

City of Wilmer

PLAT APPLICATION PACKET



City of Wilmer
Serving Our Community

**Planning Division
128 N Dallas Ave
Wilmer, TX 75172**



City of Wilmer
Serving Our Community

Planning and Zoning Department

PLAT APPLICATION

The City is concerned about the time, expense and efforts you and City staff have or will put into your project. The check lists herein are provided to expedite the project review process, and to provide clear understanding as to what will be required, and what will be expected and evaluated. City staff is bound by City ordinance and State law regarding publishing of notices, mail outs, etc. that will have an affect upon when your project will be heard by the approval body, which can only occur when the Plat Application and plat is complete in all detail. It has been learned through the years and by many previous cases, that the effectiveness and efficiency of the process most often is determined by the capabilities and determination of consultants and their contractors and associated quality control.

Please read the applicable check list carefully. It is to be completed for all projects and, along with the associated Plat, is required to be complete in all details prior to acknowledgement by the City that the respective plat is ready to proceed for approval. A plat is considered filed with the City on the date of the hearing by the Planning and Zoning Commission or, if subject to administrative approval, when the Plat has been determined to meet all requirements. Instructions for completion are included with each checklist. Development regulations may be reviewed on the City's website www.cityofwilmer.net.

The City has made every effort to evaluate historical plans and approvals to make sure that the check list addresses all details needed on a Plan. Recognizing that no two projects sites are the same, and that consultants vary in their abilities, determination, experience, and quality control processes, the City may require that a plan or an element of the plan be redone, or that information not specifically addressed on the check list be provided for a smoother review and approval experience.

It is recognized that there most often will be changes needed from what was submitted to the City for review. City staff conscientiously examines each item on a check list to see if the item was sufficiently addressed according to City requirements. Where deficiencies are found, the plat will be marked up and returned to the consultant named on the application to be addressed prior to further review or acceptance. A capable consultant will undergo no more than two reviews before the application is determined as complete.

IMPORTANT NOTICE

Due to recent legislation enacted by the 79th Texas legislature in 2005, the City is required to treat any original application, development plan or plat application as a formal permit application if the submittal gives the City fair notice of the proposed project and hence, according to Chapter 245 of the Texas Local Government Code, the City will treat such as a formal permit application as that term is defined under that Chapter and Ordinance 09-0604 adopted 6/4/09. Once a permit application is received, the City will furnish a response to the applicant within 10 business days from the date of submittal to provide comments as to any deficiencies in the

submittal. The applicant shall be given a total number of 45 days, commencing from the initial date of submittal, to make all corrections as noted, to provide a complete set of plans meeting submission requirements, and to correct any deficiencies. Failure of a resubmittal to meet all check list, ordinance and submission requirements upon the expiration of the 45-day period will result in the closure the file; the case shall become null and void, and the permit shall be deemed to be expired. Any further submittal will be treated as a new case and subject to existing requirements, together with required fees.

PLAT SUBMISSION REQUIREMENTS

1st or initial submittal

- 10-24"x36", not greater than 60 feet to the inch, folded copies of Plat
- An electronic copy of the Plat in tif. and jpg. formats.
- An 8½ x 11 hardcopy reduction of the Plat
- The completed check list
- A completed application
- A letter requesting any variance, exception or modification to a regulation, or why an issue was not addressed
- A fee as required herein

2nd and 3rd submittals to address requirements

- 3-24"x36" folded copies of each Plat requiring corrections

4th and subsequent submittal(s)

- 3-24"x36" folded copies of each Plat requiring corrections.
- A fee equal to the original submission fee

When staff has determined the plat as complete and ready for final approval

- 20-24"x36" folded copies of the Plat
- An electronic copy of the Plat in tif. and jpg. formats.
- An 8½ x 11 hardcopy reduction of the Plat.

NOTES:

If a Facilities Agreement is required, such shall be approved by the City Council, and should be coordinated through the Public Works Department.

