated by this plat shall be open to, without limitation, all public and private utilities using or desiring to use the same for the purposes dedicated. No building, fence, tree, shrub, or other structure, improvement or growth shall be constructed, reconstructed or placed upon, over or across any easement dedicated by this plat. Any public or private utility shall have: (1) the right to remove and keep removed all or any part of any building, fence, tree, shrub, or other structure, improvement or growth which in any way may endanger or interfere with the construction, reconstruction, maintenance, operation or efficiency of such utility; and (2) the right of ingress and egress to or from and upon such easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining and adding to, enlarging, or removing all or parts of its operation without the necessity at any time of procuring the permission of anyone. The maintenance of paving on utility easements and fire lanes is the responsibility of the property owner.

All utility easements dedicated by this plat shall also include an additional area of working space for construction, reconstruction, additions, enlargements, and maintenance including such additional area necessary for installation and maintenance of manholes, cleanouts, fire hydrants, water services and wastewater services from the main to the curb or pavement line.

[INCLUDE THE FOLLOWING PROVISION IF THE PLAT CONTAINS A DRAINAGE EASEMENT OR FLOODWAY]:

Each property owner shall keep the drainage channels and/or drainage and floodway easements traversing or adjacent to his property clean and free of debris, silt, and any other substance which may impede the flow of stormwaters or result in unsanitary conditions. This includes all necessary establishment of ground cover, slope stabilization, mowing, weeding, litter pick-up, and other normal property owner responsibilities. The City of Garland shall have the right of ingress and egress for the purposes of inspection and supervision of maintenance work by the property owner to alleviate any undesirable conditions which may occur.

No obstruction to the natural flow of stormwater runoff shall be permitted by filling or by construction of any type, including, but not limited to, construction of any dam, building, fence, bridge, walkway, or any other structure within the drainage channels or easements, unless approved by the City of Garland, provided, however, it is understood that in the event it becomes necessary for the City of Garland to erect any type of drainage structure in order to improve the storm drainage that may be occasioned by the streets and alleys in or adjacent to the subdivision, then in such event, the City shall have the right to enter upon the drainage or floodway easements at any point or points to erect, construct, or maintain any drainage facility deemed necessary for drainage purposes.

[INCLUDE THE FOLLOWING PROVISION IF THE PLAT CONTAINS A DETENTION AREA]:

The City of Garland, Texas shall not be responsible for the maintenance or operation of any detention area designated on this plat or for any damage or injury to property or persons that results from the flow of water along, into or out of those detention areas, or for the control of erosion. The construction, operation, and maintenance of any detention area designated on this plat is controlled by and subject to the provisions of Sec. 31.36 of the Code of Ordinances of the City of Garland, Texas.

[INCLUDE THE FOLLOWING PROVISION IF THE PLAT CONTAINS ACCESS EASEMENTS]

The undersigned does covenant and agree that the access easement(s) dedicated on this plat may be utilized by any person, including the general public, for ingress and egress to other real property, for both vehicular and pedestrian use and access, in, along, upon and across the premises containing the access easement(s).

This plat approved subject to all applicable ordinances, rules, regulations, and resolutions of the City of Garland, Texas.

WITNESS, my hand at Garland, Texas, this the _____ day of _____, 20_____.

BY:_____
AUTHORIZED SIGNATURE

STATE OF TEXAS §
§
COUNTY OF DALLAS §

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 the purposes and consideration and under the authority therein expressed.

GIVEN under my hand and seal of office this _____ day of _____, 20__.

_____
Notary Public for and in the State of Texas

My commission expires: _____

Dedication form for corporations, partnerships, trusts, and other business entities(including drainage easements, floodway(s) or detention areas):

NOW THEREFORE, KNOW ALL BY THESE PRESENTS:

That _____, the owner of the property described in this plat, acting by and through its duly authorized agent, does hereby adopt this plat, designating the property as _____ an addition to the City of Garland, Dallas County, Texas and does hereby dedicate, in fee simple and to the public

use forever, the streets and alleys shown thereon and does further dedicate to the public use forever the easements shown thereon for the purposes indicated. All easements dedicated by this plat shall be open to, without limitation, all public and private utilities using or desiring to use the same for the purposes indicated. No building, fence, tree, shrub, or other structure, improvement or growth shall be constructed, reconstructed or placed upon, over or across any easement dedicated by this plat. Any public or private utility shall have: (1) the right to remove and keep removed all or any part of any building, fence, tree, shrub, or other structure, improvement or growth which in any way may endanger or interfere with the construction, reconstruction, maintenance, operation or efficiency of such utility; and (2) the right of ingress and egress to or from and upon such easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining and adding to, enlarging, or removing all or parts of its operation without the necessity at any time of procuring the permission of anyone. The maintenance of paving on utility easements and fire lanes is the responsibility of the property owner.

