



Minor Plat Requirements

Community Development Department

The Director of Planning may approve a minor plat, or may, for any reason, elect to present the minor plat to the Planning and Zoning Commission and City Council for consideration and approval. Any decision made on the minor plat by the Director of Planning shall be approval of the plat. Should the Director of Planning refuse to approve the minor plat, then the plat shall be referred to the Planning and Zoning Commission and/or City Council for consideration within the time period required by State law.

Each application shall contain the following (all required items/information must be received by the Community Development Department in order for any type of plat to be considered complete – incomplete submissions will not be reviewed until all deficient items and information have been received).

- An application form available in the Community Development Department.
- Verification that all taxes and assessments on the subject property have been paid.
- Payment of the appropriate fee.

SUBMISSION REQUIREMENTS:

- **20 FOLDED** copies of the minor plat on an 18" x 22" sheet, and drawn to a scale of 1" = 100'.
- **2** copies each (11" x 17" and 8.5" x 11") of the minor plat.
- **1** electronic copy (disk or CD) in **DWF** of the minor plat.

The minor plat shall be entitled and clearly state that it is a "minor plat."

A change to the signature block must be included-in lieu of the Planning and Zoning Chairman and Mayor Signature block please include a signature block for the Director of Planning.

Other than noted above, the procedure for approval of plat amendment(s) shall be the same as a final plat.

Approval Procedure

Approval of a minor plat shall expire unless the minor plat is recorded in the plat records of Kaufman County within ninety (90) days after the date of final approval of the minor plat.

The minor plat shall be filed at the County in the same manner as prescribed for a final plat.