Please note the signature requirements for Final Plats regarding mortgage holders, etc. At the submission of the approved Final Plat, prior to release of the Final Plat for filing with the respective County, the City shall require the following:

1. A certified copy of the Deed or Deed of Trust on file at the County Clerk's office, showing the owner of the property and, as applicable, the lien or mortgage holder(s) of the property to be platted. If the property was recently purchased and a copy of the Deed or Deed of Trust is not on file with the respective County, a signed and notarized copy of the Deed or Deed of Trust; and
2. A notarized Title Certificate issued within 14 days of Final Plat approval.

WHEN A FINAL PLAT IS DETERMINED CORRECT AND READY FOR FILING

City Requirements:

- 1-24"x36" mylar with original seals and signatures, stamped with County recording information
- 1-18"x24" mylar with original seals and signatures, stamped with County recording information
- 7-18"x24" blackline copies
- A digital copy in dwg. format

Dallas County Plat Recording Requirements (Verify with the Dallas County Clerk at 214-653-7131)

- 2-24"x36" blacklines with original seals and signatures
- 1-Original tax certificate for the platted property

We look forward to working with you on your project!

City of Wilmer

Application for Plat Approval

Application Type			
<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Final Plat	<input type="checkbox"/> Replat	<input type="checkbox"/> Amended Plat / Minor Plat

Property Owner Information		
Owner _____	Telephone No. _____	Fax No. _____
Address _____		
City _____	State _____	Zip Code _____
E-Mail Address _____		
<i>If the property owner is represented by an authorized agent, please complete the following:</i>		
Agent's Name _____	Agent's Title _____	
Owner Signature _____	Agent Signature _____	

Surveyor/Engineer Information		
Firm Name _____	Telephone No. _____	Fax No. _____
Address _____		
City _____	State _____	Zip Code _____
Contact Person _____ E-Mail Address _____		

Development Information	
Plat Name _____	
Lot Nos./Block Nos. _____	
Number of Lots _____	Number of Acres _____
Existing Land Use _____	Proposed Land Use _____

Notary Statement (All signatures must be notarized)	
<p>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.</p>	
<p>Given under my hand and seal office on this _____ day of _____, 20____.</p>	<p><i>Seal</i></p> <div style="border: 1px solid black; height: 80px; width: 100%;"></div>
<p>Notary Public in and for the State of Texas. My Commission Expires:</p>	

For Office Use Only		
Application Date:	Fee:	Case No:



Preliminary Plat Minimum Requirements

Project Name _____ Case # _____

This check list is provided to assist you in addressing the minimum requirements for Preliminary Plat submission. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** This completed form must be returned at the time of application submittal.

If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided on a separate sheet on letterhead with sufficient details as to allow a determination by the appropriate approving body. Additional information may be required. Reference the specific requirement.

Plans are to be submitted complete in all detail as shown by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or marked up with needed changes.

If a Preliminary Plat is required, a Tree Survey/Preservation Plan is also required as part of the submittal requirements with and at the time of Preliminary Plat submittal. A check list for such a Plan is included in this packet.

Included	
<input type="checkbox"/>	1. Property boundary is indicated by a heavy solid line, intermittent with 2 dash lines; dimensioned with bearing and distance.
<input type="checkbox"/>	2. Front and exterior side or corner setback lines are shown as a light dashed line and labeled.
<input type="checkbox"/>	3. Location map clearly showing the location of the proposed preliminary plat with cross streets. Indicate scale or not to scale (NTS).
<input type="checkbox"/>	4. Written and bar graph scale and north arrow are indicated. North shall be oriented to the top or left side of the sheet.
<input type="checkbox"/>	5. Abstract lines, survey lines, county lines, and corporate boundaries are shown.
<input type="checkbox"/>	6. A title block is provided in the lower right corner that includes large, boldly printed: <div style="text-align: center;"> (SUBDIVISION NAME) PRELIMINARY PLAT LOT(S) _____, BLOCK(S) _____ (or survey, abstract and tract number) If a replat, include: REPLAT OF LOT(S) _____, BLOCK(S) _____ </div>
<input type="checkbox"/>	7. The owner and engineer's names, addresses and phone numbers, gross area, submission date, and a log of submittal/revision dates since submitted to the City.
<input type="checkbox"/>	8. If the proposal is a re-subdivision, the existing lot numbers and block numbers or letters are

