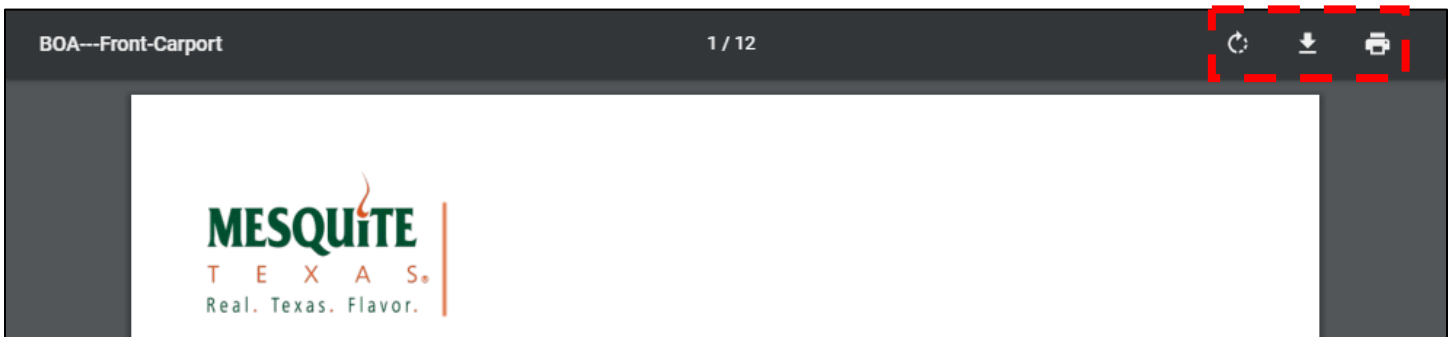



PLEASE READ

To download applications, checklists, or owner authorization forms please download the file to your computer. Below are steps to help guide you.

Step 1: This screen should show the following buttons in the top right hand corner (highlighted in the **RED** box)



Step 2: To download the document, select the middle button as shown here: 

Step 3: A new window should appear asking where you would like to save this document. Select the desired location, name the application, then click **SAVE**.

Step 4: Open the saved document and answer all appropriate questions.

I NEED HELP

For help downloading a file on a computer running **Microsoft**, click [HERE](#)

For help downloading a file on a computer running **Apple**, click [HERE](#)

No permit for the construction or expansion of a building shall be issued unless the tract or plot is part of a plat of record, filed in the plat records of the county, thereby establishing a building site. Platting shall be in conformance with the Mesquite Subdivision Ordinance, Mesquite Zoning Ordinance, and Mesquite Engineering Design Manual.

The applicant is required to attend a pre-application meeting for the project before submittal of a plat application. Plat application is required to be submitted concurrently with the Engineering Plans and other submittals identified at the pre-application meeting and any items or exhibits requested by the Director that are consistent with the standards and requirements of the Mesquite Subdivision Ordinance, Mesquite Zoning Ordinance, and Mesquite Engineering Design Manual.

COMPLETE APPLICATION REQUIRED — CONDITIONS FOR PROCESSING

The applicant shall submit the information required in this packet and as identified in the pre-application meeting. Each item is considered an essential part of the plat application and is necessary to ensure a proper review of the proposed development. Once submitted, the application will be reviewed for completeness. If the application is incomplete, the applicant will be notified within 10 days of submission of the missing items.

An incomplete application that has not been revised to meet the completeness requirements shall be considered expired on the 45th day after the original submission of the application. The City may retain the application fee paid. Following an expired application, any additional or further requests by the applicant must be accompanied by a new application and fee.

SUBMITTAL PROCESS

A complete plat application, consisting of the documents noted in this packet, and in the pre-application meeting shall be submitted online through the Citizen Access Portal (CAP) <https://energov.cityofmesquite.com>. Links to directions for submitting a plan through CAP are available at the end of this packet.

Applications entered on or after 3 p.m. on a business day or on weekends or holidays shall not be considered submitted until the next business day following the date the information was entered. Applications generally made to other departments, such as Public Works, must be submitted as part of the plat application if required in connection with plat approval. If staff assistance is needed to submit an application, contact the Planning and Zoning Office.

REVIEW PROCESS

Once an application is deemed complete, the Case Manager will provide notice of the date of filing and scheduling of review and the Planning and Zoning Commission meeting. Staff will prepare a written report summarizing the review process. The report will include discussion of the relevant issues pertaining to the compliance of the application with the standards of applicable City ordinances. A copy of the report will be provided to the applicant prior to the Planning and Zoning Commission meeting. Comments and other communication will be provided through the City's Citizen Access Portal (CAP) or by email.

