



Completeness Check

The applicant will provide all required documents and fees with the signed application and applicable checklist for a completeness check ten days prior to the submittal cut-off date. This will allow staff to review the documents for completeness and to provide feedback about any additional information or documents required. Applications deemed to be incomplete at the time of the submittal deadline will not be filed.

Submittal

Upon determination of application completeness, the application will be considered filed with the development department. The application submittal deadline will be considered as the application filing date and as the first day of review of the application.

Review

Staff will review the plat for compliance with the subdivision ordinance and other city requirements and provide comments within two weeks of submittal. The applicant may need to make changes and revisions to the plat or supporting materials.

Minor Plat Requirements

- ❖ No notice required
- ❖ Does not have to be heard at P & Z meeting unless variances are requested
- ❖ Can be approved by the City Manager/Community Development Director if four lots fronting an existing street; and no infrastructure is being extended (streets, utilities)
- ❖ Three paper copies 24" x 36" will be required for filing
- ❖ One electronic copy (flash drive preferred) or email cs@cogtx.org
- ❖ Plat checklist
- ❖ Signed, completed application
- ❖ Application fee
 - \$1350 for a Minor plat
- ❖ Letter of Intent

Filing for Recordation

Following approval, the plat will be signed by the City Manager/Community Development Director, and city secretary/zoning secretary and filed for record with Cooke County. The following are required and must be provided to the Development department in order to be filed: Three 24" x 36" paper copies of the plat, notarized with all signatures (except those required from the city: P & Z Chairman and Zoning Secretary), seals, stamps, or other validations and certificate of work, as applicable, and in accordance with state law and local requirements; folded to 8.5" x 11" with the title block facing outwards; and an original certified and sealed tax statement showing \$0 amount due. ***Preliminary plats are not filed for record*