shown as light dotted lines

- 9. Location of property lines, owner or subdivision name(s) and recording information of abutting properties is indicated.
- 10. Abutting properties are indicated by a light solid line.
- 11. Existing boundary or adjacent streets, alleys and rights-of-way and boundaries of right-of-way dedication are indicated by a medium weight line solid line; intermittent with two dashed lines, street names are labeled, and widths are dimensioned.
- 12. Medians, median openings; turn lanes, deceleration/acceleration lanes and stacking distance is indicated within 200 feet of the property.
- 13. Existing and proposed internal alleys and streets are indicated by a medium weight solid line, intermittent with two dashed lines and dimensioned.
- 14. Internal lot lines are clearly indicated and shown to scale.
- 15. Each lot is dimensioned and the square footage of each lot is indicated.
- 16. Each lot is numbered and block groups are assigned a letter.
- 17. The location of existing underground and above ground utilities, flood plain boundaries and state or federally protected areas, such as wetlands, are indicated.
- 18. The location of existing structures or other features proposed to remain are indicated by a light, solid line, and those proposed for removal are indicated by a light, dashed line.
- 19. Existing easements are indicated by a light, dashed line and labeled indicating dimension, purpose and recording information.
- 20. Location, dimension and purpose of proposed easements are indicated by a light, dashed line. Required and proposed ingress/egress easements are shaded.
- 21. Existing zoning is shown.
- 22. Location and area of parks, drainage ways, creeks and open space is indicated.
- 23. Legal description is included
- 24. Include any notes required by the various affected agencies/utilities.
- 25. The streets within the subdivision are designed so that a minimum of 50% of the total length of all streets are designed in a curvilinear manner.
- 26. Sites to be reserved or dedicated for parks, playgrounds and/or other public uses are indicated.
- 27. Preliminary utility plans are included with this submittal.
- 28. Contours are indicated with intervals of two (2) feet for property five acres or less and five (5) feet for property more than five acres.
- 29. A note is included that states whether or not the property is in the 100-year flood plain, with the FIRM Community Panel reference number and map date.



City of Wilmer
Serving Our Community

Final Plat Minimum Requirements

Project Name _____ Case # _____

This check list is provided to assist you in addressing the minimum requirements for Final Plat submission. An application is incomplete unless all applicable information noted below is submitted to the Department of Planning and Community Development. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** This completed form must be returned at the time of application submittal.

If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided on a separate sheet on letterhead with sufficient details as to allow a determination by the appropriate approving body. Additional information may be required. Reference the specific requirement.

Plans are expected to be submitted complete in all detail as shown by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or marked up with needed changes.

If a Preliminary Plat was not required, a Tree Survey/Preservation Plan is required as part of the submittal requirements with and at the time of submittal of the Final Plat. A checklist for such Plan is included with this application packet.

Included

- 1. Property boundary is indicated by a heavy solid line, intermittent with 2 dash lines; dimensioned with bearing and distance.
- 2. Front and exterior or corner side setback lines are shown as a light dashed line and labeled.
- 3. Location map clearly showing the location of the proposed Final Plat with cross streets is included. Indicate scale or not to scale (NTS)
- 4. Written and bar graph scale and north arrow are indicated. North shall be oriented to the top or left side of the sheet.
- 5. Abstract lines, survey lines, corporate boundaries are shown.
- 6. A title block is provided in the lower right corner that includes large, boldly printed
(SUBDIVISION NAME)
FINAL PLAT (or REPLAT, AMENDING PLAT, MINOR PLAT as applicable)
LOT(S) _____, BLOCK(S) _____
(or survey, abstract and tract number)
If a replat, include:
REPLAT OF LOT(S) _____, BLOCK(S) _____
- 7. The owner and engineer's names, addresses and phone numbers, gross area, submission date, and a log of submittal/revision dates since submitted to the City.