PLANNING AND ZONING COMMISSION ACTION

The Commission will approve, approve with conditions or disapprove a plat within 30 days after the date the application is filed. If an application is approved with conditions or disapproved, the Commission will include in its motion or decision a reference to the specific conditions of approval or reasons for disapproval. Upon approval with conditions or disapproval staff will provide the conditions to approval or reasons for disapproval to the applicant in a written statement by email or on the City's Online Application Portal, identifying the specific conditions to approval or reasons for disapproval and the law serving as the basis for the condition or disapproval.

The Commission will only approve a plat subject to conditions if the remaining requirements are limited to installation of public improvements by the applicant and approval of the public improvements by the City.

RESPONSE AND RESUBMITTAL

The applicant may apply to the City with a response to conditional approval or disapproval by filing a response review application on the City's Online Application Portal that satisfies a condition or remedies a reason for disapproval.

The application for resubmittal shall include the following items shall be submitted with the revised plat:

1. Response Letter stating how the comments were addressed and identify any other changes made to the plat
2. Revised Plat in a pdf format
3. Response review fee
4. Any submittal requirements noted in the Planning and Zoning Commission's action on the initial submittal

The Case Manager will review the application for completeness and schedule it for the Planning and Zoning Commission's consideration. The Commission will approve or disapprove a response to conditional approval or disapproval within 15 days after the date a complete application, including the response review fee, is filed. If an application for response review is disapproved, then this step may be repeated.

ALTERNATE PLAT PROCESS (SHORT FORM AND AMENDING PLATS)

All plats shall be processed as a long-form plat under the long-form procedures described above unless it is determined at the pre-application meeting that the plat is eligible for one of the optional alternate procedures as a Short Form plat or an Amending Plat. Please contact your Case Manager to confirm if your project qualifies to be platted through the Short Form or Amending Plat process. The plat processed under the alternative process may be approved administratively and will be acted on 29 days of the first submittal and 14 days on any resubmittals.

EXTENSIONS AND WAIVERS

Extensions. An applicant may request an extension of the 30-day action deadline for action by the Commission by providing a written request on the City's Online Application Portal. The extension request shall provide the extension time requested not to exceed 30 days.

Waivers. An applicant may request a waiver of any deadline provided in this Article by providing a written request to the Director on the City's Online Application Portal. The Director shall provide a written response to the waiver request which shall provide the new deadline, if any, requested by the applicant. The waiver form is available upon request.



City of Mesquite Plat Application

Please print legibly. This application can also be completed online at:

<https://www.cityofmesquite.com/DocumentCenter/View/745/Platting-Application-Packet>

Information regarding platting procedures and staff review can be found at:

https://library.municode.com/tx/mesquite/codes/code_of_ordinances?nodeId=PTIICOOR_APXBSU

Application Checklist

- Completed Application
- Declaration of Covenants
- Surveyor's Certificate
- Property Owner Signature
- Pre-Application Meeting
- Application Fee

Property Information – May provide general location if needed

Physical Address: _____ City, State: Mesquite, Texas

Zip Code: _____

Plat Information

Name of Plat: _____

Acreage/Square _____

Footage: _____ s.f. Number of Lots: _____

Variances Requested: _____

Applicant Information – Contact Person Designee

First Name: _____ Last Name: _____

Company: _____

Phone Number: _____ Email Address: _____

Property Owner(s) Information – The owner of the property listed as physical address

Same as Applicant: Yes No (If no, fill in information below)

First Name: _____ Last Name: _____

Phone Number: _____ Email Address: _____

Mailing Address: _____ City, State: _____

(If different from property information)

Zip Code: _____

Pre-Application Meeting – A Pre-Application Meeting is **required** prior to submitting application

Have you had a Pre-Application Meeting with Staff concerning this plat? Yes No

Pre-Application Case number: PAM

Case Manager: Garrett Langford Johnna Matthews
 Benjamin Callahan John Chapman
 Lesley Frohberg

Article III, Section B.2.b of the Mesquite Subdivision Ordinance

A pre-application meeting is required prior to submitting an application. The pre-application meeting is designed to help the applicant understand the Mesquite development approval process and regulations applicable to the proposed application. The pre-application meeting schedule and other information can be found on the City of Mesquite website.

