



# Annexation, Zoning, and Development Manual

Updated November 2022

NOTE: Information contained within this document is intended to assist the public with the City's annexation, zoning, and development processes. The City's development ordinances (subdivision ordinance, zoning ordinance, sign ordinance, design standards, etc.) should also be consulted.

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# Welcome to the City of Oak Point

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## Meetings

While meeting dates and times are subject to change, the date, time, and place of regularly scheduled meetings are as follows:

### Regular Planning & Zoning Commission (P&Z) Meetings

1<sup>st</sup> Tuesday of the Month - 6:00 p.m.

City of Oak Point Community Room  
100 Naylor Road

### Regular Economic Development Corporation (EDC) Meetings

2<sup>nd</sup> Tuesday of the Month - 6:00 p.m.

City of Oak Point Community Room  
100 Naylor Road

### Regular City Council Meetings

3<sup>rd</sup> Wednesday of the Month - 6:00 p.m.

City of Oak Point Community Room  
100 Naylor Road

### Regular Parks and Recreation Commission (PARC) Meetings

2<sup>nd</sup> Monday of the Month - 6:00 p.m.

City of Oak Point Community Room  
100 Naylor Road

## City Contacts

- Martin Almaraz                      Public Works Superintendent                      (214) 649-4425  
[operations@oakpointtexas.com](mailto:operations@oakpointtexas.com)
- Stephen Ashley                      City Manager                      (972) 294-2312  
[sashley@oakpointtexas.com](mailto:sashley@oakpointtexas.com)

## City Consultants

- Lee Allison                      City Engineer (Contracted)  
Allison Engineering Group (AEG)
- Randy Johnson                      Building Inspections (Contracted)  
Safebuilt Inspections
- Michael R. Coker                      City Planner (Contracted)  
Michael R. Coker Company

*Note: Meetings or consultation with the City Engineer and Planner must be authorized by the City Manager.*

# Summary of the Annexation Process

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- A petition for annexation and associated materials (see annexation checklist) are submitted to the City Secretary by the applicant in accordance with the City's Annexation Schedule.
- A petition for annexation and associated materials (see annexation checklist) are reviewed by the City staff. Any additional or revised information is submitted to City staff by the applicant.
- After receiving a recommendation from the Planning & Zoning Commission, the City Council will consider acceptance of the petition and an ordinance to annex the property (see Section 43.028 of the Local Government Code).

# Summary of the Zoning Process

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- Zoning applications and associated materials (see zoning checklist) are submitted to City Hall by the applicant in accordance with the City's Zoning and Development Schedule. (*The applicant is encouraged to meet with the City Manager prior to submitting a zoning application.*)
- In accordance with the City's Zoning and Development Schedule, the zoning request is reviewed by City staff, comments regarding the zoning request are made available to the applicant, and the applicant addresses the comments and returns the associated materials.
- Written notice of the Public Hearing before the Planning & Zoning Commission is mailed by the City to each property owner within two hundred feet (200') of the property on which the zoning is being requested (500 feet when the application involves a platted single-family lot with zoning that specifies a minimum lot size of one acre or greater), as indicated by the most recently approved municipal tax roll. (*Notices are to be postmarked a minimum of ten (10) days before the hearing.*)
- A Public Hearing is held by the Planning & Zoning Commission to consider and act upon the zoning request. The Planning & Zoning Commission may approve, deny, or table the request.
- Publication of Notice of the Public Hearing before the City Council in the Denton Record Chronicle by the City. (*The notice is to be published no less than fifteen (15) days prior to the Public Hearing.*)
- After a zoning request is approved or if a request denied by the Planning & Zoning Commission is appealed, a Public Hearing is held by the City Council to consider and act upon the zoning request. The City Council may approve, deny, or table the request.
- If the zoning request is approved, an ordinance to enact the zoning will generally be considered by the City Council at their next meeting.

# Summary of Residential Development Process

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## ○ Pre-application Meeting

The applicant is encouraged to meet with the City Manager prior to submitting a development application.

## ○ Application and review of a land plan and other applicable plans

A Development Application, land plan, and associated materials (see land plan checklist) are submitted to City Hall by the applicant in accordance with the City's Zoning and Development Schedule.

In accordance with the City's Zoning and Development Schedule, the application and associated plans are reviewed by City staff, comments regarding the plans are made available to the applicant, and the applicant addresses the comments and returns the corrected plans to the City Hall. Should all staff comments not be addressed by the applicant, the applicant will be notified of the outstanding comments. Corrected plans must be returned to City Hall a minimum of ten (10) days prior to the next scheduled Planning & Zoning Commission Meeting.

## ○ Action on the land plan by the Planning & Zoning Commission and City Council

After the review process is complete, the land plan will be scheduled for consideration by the Planning & Zoning Commission. The recommendation of the Planning & Zoning Commission will be forwarded to the City Council who will take final action on the land plan. The approval of a land plan is the City's authorization to submit a preliminary plat. A land plan may also require action by the Parks and Recreation Commission (PARC).

## ○ Application and review of a preliminary plat and other applicable plans

A Development Application, preliminary plat, and associated materials (see preliminary plat checklist) are submitted to City Hall by the applicant in accordance with the City's Zoning and Development Schedule.

In accordance with the City's Zoning and Development Schedule, the application and associated plans are reviewed by City staff, comments regarding the plans are made available to the applicant, and the applicant addresses the comments and returns the corrected plans to the City Hall. Should all staff comments not be addressed by the applicant, the applicant will be notified of the outstanding comments. Corrected plans must be returned to City Hall a minimum of ten (10) days prior to the next scheduled Planning & Zoning Commission Meeting.

## ○ Action on the preliminary plat by the Planning & Zoning Commission and City Council

After the review process is complete, the preliminary plat will be scheduled for consideration by the Planning & Zoning Commission. The recommendation of the Planning & Zoning Commission will be forwarded to the City Council who will take final action on the preliminary plat. The approval of a preliminary plat is the City's authorization to submit a final plat and associated plans for the project, subject to meeting all approval conditions of the preliminary plat.

## ○ Application and review of a final plat, civil engineering plans, and other applicable plans

A Development Application, final plat, and associated materials (see final plat and other appropriate checklists) are submitted to City Hall by the applicant in accordance with the City's Zoning and Development Schedule. Other applicable plans may include:

- Landscaping Plans
- Civil Engineering Plans – *(printed, bound copy of plans including checklists to be delivered to AEG in Denton)*
- General Tree Survey

In accordance with the City's Zoning and Development Schedule, the application and associated plans are reviewed by City staff, comments regarding the plans are made available to the applicant, and the applicant addresses the comments and returns the corrected plans to City Hall. Should all staff comments not be addressed by the applicant, the applicant will be notified of the outstanding comments. Corrected plans must be returned to City Hall a minimum of ten (10) days prior to the next scheduled Planning & Zoning Commission Meeting.

## ○ Action on Plans by the Planning & Zoning Commission and City Council

Once all review comments of the final plat are satisfied, the final plat will be scheduled for consideration by the Planning & Zoning Commission. The recommendation of the Planning & Zoning Commission will be forwarded to the City Council who will take final action on the preliminary plat. Approval of a final plat is the City's authorization to start construction once all plans are revised to the satisfaction of all City staff, all approval conditions of the final plat are met, and following a preconstruction meeting.

- **Review of civil engineering, landscaping, and screening plans**

The review of civil engineering, landscaping, and screening plans continues after approval of the final plat. The review of these plans must be complete prior to beginning grading or construction.

- **Construction release**

Once all plans are revised to the satisfaction of all City staff and subject to meeting all approval conditions of the final plat, a Construction Release will be authorized by the City and the project will be eligible for a preconstruction meeting.

- **Preconstruction meeting**

A preconstruction meeting with the City Engineer may be scheduled by contacting the City Manager at (972) 294-2312.

- **Construction**

Following the preconstruction meeting, grading and site construction may commence.

- **Construction inspections**

Grading, utility, street, and other inspections may be scheduled by contacting the Public Works Superintendent at [operations@oakpointtexas.com](mailto:operations@oakpointtexas.com) or (972) 294-2312. One (1) full business day notice is required.