- 8. Location of property lines, owner or subdivision name(s) and recording information of abutting properties is shown.
- 9. Abutting properties are indicated by a light solid line.
- 10. Existing boundary streets adjacent to the property and boundaries of right-of-way dedication are indicated by a medium weight solid line, intermittent with two dashed lines, and widths are dimensioned.
- 11. Existing and proposed internal alleys and streets are indicated by a medium weight solid line, intermittent with two dashed lines.
- 12. Streets are named and dimensioned.
- 13. Streets, alleys, and rights-of-way within 200 feet of the subject property boundary are accurately located, dimensioned and named/labeled.
- 14. Streets internal to the subdivision are designed and platted so that a minimum of 50% of the total length of all streets are designed in a curvilinear manner.
- 15. The length and bearing of all straight lines, radii, arc lengths, tangent length and central angles of all curves are indicated along the lines of each lot. The curve data pertaining to block or lot boundary may be placed in a curve table at the base of the plat and prepared in a tabular form with the following information:
 - a. Curve number
 - b. Delta
 - c. Radius
 - d. Tangent length
 - e. Tangent offset
 - f. Arc length
 - g. Chord
 - h. Chord direction
- 16. The description and location of all survey monuments placed in the subdivision or immediately adjacent to it are shown.
- 17. In all subdivisions, corners are established at the corner of each block in the subdivision consisting of an iron rod or pipe not less than three-quarter inches (3/4") in diameter and twenty-four inches (24") deep, flush with the top of the sidewalk or other paving, surface, etc. All lot corners shall be installed prior to the final inspection of the subdivision.
- 18. Lot corner monuments are placed at all lot corners except corners which are also block corners, consisting of iron rods or pipes of a diameter of not less than one-half inch (1/2") and eighteen inches (18") deep set flush with the top of the sidewalk. All lot corners shall be installed prior to the final inspection of the subdivision.
- 19. Curve point markers are established using the same specifications as lot corners. All lot corners shall be installed prior to the final inspection of the subdivision.
- 20. Internal lot lines are clearly indicated and shown to scale.
- 21. Each lot is dimensioned and the square footage of each lot is indicated.
- 22. Each lot is numbered and block groups are assigned a letter.

- 23. The location of existing underground and above ground utilities, flood plain boundaries and state or federally protected areas, such as wetlands, are indicated.
- 24. Existing easements are indicated by a light, dashed line and labeled indicating dimensioned, purpose, and recording information.
- 25. Proposed easements are indicated by a light, dashed line and labeled indicating dimension and purpose.
- 26. Required and proposed ingress/egress and fire lane easements are shaded, dimensioned and labeled.
- 27. Existing zoning of the subject property and adjacent property is indicated.
- 28. Location and area of parks, drainageways, and open space is indicated.
- 29. A legal description is included.
- 30. Include any notes required by the various affected agencies/utilities.
- 31. Sites to be reserved or dedicated for parks, playgrounds and/or other private or public use are indicated.
- 32. A note is included that states whether or not the property is in the 100-year flood plain, with the Community Panel reference number and map date.
- 33. Applicable notes have been added to the plat. **Any change from the wording shown herein shall be approved by the City of Wilmer.**

PLACE THE FOLLOWING ON ALL PLATS

CITY CERTIFICATION

- This plat is hereby approved by the Planning and Zoning Commission of the City of Wilmer, Texas

Chairman, Planning and Zoning Commission

Date

ATTEST:

Signature

Date

Name & Title

- Please provide the following standard owner dedication language on the face of the plat.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

THAT I/WE _____ BEING ITS DULY AUTHORIZED OFFICER, DO HEREBY ADOPT THIS PLAT DESIGNATING THE HEREIN ABOVE – DESCRIBED PROPERTY AS _____, AN ADDITION TO THE CITY OF WILMER, DALLAS COUNTY, TEXAS, AND DO HEREBY DEDICATE TO THE PUBLIC USE FOREVER THE EASEMENTS SHOWN HEREON WHICH ARE HEREBY RESERVED FOR THE PURPOSES AS INDICATED. NO BUILDINGS, FENCES, TREES, SHRUBS OR OTHER IMPROVEMENTS OR GROWTHS, SHALL BE CONSTRUCTED OR PLACE UPON, OVER OR ACROSS THE EASEMENTS AND RIGHT-OF-WAYS AS

