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**Community Services Department**

**Completeness of Application**

Final Plat applications which do not include all required information and materials, as outlined below and per other City development review policies which may change from time to time, will be considered incomplete, shall not be accepted for official submission by the City, and shall not be scheduled on a City Council agenda until the proper information is provided to City officials including the City's retained engineering consultant, if applicable. *(Please note that Final Plats will no longer have to be approved by the Planning and Zoning Commission. Once submitted, they will go through the normal process as stated below and then be placed on the City Council agenda for approval)*

**Standards for Approval**

No final plat shall be recommended for approval by the City Council unless the following standards have been met:

1. The plat substantially conforms with the approved construction plat and other studies and plans, as applicable;
2. The construction and installation of required public improvements and City utilities has been completed and the improvements have been accepted by the City as conforming to the City's regulations and design standards (or the proper assurances for construction of the improvements have been submitted and approved by the City); and
3. The plat conforms to the Comprehensive Plan and to applicable zoning, subdivision and any other applicable codes or ordinances of the City that are related to development of a land parcel.

**Final Plat Checklist**

The final plat shall be in accordance with the construction plat, as approved, and shall incorporate all applicable conditions, changes, directions and additions imposed by the Planning and Zoning Commission and City Council upon the construction plat and in addition, shall show the following.

1. All information that is required for a construction plat, except for submission of engineering plans, provided that such plans were already submitted and approved with the construction plat; and except that physical features of or on the land (such as topography, buildings, utility structures, water bodies and tree cover) shall not be shown on the final plat. In addition to these items, the final plat shall also provide a place for the County Clerk of Collin County to stamp the date and location where the plat will be filed ("Volume or Cabinet \_\_\_\_\_, Page or Slide \_\_\_\_") in the lower right-hand corner of all sheets of the plat drawing near the title block.
2. All aspects of the final plat shall conform to the standards of Collin County for plats with respect to clarity, sheet size, lettering size and reproducibility, and the County's formatting requirements for same shall control if different from this Ordinance. It is the applicant's responsibility to be familiar with the County's standards for filing plats.
3. The approval block shall be modified as required in Section 2.5(c)(3) of the Subdivision Ordinance.

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**Community Services Department**

4. The following checklist must be complete and submitted to the Community Development Department prior to the placement of a final plat on the City Council Agenda.
  - a. Rollback Taxes must be paid. Attach Current Tax Status Certificate.
  - b. Impact Fees Paid.
  - c. Escrow Funds.
    - i. Street Improvement
    - ii. Sidewalk
    - iii. Landscape
    - iv. Other
  - d. Deed for any park land dedication or Parkland Fees.
  - e. Maintenance Bonds from all Contractors and Subcontractors - 100% for 2 years.
  - f. Copies of Final Pay Requests for all public improvements from all Contractors and Subcontractors.
  - g. Inspection Fees (4 % of the Total Construction Costs for all public improvements based on Final Pay Requests).
  - h. Affidavits from all Contractors and Subcontractors that all bills, liens, subcontractors, suppliers, etc. have been paid (Individual signing affidavit must be an officer in the company).

Once all these items are received and the City of Murphy has signed off on completion of required public improvements and utilities, recommendation will be made for placement on City Council Agenda.

**Following approval**

Approval of a final plat authorizes the property owner, upon fulfillment of all requirements and conditions of approval and upon completion of construction of all required improvements (or submission of the proper assurances for construction of same), to submit the final copies, or mylars, of the plat for filing at Collin County.

As soon as possible following approval, please provide to the City:

- One (1) mylar on a 24"x36" sheet with original signatures
- Two (2) black line prints on a 24" x 36" sheet with original signatures
- One (1) electronic copy of each (formatted on a 24"x36" sheet) in PDF
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As soon as you have the above copies signed, please bring them to City Hall. City staff will then see that the required City signatures are added. Once City signatures are added you will be notified. From that date, you will have 30 days to file the plat with the Collin County Clerk's Office. After the plat has been filed, please ensure that the volume and page number are recorded on each filed copy and return the minimum number of copies requested to our office.

Lots may be sold only when the final plat has been approved by the City Council and the plat has been filed at Collin County. ***No conveyance or sale of any portion or lot of the property may occur until after the final plat is approved by the City Council and filed at Collin County.***

**Community Services Department**

**Revisions to Approved Final Plat (Prior to Filing at Collin County)**

Occasionally, minor revisions are needed before the final plat can be filed at the County. Such minor revisions as correction of bearings or distances, correction of minor labeling errors, addition of erroneously omitted informational items and labels, etc. may occur on the record plat prior to filing it without the City Council having to re-approve the final plat. Determination of whether or not revisions are “minor” in nature is subject to the judgment of the City’s Planner and Engineer. Major revisions, such as obvious corrections or reconfiguration of lot lines or easements, relocation of driveways or access easements or fire lanes, any modification to the perimeter or boundary of the property, and relocation or addition or deletion of any public improvement (including corresponding easement), shall necessitate re-submission and re-approval of the plat as a “revised final plat” unless otherwise approved by the City Planner and the City Engineer, as applicable. The procedures for such re-approval shall be the same as for a final plat, and such re-approval may constitute a new project thus necessitating submission of a new application form, payment of new fees, compliance with amendments to this Ordinance that occurred since original final plat approval, and other requirements.