Signatures

Applicant

Date

Property Owner

Date

The above signed hereby applies for approval of a plat in accordance with the *Subdivision Ordinance* of the City of Mesquite. The Items on the attached checklist and all general requirements of the *Subdivision Ordinance* are shown on the plat submitted for review and approval.

Office Use Only
Date Received: _____ Project Intake: _____
Case Number: PL

Plat Completeness Review – Article III Section E.1

All application submissions must be complete prior to filing and any processing by the City of Mesquite. A complete application includes all of the submittal information identified at the pre-application meeting and any items or exhibits requested by the Director that are consistent with the standards and requirements of this ordinance. A complete application is also accompanied by the applicable fee.

	Yes	No	Not Applicable
Pre-Application Meeting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flood Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subdivision Variance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application Content	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Application Content and Fees – Article III Section D.1-4

Application contents generally. The applicant shall provide any information, documents, or other material relevant to the application identified in the pre-application meeting that the Director reasonably believes is necessary in order for the City to evaluate, analyze, and understand the subject matter of the application. The following must be provided unless otherwise determined by the Director:

Checkmark

- Boundary lines, bearings and distances sufficient to locate area;
- Name and location of all adjoining subdivisions or large tracts, drawn to the same scale and shown in dashed lines, in sufficient detail to accurately show existing streets, alleys, lots and other features that may influence the development. Adjacent unplatted land must be also shown, including property lines and owners of record.
- The names of all adjoining subdivisions, the dimensions of all abutting lots, lot and block numbers and accurate reference ties to courses and distances of at least two recognized land corners shall be shown if no existing legally platted subdivision is adjacent to the subject property.
- Location and width of all streets, alleys and easements, existing or proposed. A written statement as to the easement use must be included on the plat. Existing easements must be identified by Deed Record by volume and page number.

- Primary control points, or descriptions and ties to such control points, to which all dimensions, angles, bearings, block numbers, and similar data are referred.
- Proposed subdivision of the property, including lot and block numbers.
- Proposed building lines.
- All plats shall be on sheets 24 inches by 36 inches and to a scale of not less than 100 feet to the inch or longer, unless otherwise approved by the Director. When more than one sheet is required to encompass the subdivision, an index sheet (24 inches by 36 inches) shall be filed showing the entire subdivision together with the complete dedication, attests, dates, titles and seals on one sheet.
- The exterior boundary of the subdivision shall be indicated by a distinctive dashed line and corner markers by individual symbols.
- A location map clearly showing the location of the proposed plat with cross streets. Whether to scale or not to scale (NTS) and the north arrow must be indicated.
- Abstract lines, survey lines, county lines and corporate boundaries must be shown and clearly labeled.
- Each lot must be numbered and block groups assigned a letter. Homeowner's Association and other open space areas must be identified with tract number.
- The length and bearing of all straight lines, radii, arc lengths, tangent lengths and central angles of all curves must be indicated along the boundary line of the subdivision and each block. All dimensions along the lines of each lot must be shown. 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 the following manner:

CURVE TABLE

<u>Curve Number</u>	<u>Description</u>	<u>Elements</u>	<u>Outer Property Line</u>	<u>Center Line</u>	<u>Inner Property Line</u>
-------------------------	--------------------	-----------------	--------------------------------	------------------------	--------------------------------

- Internal lot lines must be clearly indicated, shown to scale, and labeled with bearings and distances.
- Abutting properties must be indicated by a light solid line.
- Sites to be reserved or dedicated for parks, playgrounds and/or other public uses must be indicated and labeled.