SHOWN. SAID UTILITY EASEMENT BEING HEREBY RESERVED FOR THE MUTUAL USE AND ACCOMMODATIONS OF ALL PUBLIC UTILITIES DESIRING TO USE OR USING SAME, ALL PUBLIC UTILITIES SHALL HAVE THE FULL RIGHT TO REMOVE AND KEEP REMOVED ALL OR PARTS OF ANY BUILDING, FENCES, TREES, SHRUBS OR OTHER IMPROVEMENTS OR GROWTH SAVE AND EXCEPT WHEN SUCH REMOVAL WOULD BE IN VIOLATION OF THE PROPERTY ZONING OR OTHER REQUIREMENTS OF THE CITY OF WILMER, WHICH MAY IN ANY WAY ENDANGER OR INTERFERE WITH THE CONSTRUCTION, MAINTENANCE OR EFFICIENCY OF ITS RESPECTIVE SYSTEM. THE PROVIDER AND ALL PUBLIC UTILITIES SHALL AT ALL TIMES HAVE THE FULL RIGHT OF INGRESS OR EGRESS TO OR FROM AND UPON THE SAID UTILITY EASEMENT FOR THE PURPOSE OF REMOVING ALL OR PART OF ANY INTRUSION OR GROWTHS WITHOUT THE PERMISSION OF ANYONE, EXCEPT IN CONFORMANCE WITH APPROVED REGULATIONS AND STANDARDS OF THE CITY OF WILMER. THIS PLAT DOES NOT ALTER OR REMOVE EXISTING DEED RESTRICTION OR COVENANTS, IF ANY.

WITNESS MY HAND THIS THE _____ DAY OF _____
BY: _____

- The owners of all corner lots shall maintain sight triangles in accordance with the City Subdivision Ordinance.
- Selling a portion of any lot within this addition by metes and bounds is a violation of state law and city ordinance and is subject to fines and withholding of utilities and building permits.

SURVEYOR'S CERTIFICATION

KNOW ALL MEN BY THESE PRESENTS:

That I, _____, do hereby certify, that I prepared this plat from an actual on the ground survey of the land as described and that the corner monuments shown thereon were properly placed under my personal supervision in accordance with the Platting Rules and Regulations of the City of Wilmer Planning and Zoning Commission.

Registered Professional Surveyor

STATE OF TEXAS §
COUNTY OF *DALLAS* §

Before me, the undersigned authority, a Notary Public in and for said County and State, 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/she executed the same for the purpose and considerations therein expressed.

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

Notary Public in and for
the State of Texas

PLACE THE FOLLOWING ON FINAL PLATS AS APPLICABLE



SAMPLE OWNER’S CERTIFICATE
(If no homeowners’ association is involved)

STATE OF TEXAS §
COUNTY OF DALLAS §

WHEREAS, John Doe and Joe Dokes are the Owners of a tract of land situated in the J. Foreman Survey, Abstract No. 483, Dallas County, Texas and being out of a 40 acre tract conveyed to them by Joe Smith and Tom Smith and a 0.54 acre tract conveyed to them by Jim Henry and being more particularly described as follows:

(Enter accurate property description here)

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That I/we, *John Doe, Joe Dokes*, Owners, do hereby bind themselves and their heirs, assignees and successors of title this plat designating the hereinabove described property as *New Town Estates*, an addition to the City of Wilmer, and do hereby dedicate to the public use forever the streets, alleys, and right-of-way easements shown thereon, and do hereby reserve the easement strips shown on this plat for the mutual use and accommodation of garbage collection agencies and all public utilities desiring to use or using same. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths that in any way endanger or interfere with the construction, maintenance or efficiency of its respective systems on any of these easements strips, and any public utility shall at all times have the right of ingress and egress to and from and upon the said easement strips for the purpose of constructing, reconstructing, inspecting, patrolling, without the necessity at any time of procuring the permission of anyone. Additionally, I/we certify that I/we (*indicate correct options*) are the sole owners of the dedicated property and that no other’s interest are attached to this property unless otherwise indicated on the required Mortgage Holder Certification that is included on this plat. This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Wilmer, Texas.

Witness our hands at *Dallas*, Texas, this _____ day of _____, 20__.

