

APPLICATION SUBMITTAL REQUIREMENTS

Applications will be reviewed for completeness pursuant to Chapter 42 Article II of the Subdivision Regulations of the City of Justin. 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 thirty (30) days prior to the Planning & Zoning Commission meeting at which it is to be considered.

Subdivision information is available online in Subdivision Regulations and Technical Construction Standards and Specifications. If you have questions about the application process or any submittal requirements, please call the Planning & Zoning Department at 940-648-2541 Ext. 5.

ALL APPLICATIONS

The following items are REQUIRED with all types of applications:

- Subdivision application form
- Application fee as required by the Justin Fee Schedule. This fee is non-refundable.
- Original paid receipt or tax certificate indicating that property taxes have been paid for the property. The certificate may be obtained for a fee from the Denton County Tax Office at 1505 E. McKinney St., Denton, TX.
- If the ownership does not match the ownership on the Denton 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.

PRELIMINARY PLAT

- Preliminary plat drawing: one digital (PDF) copy. Page size must be 24"X36" or 18"X24".
- Preliminary drainage analysis
- Preliminary public infrastructure plans

FINAL PLAT, REPLAT, AND SHORT FORM FINAL PLAT

- Final Plat drawing: one digital (PDF) copy. Page size must be 24"X36" or 18"X24"
- Certificate of Approval of Public Infrastructure Plans or approved Waiver of Public Infrastructure Plans.

AMENDED PLAT

- Amended plat drawing: one digital (PDF) copy. Page size must be 24"X36" or 18"X24".

GENERAL INFORMATION

The platting process (sometimes referred to as the subdivision process) also ensures that all lots comply with the City of Justin comprehensive plan and other development regulations. A plat creates a legal building site and is generally required before a building permit or certificate of occupancy can be issued. Plats are reviewed for compliance with regulations regarding lot size and dimensions, street access and size, public utility provisions, and drainage and flood protection. State law sets out the general requirements for plats, and the City subdivision regulations establishes the process and standards for approval.

What is a subdivision plat?

A subdivision plat is a property survey, prepared by a licensed registered surveyor, describing the dimensions and locations of lot lines, streets, rights-of-way, and easements. A plat also establishes the lot, block, and subdivision name used in real estate transactions. Plats are reviewed and approved by the city and filed in the Plat Records of Denton County. A plat is not the property survey required by mortgage companies when closing the sale of property.

When is a plat required?

Platting is required in several situations. Generally, a plat is required when:

- Your property is vacant and has never been platted and you wish to build a new structure on your property.
- You wish to divide the property into lots or rearrange the existing lots.
- You are selling a portion of your property.
- You own two adjacent lots and wish to build over the common lot line.

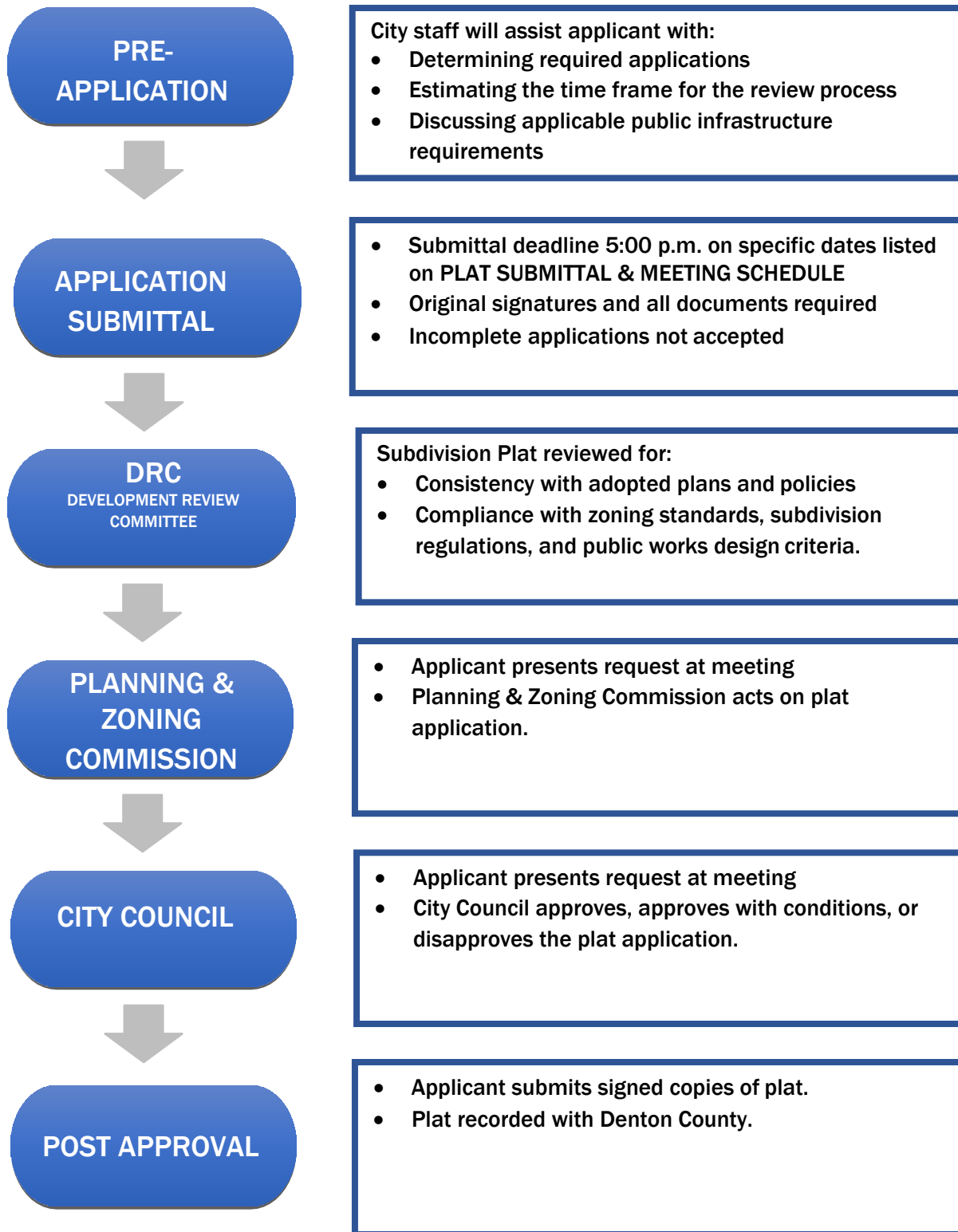
Who approves plats?