- The plat must be tied to two Global Positioning System (GPS) reference points and must be shown on the plat. The GPS points must be in grid coordinates (not surface), North American Datum (NAD) 83, Texas State Plane, North Central FIPS Zone 4202. The Point of Beginning must include one of the grid coordinates.
- The names and accurate location of all streets adjoining, abutting or within not more than 200 feet of the subdivision must be shown unless a platted subdivision exists adjacent to the property under consideration.
- The plat must tie down property corners/iron rods found on the opposite side of the streets to verify width of the existing ROW. Identify existing actual ROW widths based on these measurements and label on the plat.
- Limits of the ultimate (fully developed conditions) 100-year flood plain and floodway including water surface elevations must be shown on the plat.
- The 100-year fully developed water surface elevation must be shown at upstream, downstream and 300-foot intervals along the creek on the plat. Reference for the source information for the 100-year fully developed water surface elevation must be noted on the plat.
- All drainage pipe (greater than 15-inches in diameter), inlets and other drainage structures and facilities must be in a public drainage easement with maintenance governed by the terms of the drainage maintenance agreement on the plat. All drainage easements must be a minimum of 15-feet in width. Width may be different depending on size and depth of pipe. Reference the City's Engineering Design Manual for requirements.
- Drainage Maintenance Agreement provided on the City of Mesquite Website must be placed on the plat.
- Public water and sewer easements must be a minimum of 15-feet in width. Width may be different depending on the size and depth of pipe. Reference the City's Engineering Design Manual for requirements.
- The location and dimension of any utility easement adjoining or abutting the subdivision or proposed within the subdivision must be shown. Required and proposed ingress/egress or access easements must be shown, clearly labeled and tied down, as appropriate.
- The description and location of all survey monuments placed in the addition or subdivision must be shown. In all subdivisions and additions, corners must be established at the corner of each block in the subdivision consisting of an iron rod or pipe not less than 3/4-inch in diameter and 24 inches deep flush with the top of the sidewalk. Lot corner monuments must be 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 1/2-inch and 18 inches deep set flush with the top of the sidewalk. In addition, curve point markers must be established of the same specification as lot corners. All lot corners must be installed prior to filing of the plat.

- The plat must show a title including the name of the addition or subdivision, the name of the owner and engineer or surveyor, scale and location of subdivision with reference to original land grant or survey and abstract number and a north point with true and magnetic north.
- A certificate of ownership, giving a metes and bounds description of the property, dedication of all streets, alleys, easements, parkways and parks where dedicated to the City and dedication or reservation of all easements and drainage ways to the public use, signed and acknowledged before a Notary Public by the owner of the land, must appear on the face of the plat or index sheet of the plats where two or more sheets are required.
- The certificate of the Registered Professional Engineer or Registered Public Land Surveyor who surveyed, mapped and monumented the land, which certificates must be attested before a Notary Public, and placed on the face of the plat or on index sheets of the plats together with the seals of the engineer or surveyor and Notary Public. Printed seals and signatures are prohibited except for extra prints that the owner or Developer may need certified for other purposes. The certificates of the engineer or surveyor to be placed on the plat are provided on the City's Online Application Portal.
- A declaration of covenants and easements as provided on the City of Mesquite Website.
- The City applicable approval signature block form as provided on the City of Mesquite Website.

[Also provided on page 9 of this application]

Submittal waivers pursuant to pre-application meetings. At or following a pre-application meeting, the Director may waive certain submittal requirements, except for fees, in order to tailor the requirements to the information necessary to review a particular application. The Director may waive such requirements where the Director finds that the projected size, complexity, anticipated impacts, or other factors associated with the proposed development or subdivision clearly justify the waiver.

Authorization and Payment Required.

- (a) The City Council shall adopt, and amend from time-to-time, a fee schedule setting forth an assessment of fees to defray the cost of processing plat applications. The fee schedule for plat applications, as amended, is provided in Appendix D of the Mesquite City Code.
- (b) If review of the application requires use of outside consultants, the City may require, in addition to the fees above, that the applicant pay all or a portion of the reasonable fees charged by private consultants retained by the City for the purposes of reviewing the application and advising City officials and agencies with respect thereto. The Director will notify the applicant prior to retaining a consultant.
- (c) At the time of submittal, all applications shall include payment of the processing fee, as well as any review fees charged by agencies for which the City has agreed to collect.

No required fees for City-initiated applications. No fee shall be required for applications initiated by the City.

SURVEYOR'S CERTIFICATE

STATE OF TEXAS:

COUNTY OF DALLAS:

That I, _____, a Registered Professional Land Surveyor in the State of Texas, do hereby certify that I have prepared this plat from an actual survey of the land and that the corner monuments shown thereon were found and/or properly placed under supervision in accordance with the platting rules and regulations of the City of Mesquite, Dallas County, Texas.

WITNESS MY HAND AT DALLAS, TEXAS this the _____ day of _____, 20__.

SURVEYOR NAME No. _____
Registered Professional Land Surveyor

STATE OF TEXAS:

COUNTY OF DALLAS:

BEFORE ME, the undersigned, 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 executed the same for the purposes and considerations therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this _____ day of _____, 20__.