Joe Dokes, Owner

John Doe, Owner

STATE OF TEXAS §
COUNTY OF *DALLAS* §

Before me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared *John Doe and Joe Dokes*, Owners, known to me to be the persons whose names are subscribed to the foregoing instrument and acknowledged to me that they each executed the same for the purpose and considerations therein expressed.

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

Notary Public in and for
the State of Texas



**MORTGAGE HOLDER CERTIFICATION
(If no homeowners' association is involved)**

That I, _____, hold a mortgage or represent holders of a mortgage on the described property herein, do hereby consent to the submission and filing of this plat designating the hereinabove described property as *New Town Estates*, an addition to the City of Wilmer and do hereby dedicate to the public use forever the streets, alleys, and right-of-way easements shown thereon and do hereby reserve the easements shown on this plat for the mutual use and accommodation of garbage collection agencies, public utilities desiring to use or using same and fire and access easements. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths which in any way endanger or interfere with the construction, maintenance or efficiency of its respective systems on any of these easements and any public utility shall at all times have the right of ingress and egress to and from and upon the said easement strips for the purpose of constructing, reconstructing, inspecting, patrolling, without the necessity at any time of procuring the permission of anyone. This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Wilmer, Texas.

Witness our hands at _____, Texas, this _____ day of _____, 20__.

Signature

Title

Company

STATE OF TEXAS §
COUNTY OF *DALLAS* §

Before me, the undersigned authority, a Notary Public in and for said County and State, 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/she executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this _____ day of _____, 200__.

Notary Public in and for
the State of Texas



**SAMPLE OWNER'S CERTIFICATE (revised 1 Jul 05)
(If a homeowners' association is involved)**

STATE OF TEXAS §
COUNTY OF *DALLAS* §

WHEREAS, *John Doe and Joe Dokes* are the Owners of a tract of land situated in the *J. Foreman Survey, Abstract No. 483, Dallas County, Texas* and being out of a *40 acre tract conveyed to them by Joe Smith and Tom Smith* and a *0.54 acre tract conveyed to them by Jim Henry* and being more particularly described as follows:

(Enter accurate property description here)

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That I/we, *John Doe, Joe Dokes*, Owners, do hereby bind themselves and their heirs, assignees and successors of title this plat designating the hereinabove described property as *New Town Estates*, an addition to the City of Wilmer, and do hereby dedicate to the public use forever the streets, alleys, and right-of-way easements shown thereon, and do hereby reserve the easement strips shown on this plat for the mutual use and accommodation of garbage collection agencies and all public utilities desiring to use or using same. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths that in any way endanger or interfere with the construction, maintenance or efficiency of its respective systems on any of these easements strips, and any public utility shall at all times have the right of ingress and egress to and from and upon the said easement strips for the purpose of constructing, reconstructing, inspecting, patrolling, without the necessity at any time of procuring the permission of anyone. Additionally, *I/we* certify that *I/we* are the sole owners of the dedicated property and that no other's interest are attached to this property unless otherwise indicated on the required Mortgage Holder Certification that is included on this plat.

Furthermore, as the owner of the property described herein, and in consideration of establishing the subdivision described herein, I/we agree to the following:

- Every owner of fee simple title to every individual lot within the subdivision shall be a member of the homeowners' association;
- The homeowners' association shall have the authority to collect membership fees;
- As applicable as it pertains to conditions shown herein, the homeowners' association shall be responsible for the maintenance of all common areas, screening walls, landscaped areas, private streets and alleys.
- The homeowners' association shall grant the City the right of access to any areas to abate any nuisances on such areas, and attach a lien upon each individual lot for the prorated costs of abatement.
- The homeowners' association shall indemnify and hold the City harmless from any and all costs, expenses, suits, demands, liabilities, damages, or otherwise, including attorney fees and costs of suit, in connection with the City's maintenance of common areas.
- The homeowners' association shall, where additional rights-of-way has been dedicated for the purpose of providing landscaping, additional areas for sidewalks, walls or other amenities, enter into a license agreement with the City and shall be responsible for the installation and maintenance of all landscape areas in the public rights-of-way.