- **Preliminary Inspection**

Once construction is complete, two (2) sets of black line or blue line sets of preliminary as-built / record plans shall be submitted to City Hall. One (1) set of plans will be forwarded to the Public Works Department for a preliminary inspection where a punch list of preliminary inspection issues will be created and forwarded to the contractor, design engineer, and applicant.

- **Final Inspection**

Once preliminary inspection issues have been rectified, a final inspection may be scheduled by contacting the Public Works Superintendent at [operations@oakpointtexas.com](mailto:operations@oakpointtexas.com) or (972) 294-2312. One (1) full business day notice is required. In addition, a landscape inspection must be scheduled by contacting the City Hall at (972) 294-2312.

- **Submittal of final acceptance materials**

The following materials must be submitted to the City prior to acceptance of subdivision improvements by the City Council:

- ✓ One (1) black line or blue line set of as-built / record plans
- ✓ One (1) digital copy of the as-built / record plans and an address plat (*include both CAD (.dwg) and .pdf versions on each digital copy*)
- ✓ A maintenance bond for 2 years at 100%
- ✓ An affidavit of construction costs
- ✓ An affidavit of all bills paid
- ✓ Final pay estimate of public improvements
- ✓ Payment of inspection fees (2% of construction costs of public improvements)
- ✓ One (1) 24x36 copy of plat with street addresses added and one (1) 11x17 copy of reductions of addressed plat
- ✓ Copies of the Final Plat to be filed with owner, surveyor, and notary signatures (no street addresses)
- ✓ Payment of Park fees, if applicable
- ✓ Final cost estimates of required improvements to be constructed at a later date (may include sidewalks, left turn lanes, median openings, deceleration lanes, street lights, landscaping, etc.)
- ✓ Escrow funds for required improvements to be constructed at a later date (may include sidewalks, left turn lanes, median openings, deceleration lanes, street lights, landscaping, etc.)
- ✓ Payment for three (3) years of street light operating costs

- **Final acceptance of subdivision improvements by the City Staff**

After final inspection, the City shall notify the Subdivider in writing as to his acceptance or rejection of the construction. The City shall reject such construction only if it fails to comply with the standards and specifications contained herein or otherwise existing. If the City rejects such construction, the City Attorney shall, on direction of the City proceed to enforce the guarantees provided in the Subdivision Ordinance. If the City accepts the construction, the final acceptance certificate stating that the requirement standards for the City of Oak Point have been met and that the public improvements and dedications have been approved, shall be given to the Subdivider.

○ **Signature and filing of the final plat**

Upon final acceptance of subdivision improvements by the City Staff, the final plat will be signed by the City. The developer will file the plat at the County and return one (1) 24" x36" paper copy and one PDF copy of the filed plat to City Hall.

○ **Issuance of building permits**

Building permits may be issued following the filing of the final plat, payment of any applicable fees, and approval of a building permit.

Other codes and ordinances to consult for additional information, include, but are not limited to, the following:

- Zoning Ordinance
- Subdivision Ordinance
- 2021 International Residential Code
- 2021 International Building Code
- 2021 International Plumbing Codes
- 2021 International Fuel and Gas Codes
- 2021 International Energy Conservation Code
- 2021 International Fire Code
- 2021 International Mechanical Code
- 2021 International Existing Building Code
- 2021 Swimming Pool and Spa Code
- 2020 National Electrical Code



# Summary of Nonresidential and Multifamily Development Process

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## ○ Pre-application Meeting

The applicant is strongly encouraged to meet with the City Manager prior to submitting a development application.

## ○ Application and review of a concept plan and other applicable plans

A Development Application and associated materials (see concept plan checklist) are submitted to City Hall by the applicant in accordance with the City's Zoning and Development Schedule. Other applicable plans may include a tree survey.

In accordance with the City's Zoning and Development Schedule, the application and associated plans are reviewed by City staff, comments regarding the plans are made available to the applicant, and the applicant addresses the comments and returns the corrected plans to City Hall. Should all staff comments not be addressed by the applicant, the applicant will be notified of the outstanding comments. Corrected plans must be returned to City Hall a minimum of ten (10) days prior to the next scheduled Planning & Zoning Commission Meeting.

## ○ Action on Plans by the Planning & Zoning Commission and City Council

After the review process is complete, the concept plan will be scheduled for consideration by the Planning & Zoning Commission and City Council. City Council approval of a concept plan is the City's authorization to submit a final plat, development (site) plan, and associated plans for the project, subject to meeting all approval conditions of the preliminary site plan.

## ○ Application and review of a final plat, development (site) plan, civil engineering plans, and other applicable plans

A Development Application and associated materials (see final plat, development (site) plan, and other appropriate checklists) are submitted to City Hall by the applicant in accordance with the City's Zoning and Development Schedule. Other applicable plans may include:

- Landscaping Plans
- Civil Engineering Plans – *(printed, bound copy of plans including checklists to be delivered to AEG in Denton)*
- Open Space Plan
- Tree Survey
- Facade Plans

In accordance with the City's Zoning and Development Schedule, the application and associated plans are reviewed by City staff, comments regarding the plans are made available to the applicant, and the applicant addresses the comments and returns the corrected plans to City Hall. Should all staff comments not be addressed by the applicant, the applicant will be notified of the outstanding comments. Corrected plans must be returned to City Hall a minimum of ten (10) days prior to the next scheduled Planning & Zoning Commission meeting.

## ○ Action on Plans by the Planning & Zoning Commission and City Council

Once all review comments of the final plat and development (site) plan are satisfied, the final plat and development (site) plan will be scheduled for consideration by the Planning & Zoning Commission and City Council. Approval of a final plat and development (site) plan is the City's authorization to start construction once all plans are revised to the satisfaction of all City staff, all approval conditions of the final plat and development (site) plan are met, and following a preconstruction meeting.

## ○ Review of civil engineering, landscaping, and screening plans

The review of civil engineering, landscaping, screening, and facade plans continues after approval of the final plat and development (site) plan. The review of these plans must be complete prior to beginning grading or construction.

## ○ Construction release

Once plans are revised to the satisfaction of all City staff and subject to meeting all approval conditions of the final plat and development (site) plan, a Construction Release will be authorized by the City and the project will be eligible for a preconstruction meeting.

- **Preconstruction meeting**

A preconstruction meeting may be scheduled by contacting the Public Works Superintendent at [operations@oakpointtexas.com](mailto:operations@oakpointtexas.com) or (972) 294-2312.

- **Construction**

Following the preconstruction meeting, grading and site construction may commence.

- **Issuance of building permits**

Building permits may be issued following City approval of the permit. No vertical building construction may occur until all fire lanes have been constructed.

- **Construction inspections**

Grading, utility, street, and other inspections may be scheduled by contacting the Public Works Superintendent at [operations@oakpointtexas.com](mailto:operations@oakpointtexas.com) or (972) 294-2312. One (1) full business day notice is required.

- **Preliminary Inspection**

Once construction is complete, two (2) sets of black line or blue line sets of preliminary as-built / record plans shall be submitted to City Hall. One (1) set of plans will be forwarded to the Public Works Department for a preliminary inspection where a punch list of preliminary inspection issues will be created and forwarded to the contractor, design engineer, and applicant.

- **Final Inspection**

Once preliminary inspection issues have been rectified, a final inspection may be scheduled by contacting the Public Works Superintendent at [operations@oakpointtexas.com](mailto:operations@oakpointtexas.com) or (972) 294-2312. One (1) full business day notice is required. In addition, a landscape inspection must be scheduled by contacting City Hall at (972) 24-2312.

