

## FINAL PLAT

Final Plat applications which do not include all required information and materials, as outlined below and per other City development review policies, 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.

### **Submittal Items:**

- Zoning & Development Application Form
- Fee (Refer to Fee Schedule)
- Tax Certificate showing all taxes paid
- Plat

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 & 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.
2. The final plat shall provide a place for the Collin County Clerk to place a label with the date and filing information (4.25" x 2.25" minimum) in the lower right-hand corner of all sheets of the plat drawing near the title block.
3. 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 and to comply with same.
4. Approval block as required in Section 28.02.005(c)(3) of the Subdivision Ordinance.
5. Require notes per City Code of Ordinance, Section §28.06.006 on the submitted final plat.
6. The following list 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 a current Tax Certificate.
  - b. Escrow Funds (if applicable).
    - i. Street Improvements
    - ii. Sidewalks
    - iii. Landscaping
    - iv. Other
  - c. Deed for any parkland dedication or parkland fees (if applicable).
  - d. Maintenance Bonds from all Contractors and Subcontractors - 100% for 2 years.

- f. Any applicable fees to be paid to Customer Service
- g. Engineer sealed "as-built" plans or record drawings of all public improvements.
- h. Copies of filed Homeowners' Association Articles of Incorporation, Bylaws, and Conditions, Covenants & Restrictions (CCRs).

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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 a City Council agenda.

**Following Approval:**

Approval of the final plat authorizes the City to submit the final copies of the plat for filing at Collin County. Please provide three (3) black line prints on 24" x 36" sheet(s) with original signatures. One print will be returned to the applicant after filing.