



CITY OF GLENN HEIGHTS PLAT APPLICATION PACKET  
2118 S. UHL ROAD, GLENN HEIGHTS, TX 75154

**APPLICATION TYPE**

PRELIMINARY PLAT      |       FINAL PLAT      |       REPLAT      |       AMENDED PLAT/MINOR PLAT

**PROPERTY OWNER INFORMATION**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIPCODE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

*IF PROPERTY OWNER IS REPRESENTED BY AN AUTHORIZED AGENT, PLEASE COMPLETE THE FOLLOWING:*

AGENT'S NAME & TITLE: \_\_\_\_\_

OWNER SIGNATURE: \_\_\_\_\_ AGENT'S SIGNATURE: \_\_\_\_\_

**SURVEYOR/ENGINEER INFORMATION**

NAME & TITLE: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE: \_\_\_\_\_ ZIPCODE: \_\_\_\_\_ PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

**PROPERTY INFORMATION**

SUBDIVISION NAME: \_\_\_\_\_ No. OF LOTS & BLOCKS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ COUNTY: \_\_\_\_\_

EXISTING ZONING: \_\_\_\_\_ EXISTING USE: \_\_\_\_\_

TOTAL ACRES: \_\_\_\_\_ PROPOSED USE: \_\_\_\_\_

**NOTARY STATEMENT (ALL SIGNATURES MUST BE NOTARIZED)** BEFORE ME, THE UNDERSIGNED AUTHORITY, ON THIS DAY PERSONALLY APPEARED KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE ABOVE AND FOREGOING INSTRUMENT, AND ACKNOWLEDGED TO ME THAT HE/SHE EXECUTED THE SAME FOR THE PURPOSES AND CONSIDERATION EXPRESSED AND IN THE CAPACITY THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OFFICE ON

SEAL

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_.

NOTARY PUBLIC

MY COMMISSION EXPIRES:



APPLICATION DATE: \_\_\_\_\_

FOR OFFICE USE ONLY      CASE No. \_\_\_\_\_      FEES: \_\_\_\_\_



# CITY OF GLENN HEIGHTS PLAT APPLICATION PACKET

2118 S. UHL ROAD, GLENN HEIGHTS, TX 75154

## I. SHEET FORMAT

- A. DALLAS COUNTY - ALL SHEETS 24" X 36" (MATCH LINES ACCEPTABLE, TWO OR MORE SHEETS REQUIRE INDEX MAP ON FIRST SHEET)  
ELLIS COUNTY - 17.5" X 23.5" (MATCH LINES ACCEPTABLE, TWO OR MORE SHEETS REQUIRE INDEX MAP ON FIRST SHEET)
- B. NORTH ARROW TO THE TOP OR LEFT OF SHEET
- C. LOCATOR MAP
- D. SCALE (1 = 100' OR LARGER)
- E. TITLE BLOCK-CLASSIFICATION OF PLAT
  - 1. SUBDIVISION NAME
  - 2. ADDRESS (LOT & BLOCK)
  - 3. DATE OF PLAT
  - 4. VOLUME AND PAGE OF OWNERSHIP

## II. PLAT FORMAT

- A. PROPERTY LINES
  - 1. BOLD LINES
  - 2. BEARINGS AND DISTANCES
  - 3. POINT OF BEGINNING
  - 4. POINT OF COMMENCING
  - 5. PROPERTY CORNERS (USE OPEN CIRCLES)
- B. OTHER INFORMATION
  - 1. EASEMENTS (USE DASHED LINES AND LABELS)
  - 2. BEARINGS, DISTANCES, AND CURVE DATA (DEFINED BY RADIUS, CENTRAL ANGLE, TANGENT, ARC AND DISTANCES AND BEARINGS) FOR APPLICABLE DIMENSIONS
  - 3. STREET AND ALLEY RIGHT-OF-WAY:
    - A. STREET DEDICATION WITHIN PLAT LIMITS
    - B. STREET NAMES AND ROW WIDTH (INCLUDING CENTERLINE DIMENSIONS)
    - C. ALLEY DEDICATION WITHIN PLAT LIMITS
  - 4. SQUARE FOOTAGE AND ACREAGE
  - 5. SIGHT AND VISIBILITY EASEMENTS
  - 6. IDENTIFICATION SYSTEM FOR ALL LOTS AND BLOCKS
  - 7. IDENTIFICATION OF THE STREETS, ALLEYS, EASEMENTS, FRONT BUILDING SETBACK LINES, PARKS, OTHER FACILITIES AS SHOWN ON THE PLAT, AND A DEDICATION THEREOF TO THE PUBLIC USE
  - 8. GARAGE SETBACK LINE A MINIMUM OF 20 FT.
- C. BOUNDARY LINES OUTSIDE OF PROPERTY BEING PLATTED
  - 1. COUNTY LINES, IF APPLICABLE
  - 2. CITY LIMIT LINES, IF APPLICABLE
  - 3. ABSTRACT LINES AND NAMES, IF APPLICABLE
  - 4. ADJACENT SUBDIVISION NAME(S) WITH VOLUMES AND PAGES, AND WITH DOTTED LINES OF ABUTTING (IF ADJOINING LAND IS NOT PLATTED, IT