All utility easements dedicated by this plat shall also include an additional area of working space for construction, reconstruction, additions, enlargements, and maintenance including such additional area necessary for installation and maintenance of manholes, cleanouts, fire hydrants, water services and wastewater services from the main to the curb or pavement line.

[INCLUDE THE FOLLOWING PROVISION IF THE PLAT CONTAINS A DRAINAGE EASEMENT OR FLOODWAY]:

Each property owner shall keep the drainage channels and/or drainage and floodway easements traversing or adjacent to his property clean and free of debris, silt, and any other substance which may impede the flow of stormwaters or result in unsanitary conditions. This includes all necessary establishment of ground cover, slope stabilization, mowing, weeding, litter pick-up, and other normal property owner responsibilities. The City of Garland shall have the right of ingress and egress for the purposes of inspection and supervision of maintenance work by the property owner to alleviate any undesirable conditions which may occur.

No obstruction to the natural flow of stormwater runoff shall be permitted by filling or by construction of any type, including, but not limited to, construction of any dam, building, fence, bridge, walkway, or any other structure within the drainage channels or easements, unless approved by the City of Garland, provided, however, it is understood that in the event it becomes necessary for the City of Garland to erect any type of drainage structure in order to improve the storm drainage that may be occasioned by the streets and alleys in or adjacent to the subdivision, then in such event, the City shall have the right to enter upon the drainage or floodway easements at any point or points to erect, construct, or maintain any drainage facility deemed necessary for drainage purposes.

[INCLUDE THE FOLLOWING PROVISION IF THE PLAT CONTAINS A DETENTION AREA]:

The City of Garland, Texas shall not be responsible for the maintenance or operation of any detention area designated on this plat or for any damage or injury to property or persons that results from the flow of water along, into or out of those detention areas, or for the control of erosion. The construction, operation, and maintenance of any detention area designated on this plat is controlled by and subject to the provisions of Sec. 31.36 of the Code of Ordinances of the City of Garland, Texas.

[INCLUDE THE FOLLOWING PROVISION IF THE PLAT CONTAINS ACCESS EASEMENTS]

The undersigned does covenant and agree that the access easement(s) dedicated on this plat may be utilized by any person, including the general public, for ingress and egress to other real property, for both vehicular and pedestrian use and access, in, along, upon and across the premises containing the access easement(s).

This plat approved subject to all applicable ordinances, rules, regulations, and resolutions of the City of Garland, Texas.

WITNESS, my hand at Garland, Texas, this the _____ day of _____, 20_____.

BY:_____
AUTHORIZED SIGNATURE

STATE OF TEXAS §
§
COUNTY OF DALLAS §

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 the purposes and consideration and under the authority therein expressed.

GIVEN under my hand and seal of office this _____ day of _____, 20__.

_____
Notary Public for and in the State of Texas

My commission expires: _____

Dedication form for Vacation Plats:

- The word "VACATED" shall be stamped across the platted area.
- The vacated plat and the new final plat submitted on a property shall be considered at the same time and filed for record at the same time.

Every plat of a subdivision which is being vacated shall contain the following inscription:

WHEREAS, _____ presented to the City Plan Commission of the City of Garland, Texas, this plat for approval; and

WHEREAS, at its meeting on _____, the City Plan Commission of the City of Garland, approved this plat;

WHEREAS, this plat was filed for record in the Map and Deed Records of Dallas County, Texas, on the _____ and recorded in Volume _____, Page _____, of the Map Records of Dallas County, Texas; and

WHEREAS, _____ is the owner in succession of the property described in this plat; and

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

THAT, _____, owner of the property described in this plat, does hereby vacate the said plat so that it shall no longer have any force or effect for any purpose.

EXECUTED this the _____ day of _____, 200_

{NOTARY SEAL}

CERTIFICATION OF VACATION

I, _____, Chairman of the City Plan Commission of the City of Garland, Texas, do hereby certify that this plat originally approved by the City Plan Commission on the _____, and recorded in Volume _____, Page _____, of the Map and Deed Records of Dallas County, Texas, has been presented to the City Plan Commission of the City of Garland, Texas, for vacation and that the City Plan Commission on the _____, did hereby vacate this plat, so that it shall no longer have any force or affect.