- **Submittal of final acceptance materials**

The following materials must be submitted to the City prior to acceptance of subdivision improvements by the City Council:

- ✓ One (1) black line or blue line set of as-built / record plans
- ✓ One (1) digital copy of the as-built / record plans and an address plat (include both CAD (.dwg) and .pdf versions on each digital copy)
- ✓ A maintenance bond for 2 years at 100%
- ✓ An affidavit of construction costs
- ✓ An affidavit of all bills paid
- ✓ Final pay estimate of public improvements
- ✓ Payment of inspection fees (2% of construction costs of public improvements)
- ✓ One (1) 24x36 copies of plat with street addresses added and one (1) 11x17 reductions of addressed plat
- ✓ Copies of the Final Plat to be filed with owner, surveyor, and notary signatures (no street addresses)
- ✓ Payment of Park fees, if applicable
- ✓ Final cost estimates of required improvements to be constructed at a later date (may include sidewalks, left turn lanes, median openings, deceleration lanes, street lights, landscaping, etc.)
- ✓ Escrow funds for required improvements to be constructed at a later date (may include sidewalks, left turn lanes, median openings, deceleration lanes, street lights, landscaping, etc.)
- ✓ Payment for three (3) years of street light operating costs

- **Final acceptance of subdivision improvements by the City Staff**

After final inspection, the City shall notify the Subdivider in writing as to his acceptance or rejection of the construction. The City shall reject such construction only if it fails to comply with the standards and specifications contained herein or otherwise existing. If the City rejects such construction, the City Attorney shall, on direction of the City proceed to enforce the guarantees provided in this Ordinance. If the City accepts the construction, the final acceptance certificate stating that the requirement standards for the City of Oak Point have been met and that the public improvements and dedications have been approved, shall be given to the Subdivider.

- **Signature and filing of the final plat**

Upon final acceptance of subdivision improvements by the City Staff, the final plat will be signed by the City. The developer will file the plat at the County and return one (1) 24" x36" paper copy and one PDF copy of the filed plat to City Hall.

○ **Issuance of a Certificate of Occupancy**

A Certificate of Occupancy may be issued by the City following approval of all final inspection conditions and final acceptance.

Other codes and ordinances to consult for additional information, include, but are not limited to, the following:

- Zoning Ordinance
- Subdivision Ordinance
- 2021 International Residential Code
- 2021 International Building Code
- 2021 International Plumbing Codes
- 2021 International Fuel and Gas Codes
- 2021 International Energy Conservation Code
- 2021 International Fire Code
- 2021 International Mechanical Code
- 2021 International Existing Building Code
- 2021 Swimming Pool and Spa Code
- 2020 National Electrical Code

# ANNEXATION PETITION

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TO THE MAYOR AND GOVERNING BODY OF THE CITY OF OAK POINT, TEXAS

The undersigned owner(s) of the hereinafter described tract of land, which is vacant and without residents, or on which less than three (3) qualified voters reside, hereby petition your honorable body to extend the present City limits so as to include as a part of the City of Oak Point, Texas, the following described territory, to wit:

Description of the territory to be annexed by metes and bounds: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I (We) certify that the above described tract of land is contiguous to the City of Oak Point, Texas, is not more than one-half (1/2) mile in width and that this petition is signed and duly acknowledged by each and every person or corporation having an interest in said land.

\_\_\_\_\_  
Owner's Signature #1

THE STATE OF TEXAS  
COUNTY OF \_\_\_\_\_

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_ known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Notary Public in and for the State of Texas

My commission expires: \_\_\_\_\_

\_\_\_\_\_  
Owner's Signature #2 (if applicable)

THE STATE OF TEXAS  
COUNTY OF \_\_\_\_\_

Before me, the undersigned authority, on this day personally appeared \_\_\_\_\_ known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he or she executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Notary Public in and for the State of Texas

My commission expires: \_\_\_\_\_

# CITY OF OAK POINT ZONING APPLICATION

*Prior to submitting a zoning application, the applicant is encouraged to discuss the zoning request with the City Manager, area property owners, and HOAs.*

Name of Subdivision/Development: \_\_\_\_\_

Survey Name: \_\_\_\_\_ Abstract#: \_\_\_\_\_ Tract # \_\_\_\_\_

Location of Property: \_\_\_\_\_ Total Acreage: \_\_\_\_\_

Present Zoning (w/ acreage if multiple districts): \_\_\_\_\_ Requested Zoning (w/ acreage if multiple districts): \_\_\_\_\_

| Type of Zoning Request  | Application Fees                             |
|---|--|
| <input type="radio"/> Annexation  | \$ 500                                       |
| <input type="radio"/> Planned Development                               | \$ 500 + \$50/acre                           |
| <input type="radio"/> Rezoning  | \$ 500 + \$50/acre                           |
| <input type="radio"/> Specific Use Permit                               | \$ 300 + Plan Review Fee                     |
| <input type="radio"/> Variance – (Zoning Board of Adjustment)           | \$ 50 + Plan Review Fee                      |
| <input type="radio"/> Special Exception – (Zoning Board of Adjustment)  | \$ 50 + Plan Review Fee                      |
| <input type="radio"/> Sign Fee – (zoning change or specific use permit) | \$ 25 + Refundable Deposit of \$100 per sign |
| <input type="radio"/>   | Professional Fee \$ 1000                     |
| <input type="radio"/>   | Plan Review Fee \$ 250                       |
|   | <b>Total Fees \$</b>                         |

### Application Materials

- One (1) paper copy of exhibits prepared in accordance with the zoning, planned development, specific use permit, and/or variance checklist.
- A compact disc (CD) or flash drive with .pdf files of all plat/plans and exhibits.
- Application fees
- Tax statement for the subject property showing no delinquent taxes.

Current Property Owner's Name: \_\_\_\_\_

Street Address, City, State, Zip: \_\_\_\_\_

Ph.#: \_\_\_\_\_ Fax# \_\_\_\_\_ E-mail: \_\_\_\_\_

Applicant's Name / Company: \_\_\_\_\_

Street Address, City, State, Zip: \_\_\_\_\_

Ph.#: \_\_\_\_\_ Fax# \_\_\_\_\_ E-Mail: \_\_\_\_\_

Representative's Name / Company: \_\_\_\_\_

Street Address, City, State, Zip: \_\_\_\_\_

Ph.#: \_\_\_\_\_ Fax# \_\_\_\_\_ E-Mail: \_\_\_\_\_

THE STATE OF TEXAS  
COUNTY OF \_\_\_\_\_

BEFORE ME, a Notary Public, on this day personally appeared \_\_\_\_\_ the undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, for the purposes of this application; that all information submitted herein is true and correct."

\_\_\_\_\_  
Owner, Applicant, or Representative

SUBSCRIBED AND SWORN TO before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Notary Public in and for the State of Texas

### Office Use Only

Description of Zoning Request: \_\_\_\_\_

\_\_\_\_\_  
Receipt #: \_\_\_\_\_

\_\_\_\_\_  
Signature of City Staff Date: \_\_\_\_\_  
Date of Acceptance of Application

# CITY OF OAK POINT DEVELOPMENT APPLICATION

Prior to submitting a development application, the applicant is encouraged to discuss the development request with the City Manager, area property owners, and HOAs.

Name of Subdivision/Development: \_\_\_\_\_  
 Survey Name: \_\_\_\_\_ Abstract#: \_\_\_\_\_ Tract #: \_\_\_\_\_  
 Location of Property: \_\_\_\_\_ # of Lots \_\_\_\_\_ Total Acreage: \_\_\_\_\_  
 Present Zoning: \_\_\_\_\_ Requested Zoning (if applicable): \_\_\_\_\_

| Type of Development Request                                | Application Fees         | Application Materials  |
|--|--------------------------|--|
| <input type="checkbox"/> Preliminary Plat                  | \$ 700+ see fee schedule | <input type="checkbox"/> Plans prepared in accordance with the associated checklist<br><input type="checkbox"/> A compact disc (CD) with .pdf files of all plat/plans and exhibits<br><input type="checkbox"/> Application fees<br><input type="checkbox"/> Notification labels, postage worksheet, and postage (for replats only)<br><input type="checkbox"/> Tax statement for the subject property showing no delinquent taxes<br><input type="checkbox"/> List of street names for review and approval by the City OR a copy of a letter from the City listing approved street names<br><input type="checkbox"/> Two (2) 24" x 36" sets of the civil engineering plans including site plan, landscape plan, and screening plans and two (2) 24" x 36" individual copies of plat, site plan, landscape plan, facade plan, general tree plan, and screening plans. (Copies of civil engineering plans must also be provided to third party water and/or wastewater providers.)<br><br><input type="checkbox"/> |
| <input type="checkbox"/> Final Plat / Replat               | \$ 400+ see fee schedule |  |
| <input type="checkbox"/> Minor, Plat, Replat, Amended Plat | \$ 25+ Plan Review Fee   |  |
| <input type="checkbox"/> Concept Plan                      | \$                       |  |
| <input type="checkbox"/> Development (Site) Plan           | \$ 400+ see fee schedule |  |
| <input type="checkbox"/> Civil Engineering Plans           | n/a                      |  |
| <input type="checkbox"/> Landscape Plan                    | n/a                      |  |
| <input type="checkbox"/> Facade Plan                       | n/a                      |  |
| <input type="checkbox"/> Tree Survey/Preservation Plan     | n/a                      |  |
| <input type="checkbox"/> Screening Plans                   | n/a                      |  |
| <input type="checkbox"/> Plat Extension                    | \$                       |  |
| <input type="checkbox"/> Other: _____                      |                          |  |
| <input type="checkbox"/>                                   |                          |  |
| <input type="checkbox"/> Professional Fee (REQUIRED)       | \$1000                   |  |
| <input type="checkbox"/> Plan Review                       | \$ 250                   |  |
| <b>Total Fees</b>  | \$                       |  |