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

Signature of Owner

STATE OF TEXAS §
COUNTY OF *DALLAS* §

Before me, the undersigned authority, a Notary Public in and for said County and State, on this day

personally appeared *John Doe and Joe Dokes*, Owners, known to me to be the persons whose names are subscribed to the foregoing instrument and acknowledged to me that they each executed the same for the purpose and considerations therein expressed.

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

Notary Public in and for
The State of Texas



MORTGAGE HOLDER CERTIFICATION

(If a homeowners' association is involved)

That I, _____, hold a mortgage or represent holders of a mortgage on the described property herein, do hereby consent to the submission and filing of this plat designating the hereinabove described property as *New Town Estates No. 2*, an addition to the City of Wilmer and do hereby dedicate to the public use forever the streets, alleys, and right-of-way easements shown thereon and do hereby reserve the easement strips shown on this plat for the mutual use and accommodation of garbage collection agencies and all public utilities desiring to use or using same. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths which in any way endanger or interfere with the construction, maintenance or efficiency of its respective systems on any of these easements strips and any public utility shall at all times have the right of ingress and egress to and from and upon the said easement strips for the purpose of constructing, reconstructing, inspecting, patrolling, without the necessity at any time of procuring the permission of anyone. This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Wilmer, Texas, and to requirements placed on the homeowners' association as indicated herein and remedies to the abatement of nuisance and liens on properties therein and as required.

Witness our hands at _____, Texas, this _____ day of _____, 20__.

Signature

Title

Company

STATE OF TEXAS §
COUNTY OF DALLAS §

Before me, the undersigned authority, a Notary Public in and for said County and State, 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/she executed the same for the purpose and considerations therein expressed.

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

Notary Public in and for
The State of Texas





Tree Survey/Preservation Plan Minimum Requirements

Project Name _____
Submission # _____

This checklist is provided to assist you in addressing the minimum requirements for Tree Survey/Preservation Plan submission. An application is incomplete unless all applicable information noted below is submitted to the Wilmer Planning and Zoning Department. Indicate that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** If not applicable, indicate an "N/A" next to the box. Return this form at the time of application submittal.

If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided on a separate sheet on letterhead with sufficient details as to allow a determination by the appropriate approval body. Additional information may be required. Reference the specific requirement.

Plans are expected to be submitted complete and accurate in all detail as shown by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or marked up with needed changes, depending on the amount of changes or corrections needed. Please keep in mind that changes to previously incomplete or inaccurate plans may generate additional comments at re-submittal of corrected Plans. Therefore, diligence to the initial submittal is paramount to expediting the review process.

All tree flagging or marking, construction fencing installation, and location, type and caliper of trees shall be field verified by City staff.