The Planning and Zoning Commission reviews and makes recommendations on all plats. The City Council has final approval of all plats.

What happens after approval?

After plats are approved, original signed copies of the plat are distributed for appropriate City certifications, signatures, and recording with Denton County. The applicant must submit two original prints of the completed plat and copies of the original tax certificates showing a zero balance. Plats are electronically recorded with the Tarrant County Clerk or taken their offices as needed.

The graphic below describes the major steps of the platting process. The process should take no longer than 60 days from application to final action.



TECHNICAL REQUIREMENTS CHECKLIST

The following elements must be shown on the plat. Some plat applications require more detail than others. Each lot must comply with the requirements specified by the zoning designation for width, depth, and area. If the plat requires more than one sheet, number the sheets and provide match lines and a key map.

TECHNICAL REQUIREMENTS	PRELIMINARY PLAT	FINAL PLAT	REPLAT	SHORT FORM FINAL PLAT	AMENDED PLAT
Location map, north arrow, vicinity map, and written and graphic scale not to exceed 1" =100'					
Title block in the lower right corner that includes <ul style="list-style-type: none"> ○ Type of plat ○ Proposed name of subdivision, with section or phase if applicable ○ Proposed lot and block numbers ○ Gross acreage ○ Reference to the original survey and previous plat, including recording information ○ City, county, state ○ Date of preparation ○ City case number 					
Name, address, and phone of record owner, the surveyor preparing the plat, and the developer					
Location and dimensions of all boundary lines (indicated by heaviest lines) and all lot lines					
A number or letter identifying each lot, block, and site					
Location, dimension, and purpose of all existing or proposed easements within or abutting the subdivision <ul style="list-style-type: none"> ○ Utility easements of 7.5 feet along each side of all rear property lines ○ Recording information of all existing easements ○ Other utility and/or drainage easements as required by the Development Review Committee 					
Metes and bounds description corresponding to the illustration <ul style="list-style-type: none"> ○ Reference to original survey or subdivision corner and Texas NAD83 State Plane Coordinate System ○ Last instrument conveying title to each parcel, including grantor, grantee, date, and land record reference ○ Total acreage of proposed subdivision 					
Texas NAD83 State Plane coordinates for at least two corners of the subdivision. Coordinates must be tied to the City's GPS monuments.	N/A				
Information on properties adjoining and within 100 feet of the perimeter of the proposed subdivision, including properties located on the opposite sides of streets (shown with dotted or dashed lines). <ul style="list-style-type: none"> ○ If platted, subdivision name; lot, block, or tract numbers; recording information ○ If unplatted, current deed record ownership information 					