**Current Property Owner's Name:** \_\_\_\_\_  
 Street Address, City, State, Zip: \_\_\_\_\_  
 Ph.#: \_\_\_\_\_ Fax# \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Applicant's Name / Company:** \_\_\_\_\_  
 Street Address, City, State, Zip: \_\_\_\_\_  
 Ph.#: \_\_\_\_\_ Fax# \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Representative's Name / Company:** \_\_\_\_\_  
 Street Address, City, State, Zip: \_\_\_\_\_  
 Ph.#: \_\_\_\_\_ Fax# \_\_\_\_\_ E-Mail: \_\_\_\_\_

THE STATE OF TEXAS  
 COUNTY OF \_\_\_\_\_

BEFORE ME, a Notary Public, on this day personally appeared \_\_\_\_\_ the undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, for the purposes of this application; that all information submitted herein is true and correct."

\_\_\_\_\_  
 Owner, Applicant, or Representative

SUBSCRIBED AND SWORN TO before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(SEAL)

\_\_\_\_\_  
 Notary Public in and for the State of Texas

### Office Use Only

Description of Development Request: \_\_\_\_\_

Receipt #: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of City Staff Date of Acceptance of Application

# COMPLETE APPLICATION CHECKLIST

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All zoning and development applications shall be accompanied by the following materials:

- A fully completed application, either signed by the property owner or accompanied by a signed letter from the property owner giving the representative the ability to make the application for the owner.
- A copy of the current tax certificate or statement showing that no taxes are due to the City (see Denton County website at [dentoncounty.com](http://dentoncounty.com)).
- Payment of all review fees and notification fees (see schedule of fees).
- One (1) paper copy and one (1) PDF copy of the 24" x 36" exhibits as described on the checklists for the plat/plan being submitted, as well as all other exhibits (such as civil engineering plans, legal descriptions, landscape plans, etc.) required on the checklists.
- A CD containing .pdf files of all plat/plans and exhibits.
- A copy of the appropriate checklist for the plat/plan being submitted, completed and signed by the applicant.
- A printed, bound copy of the Civil Engineering Plans including checklists are to be delivered to Allison Engineering Group (AEG), 2415 N Elm St, Denton, TX 76201.

# ANNEXATION CHECKLIST

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## PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

A petition for annexation and the application fee shall be accompanied by the following materials:

- A legal description (metes and bounds) of the property to be annexed on 8 ½" x 11" paper titled as "Exhibit A" and sealed and signed by a surveyor.
- Three 24" x 36", three 11" x 17", and three 8 ½" x 11" copies of an annexation exhibit (Exhibit A) containing the following information:
  - Title block located in lower right corner (titled as Exhibit A) with subdivision name or survey name and abstract number, tract number, acreage, and preparation date
  - Names, addresses, and phone numbers of owner, applicant, and surveyor
  - The legal description (metes and bounds) of the area within the annexation request shall be included on the annexation exhibit and sealed and signed by a surveyor.
  - North arrow, scale, and location/vicinity map
  - Property boundary and dimensions
  - Adjacent streets with names
  - Distance to nearest cross street

Preparer's Signature \_\_\_\_\_



# ZONING REQUEST CHECKLIST

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PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

A zoning application shall be accompanied by the following materials:

- The legal description (metes and bounds) of the area within the zoning request shall be submitted on 8 ½" x 11" paper titled as "Exhibit A" and sealed and signed by a surveyor. The legal description shall extend to the centerline of adjacent thoroughfares and creeks.
- Traffic Impact Analysis, if applicable
- One (1) paper copy and one (1) PDF copy of a 24" x 36" zoning exhibit (Exhibit A) containing the following information:
  - Title block located in lower right corner (titled as Exhibit A) with subdivision name or survey name and abstract number, and preparation date
  - Names, addresses, and phone numbers of owner, applicant, and surveyor
  - The legal description (metes and bounds) of the area within the zoning request shall be included on the zoning exhibit and sealed and signed by a surveyor. The legal description shall extend to the centerline of adjacent thoroughfares and creeks.
  - North arrow, scale, and location/vicinity map
  - Legend, if abbreviations or symbols are used
  - Property boundary and dimensions
  - Existing and requested zoning boundary lines
  - Total gross and net acreage of existing and requested zoning
  - Potential residential density if proposed zoning for residential districts (exclude major thoroughfares from density calculations)
  - Location of existing rights-of-way and easements with filing information
  - Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property
  - If exhibit contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."
  - Distances to nearest cross streets
  - Topography at five (5) foot contours or less
  - Existing and proposed FEMA-100 year floodplain areas, or a note that no 100-year floodplain exists on the property

Preparer's Signature \_\_\_\_\_

# PLANNED DEVELOPMENT REQUEST CHECKLIST

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PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

A planned development application shall be accompanied by the following materials:

- The legal description (metes and bounds) of the area within the planned development request shall be submitted on 8 ½" x 11" paper titled as "Exhibit A" and sealed and signed by a surveyor. The legal description shall extend to the centerline of adjacent thoroughfares and creeks.
- Traffic Impact Analysis, if applicable
- One (1) paper copy and one (1) PDF copy of a 24" x 36" zoning exhibit titled as **Exhibit A** containing the following information:
  - Title block located in lower right corner (titled as Exhibit A) with subdivision name or survey name and abstract number, and preparation date
  - Names, addresses, and phone numbers of owner, applicant, and surveyor
  - The legal description (metes and bounds) of the area within the zoning request shall be included on the zoning exhibit and sealed and signed by a surveyor. The legal description shall extend to the centerline of adjacent thoroughfares and creeks.
  - North arrow, scale, and location/vicinity map
  - Legend, if abbreviations or symbols are used
  - Property boundary and dimensions
  - Existing and requested zoning boundary lines
  - Total gross and net acreage of existing and requested zoning
  - Potential residential density if proposed zoning for residential districts (exclude major thoroughfares from density calculations)
  - Location of existing rights-of-way and easements with filing information
  - Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property
  - If exhibit contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."
  - Distances to nearest cross streets
  - Topography at five (5) foot contours or less
  - Existing and proposed FEMA-100 year floodplain areas, or a note that no 100-year floodplain exists on the property
- One (1) paper copy and one (1) PDF copy of an 8 ½" x 11" zoning exhibit titled as **Exhibit B – Statement of Intent and Purpose** listing the intent and purpose of the planned development
- One (1) paper copy and one (1) PDF copy of an 8 ½" x 11" zoning exhibit titled as **Exhibit C – Planned Development Standards** listing the proposed planned development standards. If different standards will be applied to different tracts within the PD, list proposed standards for all tracts separately, label each list of standards, and comparably label the corresponding tracts on the zoning exhibit (Exhibit A)
- One (1) paper copy and one (1) PDF copy of a 24" x 36" zoning exhibit titled as **Exhibit D** containing the following information:
  - Location map, north arrow, scale and title block (located in the lower right hand corner and titled Exhibit D) containing the acreage and preparation date
  - Names, addresses, and phone numbers of owner, applicant, and surveyor
  - Legend, if abbreviations or symbols are used