Included

- 1. Site boundary indicated by a heavy solid line, intermittent with 2 dash lines; dimensioned with bearings and distances; lot lines; setback lines.
 - 2. Location map, north arrow, written and bar scale. Indicate scale or NTS.
 - 3. A title block that includes large, boldly printed "TREE SURVEY/PRESERVATION PLAN", owner and engineer's names, addresses and phone numbers, subdivision name, lot number, block number or letter, submission date, and a log of submission/revision dates since submitted to the City.
 - 4. Existing tree canopy/masses are graphically shown to determine critical root zone and what effects paving will have in those areas
 - 5. Flood plain boundary indicating FEMA panel number and date, and flow line of drainage ways/creeks, as applicable.
 - 6. Accurately located, labeled and dimensioned footprint of proposed structure(s) shown by a solid heavy line.
 - 7. Accurately located, labeled and dimensioned proposed structures, and those to remain, including walls and fences are shown and labeled are shown by a heavy solid line.
 - 8. Accurately located and labeled footprint of structure(s) proposed for demolition are shown by a light dashed line.
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- 9. Rights-of-way and on-site curbs and curbs adjacent to the site are accurately located to the full width and dimensioned and streets are labeled with name and width.
- 10. Driveways are accurately located and dimensioned.
- 11. Sidewalks are shown, dimensioned and labeled.
- 12. All parking spaces and paving boundaries are shown.
- 13. Trees measuring 8 inches or greater in caliper size at DBH, or Hackberry trees measuring 11 inches or greater at DBH, are identified by a three-inch round, weatherproof tag attached to the tree, assigned a reference number on the tag, and the reference number noted on the plan.
Trees proposed for removal shall be painted with a luminescent orange 'X' and those not proposed for removal painted with blue paint, no greater than 6 inches in size. The developer is responsible for the accuracy of the tree dimensions and locations. The developer shall be required to maintain tree markings throughout the approval of the project. The developer may choose to use colored flagging in lieu of paint.
- 14. An inset is provided on the Plan to detail protective fence installation. Protective fencing shall be installed to the limits of the drip line.
- 15. Construction fencing is installed around protected trees prior to issuance of a grading or building permit.
- 16. Areas are indicated where trenching and/or boring is proposed within critical root zone areas of existing, protected trees.
- 17. The following information is to be provided on the Tree Survey/Preservation Plan in a tabular format:
 - a. Listing of protected trees by common name of species. A protected tree measures 8 inches or greater at DBH. Hackberry is measured at 11 inches or greater at DBH
 - b. Caliper of tree at DBH.
 - c. A reference number for trees measured 8 inches or greater at DBH. Hackberry is measured at 11 inches or greater at DBH.
 - d. General condition of the tree certified as such by a licensed arborist, forester, landscape architect, or other that is qualified to make such determinations.
 - e. Whether protected and/or proposed for removal.
- 18. Distance of trees 8 inches and greater in caliper size from sidewalks, curbs, screening walls, and utilities.
- 19. Tree Mitigation
 - a. Trees proposed for removal shown by an 'X' using a heavy line.
 - b. Replacement trees are indicated on the plan by a heavy line denoting canopy.
 - c. Indicate in the above table the sum of caliper inches proposed for removal and credit earned.
 - d. Indicate mitigation method proposed for removal of protected trees:
(1.5(Diameter * DBH)) = Caliper inches of mitigation required, which indicates the quantity of required 4" minimum caliper trees
AND/OR
Escrow: \$35.00 x Caliper inches of mitigation required.



City of Wilmer
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Fee Schedule

Zoning Application Fees:

Standard Zoning Application plus direct costs such as notices, advertisements, legal and consultant fees, etc.	\$400.00
Special Use Permits plus direct costs such as notices, advertisements, legal and consultant fees, etc.	\$300.00
Planned Development Zoning and Amendments Per acre plus direct costs such as notices, advertisements, . legal and consultant fees, etc.	\$1500.00 \$100.00

Standard Application Filing Fees:

Audit's Plat		\$25.00
Residential Preliminary Plat-without streets		\$400.00
	Per lot plus direct costs such as notices, advertisements, legal and consultant fees, etc.	\$15.00
Residential Final Plat- without streets	Flat Fee	\$600.00
	Per lot plus direct costs such as notices, advertisements, legal and consultant fees, etc.	\$20.00
Residential Preliminary Plat-with streets	Flat Fee	\$600.00
	Per lot plus direct costs such as notices, advertisements, legal and consultant fees, etc.	\$15.00
Residential Final Plat- with streets	Flat Fee	\$800.00
	Per lot plus direct costs such as notices, advertisements, legal and consultant fees, etc.	\$20.00
Commercial Preliminary Plat without streets	Flat Fee	\$400.00
	Per acre plus direct costs such as notices, advertisements, legal and consultant fees, etc.	\$100.00
Commercial Preliminary Plat with streets	Flat Fee	\$600.00
	Per acre plus direct costs such as notices, advertisements, legal and consultant fees, etc.	\$100.00
Commercial Final Plat without streets	Flat Fee	\$600.00
	Per acre plus direct costs such as notices, advertisements, legal and consultant fees, etc.	\$150.00
Commercial Final Plat with streets	Flat Fee	\$800.00
	Per acre plus direct costs such as notices,	

Replat	advertisements, legal and consultant fees, etc.	\$150.00
	Flat Fee	\$600.00
	Per lot plus direct costs such as notices, advertisements, legal and consultant fees, etc.	\$20.00
Plat Vacations	Flat Fee	\$600.00
	Per lot plus direct costs such as notices, advertisements, legal and consultant fees, etc.	\$20.00

If you have any questions, please contact the Planning Department at 972-441-6373