_____
City Secretary

_____
Chairman, City Plan Commission
City of Garland, Texas

UTILITY COORDINATION COMMITTEE ROSTER

Michael Polocek – Chairman
11:30 AM – Conference Room, Field Engineering Office
116 N. Glenbrook Drive, Garland, Texas 75040

AT&T
John Hollingsworth
3 SBC Plaza
308 S. Akard, Room 2124
Dallas, Texas 75202
214-464-4095
214-464-8989 (FAX)

ATMOS ENERGY
Joe Cabezuela
1610 HW 66
Garland, Texas 75040
972-485-6234
972-485-6267(FAX)

ONCOR ELECTRIC
Richard Brewster
1601 Bryan Street
EP 28-090
Dallas, Texas 75201
214-486-4245

TIME WARNER CABLE
Jorge Barrera
1565 Chenault Street
Dallas, Texas 75228
214-320-5443
214-320-7559 (FAX)

C.J. Brands
1565 Chenault Street
Dallas, Texas 75228
214-320-5417

VERIZON
Dan Dancer
1417 Hattisburg Lane
Garland, Texas 75044
972-841-4651

GISD
Ken Brinkley OR *Saji Thomas*
410 Stadium Drive
Garland, Texas 75040
214-878-4915
972-494-8417 (FAX)

CITY OF GARLAND DEPARTMENTS

ENGINEERING
Michael Polocek – 972-205-2178
Lindy Higginbotham
– 972-205-2859
Donna Manhart – 972-205-2847
Lyle Jenkins – 972-205-3620
972-205-2675 (FAX)
Bill Heinze – 972-205-2174
Mike Meade – 972-205-2113
Leo Signey – 972-205-3621
Glenn Breysacher
– 972-205-2157
Jay Altom – 972-205-3619
Mark Robbins – 972-205-3622
972-205-3614 (FAX)

TELECOMMUNICATIONS
Haskell Harper – 972-205-7217
972-205-4811 (FAX)

GP & L
Sonie Jackson – 972-205-3465
Joe Enna – 972-205-2467
Minh Ngo – 972-205-3709
972-205-2855 (FAX)

STREETS

Cody Knapp – 214-202-5471
972-205-3553 (FAX)

WATER/WASTEWATER
Robert Ashcraft – 972-205-3209
Brent Erickson – 972-205-3227
Steve Peacock – 972-205-3224
Dana Cannon – 972-205-3221
972-205-3242 (FAX)

TRANSPORTATION
Dave Timbrell – 972-205-2439
Thuan Huynh – 972-205-2436
972-205-2823 (FAX)
Bobby Hale – 972-205-3252
Mike Hilton – 972-205-3254
972-205-3235 (FAX)

ENVIRONMENTAL WASTE
Mike Conrad – 972-205-3441
Becky Conlon – 972-205-3411
972-205-3434 (FAX)

PARKS & REC.
Mike Kimbrell – 972-205-3585
972-205-3232 (FAX)

EMAILS

John Hollingsworth, AT&T	jh5568@att.com
Joe Cabezuela, ATMOS Mbl (214) 536-3278	*joe.cabezuela@atmosenergy.com*
Jorge Barrera, Time Warner Cable Mbl (214) 869-7563	jorge.barrera@twcable.com
C.J. Brands, Time Warner Cable	Christopher.brands@twcable.com
Ken Brinkley, GISD	jkbrink@garlandisd.net
Saji Thomas, GISD	sthomas@garlandisd.net
Richard Brewster, Oncor	Richard.brewster@oncor.com
Dan Dancer, Verizon	ded4652@verizon.net

October 14, 2009

VERIZON
Chris Smith
2201 Avenue I
Plano, TX 75074

RE: Proposed Final Subdivision Plat of Phillips Estates

Dear Mr. Smith,

This is to confirm that you have received a copy of the subdivision plat for the referenced project on or around insert date _____. I ask that you please review the final plat and respond by checking/marking the appropriate statement below. Please sign, date and submit your response to me. You may also respond by fax to (972) XXX-XXXX. **Please note that if a response is not received within two (2) weeks of the above listed date, it will be understood that you have no objections to this plat.**

I appreciate your cooperation in this matter. Please contact me at 972-XXX-XXXX if you have any questions.

Sincerely,

John Doe, RPLS

The final plat for Phillips Estates has been reviewed and the following has been found:

- ☐ We have reviewed the plat and have no facilities in the area of the proposed subdivision.
- ☐ We have reviewed the plat and have facilities in the area and have no conflicts with, nor need any additional easements for facilities in the proposed subdivision.
- ☐ We have reviewed the plat and have conflicts with or need easements for facilities in the proposed subdivision at the following locations: _____

_____

_____

_____

_____

Please address the comments above (or attached) and provide a revised copy.

Comments: _____

_____

_____

Name/Title Date

SAMPLE