- A site data summary table, if applicable
  - Site boundaries, bearings and dimensions, site acreage and square footage, and approximate distance to the nearest cross street
  - Topography at five (5) foot contours or less
  - Natural features including tree masses, drainage ways, and creeks
  - Existing and proposed FEMA 100-year floodplain with elevation. Include finished floor elevations of all lot adjacent to floodplain. If the site does not contain a floodplain, note that: "No 100-year floodplain exists on the site"
  - Proposed reclamation of floodplain area(s), if applicable, with acreage
  - Subdivision name, zoning, future land use plan designation, recording information and land use description of property adjacent to the subject property
  - Assignment of use to specific areas within the plan
  - Building sites (including maximum building intensity, density, heights and use restrictions as appropriate). Illustration of the approximate shape and placement of buildings is encouraged, but is not required
  - Existing and proposed public streets and private drives with pavement widths, rights-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with approximate dimensions
  - If concept plan contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."
  - Distances (measured edge to edge) between existing and proposed driveways and streets
  - Existing or proposed easements (utility, drainage, visibility and maintenance, etc...)
  - Proposed dedications and reservations of land for public use including but not limited to: rights-of-way, easements, park land, open space, drainage ways, flood plains and facility sites
  - Phases of development, including delineation of areas, building sites, land use and other improvements to be constructed in independent phases
  - Additional information as requested by the City to clarify the proposed development and compliance with minimum development requirements (i.e. Traffic Impact Analysis)
- One (1) paper copy and one (1) PDF copy of an 8 ½" x 11" zoning exhibit titled as **Exhibit E – Development Schedule** describing the proposed development schedule for the planned development.

Preparer's Signature \_\_\_\_\_

# SPECIFIC USE PERMIT REQUEST CHECKLIST

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## PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

A specific use permit application shall be accompanied by the following materials:

- The legal description (metes and bounds) of the area contained within the request shall be submitted on 8 ½" x 11" paper titled as "Exhibit A" and sealed and signed by a surveyor. The legal description shall extend to the centerline of adjacent thoroughfares and creeks. The legal description shall apply to the entire property, unless the use is located in a multi-tenant building or will occupy a portion of the property. In this case, a legal description (metes and bounds) will be required for the lease space.
- Traffic Impact Analysis, if applicable
- One (1) paper copy and one (1) PDF copy of a 24" x 36" zoning exhibit titled as **Exhibit A** containing the following information:
  - Title block located in lower right corner (titled as Exhibit A) with subdivision name or survey name and abstract number, and preparation date
  - Names, addresses, and phone numbers of owner, applicant, and surveyor
  - The legal description (metes and bounds) of the area within the zoning request shall be included on the zoning exhibit and sealed and signed by a surveyor. The legal description shall extend to the centerline of adjacent thoroughfares and creeks.
  - North arrow, scale, and location/vicinity map
  - Legend, if abbreviations or symbols are used
  - Property boundary and dimensions
  - Existing and requested zoning boundary lines
  - Total gross and net acreage of existing and requested zoning
  - Potential residential density if proposed zoning for residential districts (exclude major thoroughfares from density calculations)
  - Location of existing rights-of-way and easements with filing information
  - Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property
  - If exhibit contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."
  - Distances to nearest cross streets
  - Topography at five (5) foot contours or less
  - Existing and proposed FEMA-100 year floodplain areas, or a note that no 100-year floodplain exists on the property
- One (1) paper copy and one (1) PDF copy of a 24" x 36" zoning exhibit titled as **Exhibit B** containing the following information:
  - Location map, north arrow, scale and title block (located in the lower right hand corner and titled Exhibit B) containing the acreage and preparation date
  - Site boundaries, bearings and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street
  - Location map, north arrow, scale, title block (located in the lower right hand corner) containing the proposed subdivision name with block and lot number, and preparation date
  - Legend, if abbreviations or symbols are used
  - Name, address and phone number of owner, applicant, and surveyor

- For non-residential and multi-family developments, provide site data summary table using the following format:
  - Zoning
  - Proposed Use
  - Lot Area, excluding right-of-way (square footage and acreage)
  - Building Area (gross square footage)
  - Building Height (feet and number of stories)
  - Lot Coverage (%)
  - Floor Area Ratio
  - Total Parking Required (with ratio)
  - Total Parking Provided
  - Number of Handicap Spaces Required per ADA Standards
  - Number of Handicap Spaces Provided
  - Percentage of Landscaping Required (percentage and square footage)
  - Percentage of Landscaping Provided (percentage and square footage)
  - Square Footage of Impervious Surface
  - Number of dwelling units and number of bedrooms for multi-family developments (if applicable)
- City of Oak Point site plan general notes
- Existing topography at two (2) foot contours or less
- Natural features including tree masses and anticipated tree loss, flood plains, drainage ways and creeks
- Proposed reclamation of floodplain area(s), if applicable, with acreage
- Existing and proposed improvements within 75 feet of the subject property, subdivision name, zoning, and land use description of property adjacent to the subject property
- Building locations, building size and dimensions, finished floor elevation, intensity, density, height, dimensions between buildings on the same lot, building lines and setbacks, and use
- Public streets, private drives and fire lanes with pavement widths, right of way, median openings, turn lanes (including storage and transition space), existing driveways on adjacent property, and driveways shown on approved plans for adjacent property with dimensions, radii and surface type
- Existing and Proposed FEMA 100-year floodplain with elevation. Include finished floor elevations of all lot adjacent to floodplain. If the site does not contain a floodplain, note that: "No 100-year floodplain exists on the site." (floodplain reclamation study is required with site plan and final plat submission if reclamation is proposed)
- Existing and proposed easements (utility, access, floodway and drainage, visibility and maintenance, etc...)
- Distances (measured edge to edge) between existing and proposed driveways (on-site and off-site) and streets
- Existing and proposed utilities and fire hydrants
- Proposed detention areas
- Parking areas and structures, including the number and layout of standard spaces, angle of parking if other than 90 degrees, handicap spaces, drive aisles, loading and unloading areas, the location of ramps, crosswalks, sidewalks, and barrier free ramps with typical dimensions
- Proposed dedications and reservations of land for public use including but not limited to rights of way, easements, park land, open space, drainage ways, flood plains and facility sites with gross and net acreage
- If the property will contain proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."
- Screening walls, fences, living screens, retaining walls, headlight screens and service area screens, including height and type of construction and/or planting specification
- Conceptual detail of landscaping including islands with dimensions and open space areas with dimensions and square footage

- Phases of development, including delineation of areas, building sites, land use and improvements to be constructed in independent phases
- Additional information as requested by the City to clarify the proposed development and compliance with minimum development requirements (i.e. Traffic Impact Analysis)

Note: An applicant for a Specific Use Permit for an accessory building on a single-family residential lot may submit a survey showing all improvements on the lot and a rendering of the proposed accessory building in lieu of the above listed information.

Preparer's Signature \_\_\_\_\_

# VARIANCE CHECKLIST

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## PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

The Board of Adjustment may hear and permit variances or modifications of height, yard, area, coverage, and parking regulations subject to making a finding that the variance meets the following criteria:

The variance is not contrary to the public interest and, due to special conditions, a literal enforcement would result in unnecessary hardship, and so that the spirit of the ordinance is observed and substantial justice is done.

An application for a variance shall be accompanied by the following materials:

- A \$50 Application Fee
- A \$250 Review Fee
- A list of the above criteria and an explanation of how the request satisfies each of the criteria.
- A survey of the subject property showing property dimensions, existing and proposed improvements, setback dimensions, and other applicable information.
- Photos or additional information as requested by the City to clarify the variance request.