TECHNICAL REQUIREMENTS	PRELIMINARY PLAT	FINAL PLAT	REPLAT	SHORT FORM FINAL PLAT	AMENDED PLAT
Location of city limit lines if they traverse, form a part of the boundary, or are contiguous to the boundary of the subdivision					
Building setback lines on all street frontages, as required by the zoning designation of the property					
Former lot numbers and lot lines shown in lighter font and line weight or grey tones					
Location and dimensions of all property proposed for park use or other public or common reservation					
Street right-of-way for all existing and proposed streets, consistent with the standards of the public works design manual and master thoroughfare plan, including: <ul style="list-style-type: none"> ○ Right-of-way of existing streets verified with existing monuments on opposite side of the street ○ Centerline bearings and distances ○ Curve data and dimensions 					
Location of 100-year flood plain limits, if applicable					
Location and dimensions of existing structures that will encroach any building setback lines, including distance from property lines, and a notation stating whether the structures will remain or be removed					
Street names for all existing and proposed streets				N/A	N/A
Acreage significant to three digits of the square footage of each lot, shown on the lot or in table format					
Owner's certification and dedication statement, including recording information of warranty deed, and notary statement for all record owners _____	N/A				
Certificate of approval appropriate to the type of plat					
Plat notes and conditions, where appropriate					
Replats must contain the following certification: "This plat does not attempt to alter or remove existing deed restrictions or covenants, if any, on this property."	N/A	N/A		N/A	N/A
Amended plats must contain: ○ A note describing the purpose of the amended plat. The following certification: "This plat does not increase the number of lots in the previously recorded subdivision, nor attempt to alter or remove existing deed restrictions or covenants, if any, on this property."	N/A	N/A	N/A	N/A	
Certification statement of the surveyor who prepared the plat					
The following Denton County certification near the lower right-hand corner of the drawing: "This plat filed as Instrument No. D _____, Date _____"	N/A				

LEGAL DESCRIPTION

A "long legal" or metes and bounds description is used when property has never been platted, or when establishing exterior boundaries. A "short legal" may be used for replats when all the lot is included in the replat, and exterior boundaries do not change.

BEING all of Lot(s) , Block(s) , (Addition Name), an addition to the City of Justin, Denton County, Texas, according to the plat recorded in Volume/Cabinet XXX, Page/Slide XXX, of the Plat Records of Denton County, Texas.

NOTARY STATEMENT

The notary statement shall follow the owner's signature and must include the notary's seal with an expiration date. When there is more than one owner signing the plat, individual notary statements may be required.

STATE OF TEXAS COUNTY OF DENTON

BEFORE ME, the undersigned authority, on this day personally appeared (Affiant), [of (Corporation name, if applicable),] known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed, in the capacity therein stated, and as the act and deed of said [partnership -or- individual, as applicable.]

GIVEN UNDER MY HAND AND SEAL OF OFFICE on the _____ day of _____, 20xx.
 Notary Public, State of Texas My Commission expires:
 NOTARY SEAL

TITLE BLOCKS

The appropriate title block for each type of plat is shown below.

<p>PRELIMINARY PLAT (ADDITION NAME) Lot(s)____, Block(s)____, BEING XXX.XXX acres of land located in the (Survey Name)Survey, Abstract No. XXX, an addition to the City of Justin, Denton County, Texas. (Date)</p>	<p>FINAL PLAT (ADDITION NAME), Lot(s)____, Block(s)____, An addition to the City of North Justin, Denton County, Texas, being XXX.XXX acres of land located in the (Survey Name) Survey, Abstract No. XXX, Denton County, Texas. (Date)</p>
<p>REPLAT (ADDITION NAME) Lot(s)____, Block(s)____, BEING a revision of Lot(s)____, Block(s), (Addition Name), an addition to the City of Justin, Denton County, Texas, according to the Plat recorded in Volume/Cabinet____, Page/Slide____, Plat Records,Denton County, Texas. (Date)</p>	<p>SHORT FORM FINAL PLAT (ADDITION NAME), Lot(s)____, Block(s)____, An addition to the City of Justin, Denton County,Texas, being XXX.XXX acres of land located in the (Survey Name) Survey, Abstract No. XXX, Denton County, Texas. (Date)</p>
<p>AMENDED PLAT (ADDITION NAME) Lot(s)____, Block(s)____, BEING an amendment to Lot(s)____, Block(s)____, (Addition Name), an addition to the City of Justin, Denton County,Texas, according to the Plat recorded in Volume/Cabinet____, Page/Slide____, Plat Records, Denton County, Texas. (Date)</p>	

SURVEYOR'S CERTIFICATION STATEMENT

The following surveyor certification statement is used for all plats. A surveyor certification is not required to be notarized.

I, [Surveyor's Name], a Registered Professional Land Surveyor in the State of Texas, do hereby certify that this plat is true and correct and was prepared from an actual survey on the ground made by me or under my direction and supervision. SEAL

CERTIFICATE OF APPROVAL

The following approval blocks are used for all plats.

WHEREAS the Planning and Zoning Commission of the City of Justin, Texas, voted affirmatively on this _____ day of _____, 20____, to recommend approval of this plat by the City Council.

Chairman, Planning and Zoning Commission

Attest: Secretary, Planning and Zoning Commission

WHEREAS the City Council of the City of Justin, Texas, voted affirmatively on this _____ day of _____, 20__, to approve this plat for filing of record.

Mayor, City of Justin

Attest: City Secretary