**CITY OF GLENN HEIGHTS PLAT APPLICATION PACKET  
2118 S. UHL ROAD, GLENN HEIGHTS, TX 75154**

- SHOULD BE SHOWN AS SUCH)
5. ABUTTING PROPERTY OWNERS (FROM DALLAS COUNTY TAX OFFICE OR ELLIS COUNTY TAX OFFICE)

**D. OWNER'S CERTIFICATE**

1. METES AND BOUNDS DESCRIPTION INCLUDING: A CALCULATION OF TOTAL ACREAGE (MUST TIE TO A CORNER- THE ORIGINAL SURVEY ABSTRACT OF WHICH IS A PART-TEXAS STATE LAW), A DESCRIPTION OF ALL MONUMENTS, BOTH FOUND AND SET, WHICH MARK THE BOUNDARIES OF THE PROPERTY, AND A DESCRIPTION OF ALL CONTROL MONUMENTS USED IN CONDUCTING THE SURVEY
2. STANDARD DEDICATION STATEMENT (SEE EXHIBIT "E")
3. OWNER(S):
  - A. SIGNATURE(S)
  - B. NOTARIZATION
4. SURVEYOR
  - A. SIGNATURE
  - B. SEAL
  - C. STATEMENT BY THE LAND SURVEYOR THAT THE SURVEY WAS PERFORMED BY HIM, OR UNDER HIS DIRECT RESPONSIBILITY, SUPERVISION, AND CHECKING
  - D. NOTARIZATION

**E. MISCELLANEOUS**

1. OWNER(S)' NAME, ADDRESS AND PHONE NUMBER
2. NAME OF THE DESIGN/SURVEY FIRM, CONTACT PERSON, ADDRESS AND PHONE NUMBER
3. DELINEATION OF THE ONE HUNDRED (100) YEAR FLOOD PLAIN, THE EFFECTIVE DATE THEREOF, AND THE SAME IS SUBJECT TO CHANGE, IF APPLICABLE
4. CLOSURE CALCULATION
5. REPRODUCIBLE REPRODUCTION AT 8 1/2" X 14" OF EACH PLAT PAGE

*THE CITY OF GLENN HEIGHTS HAS A **CODE OF ETHICS** SUCH THAT THERE SHALL BE NO "CONFLICT OF INTEREST". EMPLOYEES, VOLUNTEERS AND OTHER PERSONS CONNECTED TO THE CITY SHALL AVOID THE APPEARANCE OF ANY SITUATION DEEMED IN ACCORDANCE WITH THE PERSONNEL POLICY UNDER SECTION 2(A)5. IF YOU ARE RELATED TO OR HAVE LEGAL PARTNERSHIP(S) WITH ANYONE ON THE PLANNING AND ZONING COMMISSION OR CITY COUNCIL PLEASE CIRCLE AS APPLICABLE. A LIST OF NAMES SHALL BE PROVIDED.*

YES      NO      WHO (IF YES) \_\_\_\_\_

**SIGN AND RETURN WITH APPLICATION**

**\*5 FOLDED COPIES OF THE PLAT ARE REQUIRED AT TIME OF SUBMITTAL  
FOR STAFF REVIEW AND**

**22 COPIES OF PLAT IN 11" X 17" FOR P&Z AND CITY COUNCIL MEETING**



**CITY OF GLENN HEIGHTS PLAT APPLICATION PACKET  
2118 S. UHL ROAD, GLENN HEIGHTS, TX 75154**

**SUBDIVISION FILING FEES**

<b>RESIDENTIAL: FOR SINGLE FAMILY USES</b>	<b>FEE</b>
PRELIMINARY PLAT	\$250.00 PER PLAT PLUS \$15.00 PER LOT
FINAL PLAT	\$350.00 PER PLAT PLUS \$25.00 PER LOT
PLAT REVIEW (PRELIMINARY & FINAL)	\$ 50.00 PER HOUR**
<b>RESIDENTIAL: FOR MULTI-FAMILY USES</b>	
PRELIMINARY PLAT	\$250.00 PER PLAT PLUS \$7.50 PER UNIT
FINAL PLAT	\$350.00 PER PLAT PLUS \$10.00 PER UNIT
COMBINATION PLAT	\$350.00 PER PLAT PLUS \$17.00 PER UNIT
PLAT REVIEW ( PRELIMINARY & FINAL)	\$50.00 PER HOUR**
<b>OTHER USES: FOR COMMERCIAL, INDUSTRIAL, INSTITUTIONAL AND OTHER USES NOT NORMALLY PLATTED IN LOTS</b>	
PRELIMINARY PLAT	\$150.00 PER PLAT PLUS \$15.00 PER ACRE
FINAL PLAT	\$200.00 PER PLAT PLUS \$25.00 PER ACRE
COMBINATION PLAT	\$300.00 PER PLAT PLUS \$40.00 PER ACRE
PLAT REVIEW [PRELIMINARY & FINAL]	\$50.00 PER HOUR**

**\*\*PER HOUR FOR EACH HOUR WORKED OR THE TOTAL HOURLY COST TO THE JURISDICTION, WHICHEVER IS GREATER WHEN OUR CONTRACTORS ARE USED I.E. LAWYER AND ENGINEER**