Preparer's Signature \_\_\_\_\_

# PRELIMINARY PLAT CHECKLIST

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## PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

- Location map, north arrow, scale and title block (titled as a preliminary plat and listing the subdivision name, acreage, survey name and abstract number, City, county, and preparation date)
- Legend, if abbreviations or symbols are used
- Name, address and phone number for owner, applicant, and surveyor
- North arrow and scale appropriate for the level of detail - multiple pages may be required
- Property boundary with dimensions and bearings
- Legal (metes and bounds) description with total acreage
- Property is to be tied to original survey and abstract corner
- Lot dimensions in feet with bearings and angles to street and alley lines
- Lots and blocks with lot and block numbers.
- A table of lot and block numbers with the square footage of each lot listed on the plat or on an 8 ½ "x 11" sheet of paper.
- Building Lines
- Location of existing water courses, railroads, and other similar drainage and transportation features
- Location of existing buildings and structures
- Location of existing and proposed streets and alleys with centerline design radii, medians, median openings, turn lanes with storage and transition dimensions, right-of-way widths, and names of proposed streets. Submit letter requesting street name approval with application.
- Right-of-way dedications or reservations
- If preliminary plat contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."
- Existing and proposed utilities and easements - water, sanitary sewer, drainage, electric, telephone, gas, cable television, fire lane, etc.
- Filing information for all existing easements and rights-of-way. Provide all bearing and distance information on existing easements, including separate instruments. Where property or easement extends into multiple counties, plats and separate instruments are to be filed in each county.
- Conceptual detail of proposed screening and landscaping showing height, materials, and location of berms and walls in relation to the right-of-way and the lots
- Length of all arcs, radii, internal angles, points of curvature, length, and bearings of all tangents
- Finished floor elevation – FFE shall be two (2) feet above the 100-year flood elevation
- Existing and proposed FEMA 100-year floodplain and elevation. Include minimum finished floor elevations of all lots adjacent to floodplain. If the site does not contain a floodplain, note that: "No 100-year floodplain exists on the site." A floodplain reclamation study will be required with the final plat if necessary. All floodplain data shall be for urban developed conditions upstream.
- Existing and proposed topography at two (2) foot contours or less, including drainage channels and creeks
- General arrangements of land use, park and school sites, public facilities, private open space, and floodplains
- Phasing
- Locations, material, and size of all monuments
- Outline of all property offered for dedication for public use



- Adjacent properties - land use, zoning, subdivision name, owner name of un-platted property, and recording information
- Surveyor's certificate (signed and sealed) with notary block
- City approval signature block
- Certificate of ownership with notary block(s)
- Dedication language for easements (fire lane, landscape, Visibility and Maintenance, utility, access, drainage and floodway, and drainage and detention)
- Note stating which single-family district standards apply to the subdivision, if applicable
- List the following note on the plat: "Notice: Selling a portion of this addition by metes and bounds is a violation of City ordinance and state law and is subject to fines and withholding of utilities and building permits."
- Other information as considered essential by the City
- In addition, the following plans shall be submitted with a preliminary plat application:
  - General Tree Survey
  - Preliminary Utility Plan
  - Preliminary Drainage Plan

Preparer's Signature \_\_\_\_\_

# FINAL PLAT, REPLAT, AND AMENDING PLAT CHECKLIST

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## PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

- Title block located in lower right corner with subdivision name, block and lot numbers, survey name and abstract number, number of acres, preparation date, City, county and state
- Legend, if abbreviations or symbols are used
- Name, address and phone number for owner, applicant, and surveyor
- Location/vicinity map
- North arrow and scale appropriate for the level of detail – multiple sheets may be required
- Legal (metes and bounds) description with total acreage
- Property boundary with dimensions and bearings
- Property is to be tied to original survey and abstract corner
- Lot dimensions in feet and hundredths of feet with bearings and angles to street and alley lines
- Lots and blocks with lot and block numbers.
- A table of lot and block numbers with the square footage of each lot listed on the plat or on an 8 ½"x 11" sheet of paper.
- Building Lines (for residential uses only)
- Existing and proposed location of streets and alleys, right-of-way widths, and names of streets
- Right-of-way dedications or reservations
- Utility Easements – water, sanitary sewer, drainage, electric, telephone, gas, cable television, fire lane, etc. Show all bearing and distance information on existing and proposed easements, including separate instruments. Where property or easement extends into multiple counties, plats and separate instruments are to be filed in each county.
- Filing information for all existing easements and rights-of-way
- Complete curve data (delta, length, radius, tangent, point of curve, point of reverse curve, and point of tangent) and bearings of all tangents
- Locations, material, and size of all monuments found and set.
- Outline of all property offered for dedication for public use
- Adjacent properties – subdivision name of platted properties or owner name of unplatted property with recording information
- Existing and proposed FEMA 100-year floodplain with elevation. Include minimum finished floor elevations of all lot adjacent to floodplain. If the site does not contain a floodplain, note that: "no floodplain exists on the site." A floodplain reclamation study is required with the engineering plans if reclamation is proposed
- Surveyor's certificate (signed and sealed) with notary block
- City approval signature block located on the right side of the page
- Certificate of ownership with notary block(s)
- Dedication language for easements (fire lane, landscape, Visibility and Maintenance, utility, access, drainage and floodway, and drainage and detention)
- Note stating which single-family district standards apply to the subdivision (if applicable)
- List the following note on the plat: "Notice: Selling a portion of this addition by metes and bounds is a violation of City ordinance and state law and is subject to fines and withholding of utilities and building permits."

- **For residential replats only**
  - The property owner(s) must provide copies of all covenants and restrictions that govern the property and notarized letters stating that the replat does not attempt to amend or remove covenants or restrictions.
- **For all replats and amending plats** – A purpose of plat statement is to be listed on the plat. (i.e.: "The purpose of this replat/amending plat is to subdivide one lot into two lots.")
- Additional documents necessary for dedication or conveyance of easements or rights-of-way
- Other information as considered essential by the City.
- Other plans that may be required to be submitted with a final plat application are:
  - Civil Engineering Plans – (printed, bound copy of plans including checklists to be delivered to AEG in Denton)
  - Site Plan
  - Facade Plan
  - Landscape Plan
  - Screening Plan
  - Open Space Plan
  - Detailed Tree Survey

Preparer's Signature \_\_\_\_\_

# CONCEPT PLAN CHECKLIST

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## PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

- Site boundaries, bearings and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street.
- Location map, north arrow, scale, title block (located in the lower right hand corner) containing the proposed subdivision name with block and lot number, and preparation date.
- Name, address and phone number of land owner(s) and applicant(s).
- Site data summary table with the following information:
  - Zoning
  - Proposed Use
  - Lot Area, excluding right-of-way (square footage and acreage)
  - Building Area (gross square footage)
  - Building Height (feet and number of stories)
  - Lot Coverage
  - Floor Area Ratio (for non-residential zoning)
  - Total Parking Required (with ratio)
  - Total Parking Provided
  - Handicap Parking Required, including van accessible
  - Handicap Parking Provided, including van accessible
  - Interior Landscaping Required
  - Interior Landscaping Provided
  - Square footage of Impervious Surface
  - Open Space Required
  - Open Space Provided
  - For multi-family developments:
    - Number of Dwelling Units with Number of Bedrooms
- City of Oak Point site plan notes.
- Existing topography at two (2) foot contours or less.
- Natural features including tree masses and anticipated tree loss, Flood Plain, drainage ways and creeks.
- Proposed reclamation of floodplain area(s), if applicable, with acreage.
- Existing and proposed improvements and topography within seventy five (75) feet of the subject property, subdivision name, zoning, and land use description of property adjacent to the subject property.
- Building locations, building size and dimensions, density, height, dimensions between buildings on the same lot, building lines and setbacks, and use.
- Public streets, private drives and fire lanes with pavement widths, right of way, median openings, turn lanes (including storage and transition space), existing driveways on adjacent property, and driveways shown on approved plans for adjacent property with dimensions, radii and surface type.
- Visibility easements.
- Distances (measured edge to edge) between existing and proposed driveways (on-site and off-site) and streets.
- Existing utilities, nearest fire hydrant dimensioned to property corner, and proposed fire hydrants.
- Proposed detention areas, including preliminary calculations.
- Parking areas and structures, including the number and layout of standard spaces, angle of parking if other than ninety (90) degrees, handicap spaces, drive aisles, loading and unloading areas, the location of ramps, crosswalks, sidewalks, and barrier free ramps with typical dimensions.

