



MINOR & AMENDING PLAT CHECKLIST

FREQUENTLY ASKED QUESTIONS

What qualifies for administrative approval?

Per Sec. 212.0065 of Texas Local Gov't Code, Replats, Minor Plats and Amending Plats may be administratively approved by the Director of Planning if they meet the following criteria:

- Involves 4 or fewer lots;*
- Fronts on a dedicated street;*
- Does not require the creation of a new street; and*
- Does not required the extension of municipal facilities*

Is the Planning Director required to process all plats that meet the above criteria administratively?

No. The administrative approval will be determined on a case by case basis. If determined that it cannot be approved administratively, then Planning and Zoning Commission approval will be required.

When do you accept submittals?

We accept submittals once a month per the following [schedule](#).

FEES

Amending Plat: \$250

Minor Plat:

Residential: \$100 + \$4 per lot

Non-residential & Multifamily: \$500 + \$35 per acre (or portion thereof rounded up)

Example: (2.1 acres would cost \$500 + (\$35 * 3) = \$605)

Replat:

Residential: \$100 + \$25 per lot

Non-residential & Multifamily: \$500 + \$35 per acre (or portion thereof rounded up)

Example: (2.1 acres would cost \$500 + (\$35 * 3) = \$605)

SUBMITTAL REQUIREMENTS

All final plat applications are done online through the City's CSS portal:

<https://energovcss.coppelltx.gov/EnerGovProd/SelfService#/home>

- Completed Application Form, signed by the property owner (scanned PDF)
- Plat (PDF)



MINOR & AMENDING PLAT CHECKLIST

CHECKLIST:

- Title block located in lower right corner with subdivision name, block and lot numbers, survey name and abstract number, number of acres, date of preparation, city, county and state
Example: ABC Addition, Lot 1R, 2 and 3, Block A
- Legend for abbreviations
- Name, address and phone and e-mail address for owner, applicant, and surveyor
- Location/vicinity map
- North arrow and scale (generally a minimum of 1" = 50'). The scale of the plat should be same as the scale of the site and landscape plans, whenever possible. North arrow should point up or right
- Adjacent properties – subdivision name, owner name if unplatted property, and recording info
- Property boundary with dimensions and bearings
- Legal (metes and bounds) description of the property
- Monument locations, materials and size. Also, list if “set” or “found”.
- Lot dimensions in feet and hundredths of feet and with bearings and angles to street and alley lines
- Lots and blocks with lot and block numbers
- Building Setback Lines
- Location of existing water courses, railroads, and other drainage and transportation features.
- Location and names of existing and proposed streets and alleys with centerline design radii, medians, median openings, left turn lanes with storage and transition dimensions, right-of-way widths, and names of proposed streets
- Accurate boundary and purpose of public dedications
- Fire lane easements with dimensions and bearings
- Existing and Proposed Utility Easements – water, sanitary sewer, drainage, electric, telephone, gas, cable television
- FEMA 100 year floodplain areas
- Minimum Finish Floor Elevations of all buildings
- Proposed densities and lot sizes (residential plats only)
- Surveyor’s certificate (signed and sealed) with notary block
- City approval signature blocks with notary blocks
- Certificate of ownership with notary blocks
- Franchise Utilities Note: “I, _____ (Surveyor or Engineer), verify that all franchise utilities have each been contacted and provided a copy of the plat and development proposal and all franchise utility easements and/or abandonments are currently shown.”
- Certified Copy of Homeowner Association Documents (residential plats only)
- Flood Plain Administrators signature block
- Other information as considered essential by the Planning and Zoning Commission.
- PRELIMINARY UTILITY PLANS** of proposed water distribution system, including fire hydrants, sewage collection system, on-site and off-site drainage system and street improvements shall be provided.

NOTE: This checklist is only a supplement to the Subdivision Regulations. It is the applicant’s responsibility to review and comply with the requirements of the [Zoning Ordinance](#) and [Subdivision Regulations](#).