NOTARY PUBLIC, DALLAS, COUNTY, TEXAS

[Notary Seal]

MY COMMISSION EXPIRES: _____

DECLARATION OF COVENANTS

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That _____ and _____, do hereby adopt this plat designating the herein-described property as _____, an addition to the City of Mesquite, Texas, and do hereby dedicate to the public use forever the streets and alleys shown thereon. The easements shown thereon are hereby reserved for the purposes as indicated and shall be open to fire, police and all public and private utilities for each particular use. The maintenance of paving on all easements is the responsibility of the property owner. No buildings, fences, trees, shrubs or other improvements shall be constructed, reconstructed or placed upon, over or across the easements as shown. Said easements being hereby reserved for the mutual use and accommodation of all public utilities using, or desiring to use same. All and any public utility shall have the full right to remove and keep removed all or parts of any buildings, fences, trees, shrubs or other improvements or growths which in any way may endanger or interfere with the construction, maintenance and efficiency of its respective system on the easements and all public utilities shall at all times have the full right of ingress and egress to or from and upon said easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining and addition to or removing all or parts of its respective system without the necessity at any time of procuring the permission of anyone. Any public utility shall have the right of ingress and egress to private property for the purpose of reading meters and any maintenance and service required or ordinarily performed by that utility.

All utility easements shall also include additional area of working space for construction and maintenance of the public water and sanitary sewer systems. Additional easement area is also conveyed for installation and maintenance of manholes, cleanouts, fire hydrants, water services from the main to and including the meters and boxes, sewer laterals from the main to the curb or pavement line, and the descriptions of such additional easements herein granted shall be determined by their locations as installed.

[INCLUDE THE FOLLOWING PARAGRAPH 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 platting ordinances, rules, and regulations of the City of Mesquite, Texas.

WITNESS OUR HAND at _____, Texas, this the _____ day of _____, 20____.

APPROVAL SIGNATURE BLOCK

Add the following City approval statement to your final plat, locating it near the title block.
Dallas/Kaufman County Records will not record your plat without this City approval statement.

CITY OF MESQUITE

To the County Clerk of Dallas/Kaufman County:

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

Under ordinance adopted by the City of Mesquite on September 3, 1973, the approval of this plat by the City of Mesquite is automatically terminated after the _____ day of _____, 20____, and unless this plat is presented for filing on or before said date, it should not be accepted for filing.

By _____
Commission Officer

Attest _____
Secretary

2020
CITY OF MESQUITE

Deadlines for Submissions of Applications
and Scheduling of Public Hearings and Reviews
(Hearing dates are not guaranteed)

Plat Applications (schedule based on completed applications)	PLANNING & ZONING COMMISSION Meeting
December 30, 2019	January 27, 2020
January 13, 2020	February 10, 2020
January 27, 2020	February 24, 2020
February 10, 2020	March 9, 2020
February 24, 2020	March 23, 2020
March 16, 2020	April 13, 2020
March 30, 2020	April 27, 2020
April 13, 2020	May 11, 2020
April 28, 2020	<i>May 26, 2020</i>
May 11, 2020	June 8, 2020
May 25, 2020	June 22, 2020
June 1, 2020	<i><u>June 29, 2020</u></i>
June 15, 2020	July 13, 2020
June 29, 2020	July 27, 2020
July 13, 2020	August 10, 2020
July 27, 2020	August 24, 2020
August 3, 2020	<i>August 31, 2020</i>
August 17, 2020	September 14, 2020
August 31, 2020	September 28, 2020
September 14, 2020	October 12, 2020
September 28, 2020	October 26, 2020
October 12, 2020	November 9, 2020
October 26, 2020	November 23, 2020
November 2, 2020	<i><u>November 30, 2020</u></i>
November 16, 2020	December 14, 2020
November 30, 2020	December 28, 2020
December 14, 2020	January 11, 2021
<p>Dates in italics indicate a Tuesday meeting date.</p> <p>Dates in italics and underline will convene only to consider a plat application</p>	

CITY OF MESQUITE PLANNING OFFICE

Mailing Address: P.O. Box 850137
Mesquite, TX 75185-0137

Physical Address: 1515 N. Galloway Ave.
Mesquite, TX 75149-2300

Phone: (972)-216-6216

Fax: (972) 216-8109

Website: www.cityofmesquite.com

Citizen Access Portal (CAP): <https://energov.cityofmesquite.com>

CAP and e-Review Directions: [Create CAP Account](#)
[Create Plat Application on CAP](#)
[Uploading a plan to e-Review](#)
[Viewing reviewed plans and uploading plans in e-Review](#)