- Access easements and off-site parking.
- Proposed dedications and reservations of land for public use including but not limited to rights of way, easements, park land, open space, drainage ways, Flood Plain and facility sites with gross and net acreage.
- Screening walls, fences, living screens, headlight screens and service area screens, including conceptual height and type of construction and/or planting.
- Dumpsters, located to minimize visibility, and including height and material of associated screening wall.
- Landscaping islands and open space areas with dimensions.
- Phases of development, including delineation of areas, building sites, land use and improvements to be constructed in independent phases.
- Additional information as requested by staff to clarify the proposed development and compliance with minimum development requirements.
- In addition, the following plans may be required with a concept plan application:
  - General Tree Survey
  - Conceptual Façade Plan
  - Preliminary Utility Plan
  - Preliminary Drainage Plan

Preparer's Signature \_\_\_\_\_

# DEVELOPMENT (SITE) PLAN CHECKLIST

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## PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

- Site boundaries, bearings and dimensions, lot lines, site acreage and square footage, and approximate distance to the nearest cross street.
- Location map, north arrow, scale, title block (located in the lower right hand corner) containing the proposed subdivision name with block and lot number, and preparation date.
- Name, address and phone number of land owner(s) and applicant(s).
- Site data summary table
  - Zoning
  - Proposed Use
  - Lot Area, excluding right-of-way (square footage and acreage)
  - Building Area (gross square footage)
  - Building Height (feet and number of stories)
  - Lot Coverage
  - Floor Area Ratio (for non-residential zoning)
  - Total Parking Required (with ratio)
  - Total Parking Provided
  - Handicap Parking Required, including van accessible
  - Handicap Parking Provided, including van accessible
  - Interior Landscaping Required
  - Interior Landscaping Provided
  - Square footage of Impervious Surface
  - Open Space Required
  - Open Space Provided
  - For multi-family developments:
    - Number of Dwelling Units with Number of Bedrooms
- City of Oak Point site plan notes.
- Existing topography at two (2) foot contours or less and proposed at two (2) foot contours or less, referenced to sea level datum.
- Natural features including tree masses and anticipated tree loss, Flood Plain, drainage ways and creeks.
- Proposed reclamation of floodplain area(s), if applicable, with acreage.
- Existing and proposed improvements within seventy five (75) feet of the subject property, subdivision name, zoning, and land use description of property adjacent to the subject property.
- Building locations, building size and dimensions, intensity, density, height, dimensions between buildings on the same lot, building lines and setbacks, and use.
- Finished floor elevation of structures referenced to sea level datum.
- Public streets, private drives and fire lanes with pavement widths, right of way, median openings, turn lanes (including storage and transition space), existing driveways on adjacent property, and driveways shown on approved plans for adjacent property with dimensions, radii and surface type.
- Distances (measured edge to edge) between existing and proposed driveways (on-site and off-site) and streets.
- Parking areas and structures, including the number and layout of standard spaces, angle of parking if other than ninety (90) degrees, handicap spaces, drive aisles, loading and unloading areas, the location of ramps, crosswalks, sidewalks, and barrier free ramps with typical dimensions.
- Access easements and any off-site parking.

- Location of off-street loading areas, dumpsters, and trash compactors with height and material of screening (these shall be located to minimize visibility).
- Proposed dedications and reservations of land for public use including but limited to: rights of way, easements, park land, open space, drainage ways, flood plains and facility sites with gross and net acreage. All dedications shall be free and clear of all encumbrances at the time of dedication.
- Screening walls, fences, living screens, retaining walls, headlight screens and service area screens, including height and type of construction and/or planting specification.
- Landscape islands with dimensions and open space areas with dimensions and total square footage.
- Proposed detention areas.
- Water and sanitary sewer mains and service lines with sizes, valves, fire hydrants, manholes, and other structures on site or immediately adjacent to the site specified.
- Water and sewer connections, meter locations, sizes, and meter and/or detector check valve vaults indicated. Table of the number of water meters by size and noting if they are existing or proposed.
- Inlets, culverts and other drainage structures on-site and immediately adjacent to the site.
- Existing and proposed easements, including visibility easements.
- Additional information as requested by staff to clarify the proposed development and compliance with minimum development requirements.
- Other plans which are required to be submitted with a Development (Site) Plan:
  - Civil Engineering Plans – (printed, bound copy of plans including checklists to be delivered to AEG in Denton)
  - Final Plat or Replat
  - Facade Plan
  - Landscape Plan
  - Screening Plan
  - Open Space Plan
  - Detailed Tree Survey

Preparer's Signature \_\_\_\_\_

# LANDSCAPE PLAN CHECKLIST

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PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

- Title block located in lower right corner (titled as Landscape Plan) with subdivision name, block and lot numbers, survey name and abstract number, and preparation date
- North arrow and an appropriate scale (use multiple sheets if necessary)
- Property - dimensions (metes and bounds of the boundary of the site) and lot dimensions when applicable.
- Adjacent property - subdivision names, land use, zoning, and future land use
- Existing or proposed buildings on the property, access points on and adjacent to the property (list number of units for multi-family requests)
- Location and width of existing and proposed streets and sidewalks
- Existing and proposed easements (utility, drainage, visibility and maintenance, etc...)
- All existing and proposed utilities - fire hydrants, water and sewer mains and lines with pipe sizes, valves, and manholes within and immediately adjacent to the tract
- Existing/Preserved Trees - location, size, and species
- Landscape Computations Table: square footage of required/provided landscape area for perimeter and interior, number of trees/shrubs required/provided; credits for existing trees and substitutions
- Landscaping materials - location, size, etc... (i.e. all plants, paving, benches, screens, fountains, statues, earthen berms, ponds including depth of water, or other landscape features)
- Proposed plant materials - location, species, spacing (if applicable), size (at time of planting and at maturity)
- Existing and proposed topography, with berms at one (1) foot contours with % of slope indicated
- Parking computations showing required and provided parking spaces
- Landscape area required due to the number of parking spaces provided.
- Distance of trees/shrubs from sidewalks, curbs, screening walls and utilities
- Screening – materials, location, type and height
- Legend if abbreviations or symbols are used
- Description of maintenance provisions
- Detailed structural designs of entryway features (separate sheet including easements and utilities)
- Layout and description of irrigation, sprinkler or water systems, including placement of water sources, irrigation connections, meter locations and size, with check valve vaults indicated (as a separate sheet to include all easements and utilities)
- Additional information as needed for clarity

Preparer's Signature \_\_\_\_\_



# FACADE PLAN CHECKLIST

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## PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

- Title block (located in the lower right hand corner) containing the proposed subdivision name with block and lot number, and preparation date
- Scale (appropriate for level of detail)
- Legend, if abbreviations or symbols are used
- Name, address and phone number of owner, applicant, and surveyor
- Elevations of all four sides labeled North, East, South, and West with the front elevation designated as such
- Designate color and materials location on elevations
- Building outline with north arrow
- Materials calculations table showing for each elevation
  - Total surface area of each elevation
  - List of materials (including glazing) with square footage of each material per elevation and percentage of each material per elevation
- Building dimensions (if multiple heights are used, provide dimension for each)
- Provide estimated allowable wall mounted signage size for each elevation (show as a dashed box on the elevation)
- Add the following notes:
  - "This Facade Plan is for conceptual purposes only. All building plans require review and approval of the Building Inspection Department"
  - "All mechanical equipment shall be screened from public view in accordance with the Comprehensive Zoning Ordinance"
  - "When permitted, exposed utility boxes and conduits shall be painted to match the building"
  - "All signage areas and locations are subject to approval by the Building Inspection Department"
- Cross sections of sight lines may be requested to verify screening of mechanical equipment.
- A sample board with a maximum size of 24" x 36" shall be provided. The sample board shall include color and material samples to correspond to the Facade Plan.
- Additional information as requested by staff to clarify the proposed development and compliance with minimum development requirements

Preparer's Signature \_\_\_\_\_

# OPEN SPACE PLAN CHECKLIST

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PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

- Title block (located in the lower right hand corner) containing the proposed subdivision name with block and lot number, and preparation date
- Scale (appropriate for level of detail)
- Legend, if abbreviations or symbols are used
- Name, address and phone number of owner, applicant, and surveyor
- Locations of buildings, driveways, parking, sidewalks, landscape islands, and streets
- Hatch areas of landscaping and label the square footage of individual areas of landscaping
- Label areas of textured or colored pavement or areas improved with pavers
- A table listing the percentage and square footage of landscaping required and provided
- Additional information as requested by staff to clarify the proposed development and compliance with minimum development requirements

Preparer's Signature \_\_\_\_\_

# TREE SURVEY CHECKLIST

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PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

A Tree Survey is to be submitted with a Concept Plan, Development (Site) Plan, Preliminary Plat, and Final Plat. If a site is absent of trees, a note stating that, "No trees exist on this site" should be added to the Concept Plan, Development (Site) Plan, or Preliminary Plat.

- Title block located in lower right corner (titled as Tree Survey) with subdivision name, block and lot numbers, survey name and abstract number, and preparation date
- North arrow and scale appropriate for the level of detail – multiple pages may be required
- Property - dimensions (metes and bounds of the boundary of the site)
- Adjacent property - subdivision names, land use, and zoning
- Legend if abbreviations or symbols are used
- Location and width of existing and proposed streets, alleys, rights-of-way, fire lanes, and sidewalks
- Existing and proposed easements (utility, visibility, drainage, etc.)
- All existing and proposed utilities - fire hydrants, water and sewer mains and lines with pipe sizes, valves, and manholes within and immediately adjacent to the tract
- Existing and proposed topography at five (5) foot intervals or less, including berms at one (1) foot contours
- Existing or proposed buildings on the property, access points on and adjacent to the property, building lines, setback and yard requirements, drive aisles, parking, and the overall area to be disturbed (the area for which a detailed tree survey and tree preservation plan is later required)
- Identify 100-year floodplain
- Identify all tree and vegetation groupings and indicate the presence of protected/quality trees
- Label all protected/historic trees;
- Label any trees that are proposed to be removed; and
- Additional information as needed for clarity
- An aerial photo of the property is to accompany the Tree Survey to show tree coverage. The information for the Tree Survey may be placed on the aerial photo.

Preparer's Signature \_\_\_\_\_

# TREE PRESERVATION PLAN CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

A Tree Preservation Plan must be submitted with a Development (Site) Plan or Final Plat application. If a site is absent of trees, a note stating that, "No trees exist on this site" should be added to the Final Plat or Development (Site) Plan.

A Tree Preservation Plan is only required for areas that will be disturbed by the proposed development/redevelopment.

- Title block located in lower right corner (titled as Tree Preservation Plan) with subdivision name, block and lot numbers, survey name and abstract number, and preparation date
- North arrow and scale appropriate for the level of detail – multiple pages may be required
- Property - dimensions (metes and bounds of the boundary of the site)
- Adjacent property - subdivision names, land use, and zoning
- Identify 100-year floodplain
- The location, diameter, height, and common name of all Protected/Quality Trees – being all single-trunk trees of eight (8) inches diameter or greater measured at four and one half (4½) feet above natural grade level (or multi-trunk trees that total eight (8) inches diameter or greater)
- The location of all Protected/Historic Trees
- The location of the trunk and drip line, diameter, height, estimated age (not to be determined using invasive measures which might damage the tree), a reproducible color photograph, and common name of the Protected Trees proposed to be removed or transplanted.
- Provide existing natural grade elevations and proposed final grade elevations.
- The location and dimensions of all existing or proposed public streets, alleys, rights-of-way, and utility easements.
- The location of all existing or proposed property lines, lot lines, building lines, setback and yard requirements, any proposed building footprint or floor plan, and other special relationships or significant features on the proposed development plans, final plat and site plan of the development.
- A table shall be provided to list all Protected Trees. If any Protected Trees are proposed to be removed, the table shall summarize the reason for removal or transplanting the Protected Tree(s) and how the mitigation requirements will be met.
- Illustrate or describe the proposed means of tree protection during site construction.
- The survey shall bear the stamp or seal of a registered surveyor relative to the location of any Protected Trees and shall bear the stamp, seal, or signature of a registered landscape architect, certified arborist, or arboriculturist relative to the specie(s) of any Protected Tree.
- A detail tree survey shall be prepared by or under the supervision of a landscape architect, certified arborist, or certified forester. The following shall be on the tree survey:  
*"I \_\_\_\_\_ being a landscape architect or arborist attest that the identification and size of trees identified on this survey are correct and that all Protected Trees have been shown.*  
*Signature: \_\_\_\_\_ Date: \_\_\_\_\_*
- Additional information as needed for clarity

Preparer's Signature \_\_\_\_\_

# CIVIL ENGINEERING PLANS CHECKLIST

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A set of civil engineering plans submitted to the City for review shall include the following plans:

- A title sheet that lists the project name by subdivision name, block, and lot number. Contact information for the property owner, developer, and engineer should also be listed. The title sheet shall also include a table of contents and a location/vicinity map;
- Final plat;
- Site plan (except for single-family and two family subdivisions);
- Paving plan and profiles;
- Grading plan;
- Drainage map and calculations of the subdivision and area;
- Storm sewer plans and profiles;
- Water and sewer plan;
- Water and sanitary sewer profiles;
- Construction sequencing plan;
- Traffic signage plan for public right-of-ways and street lighting plan;
- Erosion control plan, including details of construction entrance;
- SWPPP - storm water pollution prevention plan;
- Standard details;
- Tree survey and/or preservation plan;
- Landscape, irrigation, and screening plans.

A base map for addressing shall also be submitted with the civil engineering plans. All plans shall be 24" x 36".

# SCHEDULE OF FEES

| Application Fees  |  |
|---|--|
| Annexation / De-Annexation Application  | \$500.00   |
| Zoning Change – Standard/Straight   | \$500.00 + \$50.00/ac  |
| Zoning Change – Planned Development   | \$500.00 + \$50.00/ac  |
| Specific Use Permit   | \$300.00 + \$250 Plan Review Fee   |
| Zoning Board of Adjustment Action   | \$50.00 + \$250 Plan Review Fee  |
| Pre-application or pre-design meeting   | 20% of the projected total fee for the project being not to be less than \$150.00 nor more than \$2,000.00. This fee shall be credited toward the next fee when due. |
| Preliminary Plat  | \$700.00 + \$20.00 per residential lot for the first 10 lots and \$7.50 for each additional lot plus \$25.00 per acre for areas not platted into residential lots    |
| Final Plat  | \$400.00 + \$10.00 per residential lot for the first 10 lots and \$7.50 for each additional lot plus \$25.00 per acre for areas not platted into residential lots    |
| Minor Plat, Replat, or Amending Plat  | \$25.00 + \$250 Plan Review Fee  |
| Preliminary Site Plan   | \$700.00 + \$25.00 per multi-family unit or \$50.00 per acre for non-residential   |
| Site Plan   | \$400.00 + \$20.00 per multi-family unit or \$50.00 per acre for non-residential   |
| Landscaping Fees  | \$25.00 for single family lot, \$15.00 per unit for multifamily development, and \$150.00 per acre for all non-residential development                               |
| <p>Professional Fees – In addition to the above listed fees, all reasonable costs incurred by the City for professional review of concept plans, zoning applications, site plans, planned developments, plat applications, consent requests and other land use related permits shall be borne by the applicant deposit in the amount of \$1,000.00 for such services at the time the initial development application is filed. The actual costs will be determined prior to final approval and either an additional sum will be due from the applicant or a reimbursement made if the actual cost is less than the deposit. The applicant shall be provided with documentation detailing actual costs of development review. Such professional fees shall include, but not necessarily be limited to, civil engineering, traffic engineering, expenses for related legal fees, land planning and financial analysis in order that the application can be properly evaluated to achieve compliance with the City's Comprehensive Plan, Thoroughfare Plan, Facilities Plan, Comprehensive Zoning Ordinance, Subdivision Regulations and other City regulations.</p> |  |

| Other Fees                  |  |
|-----------------------------|--|
| Construction Inspection Fee | 2% of the Total Construction Cost  |
| Water Impact Fee            | Contact the specific water provider  |
| Water Tap Fee               | Contact the specific water provider  |
| Sewer Tap Fee               | Contact the specific wastewater provider   |
| Park Dedication/Fee         | Residential – 1 acre per 50 dwelling units or \$1000.00 per lot or unit<br>Non-Residential – 1 acre per 50 gross acres or \$1500.00 per gross acre |

# WATER AND WASTEWATER INFORMATION

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## Water

Water service is provided to the citizens of Oak Point by two different companies. The service provider is dependent upon the location of the property. Please contact the service provider for questions regarding line extension policies and current rates. Oak Point subdivisions and the water companies that serve them are listed below.

|   |   |
|---|---|
| <b>Terra Southwest</b><br>(940) 391-2826  | <b>Gates of Waters Edge</b><br><b>Wellington Trace</b><br>and properties generally located east of Yacht Club Road south of Eagles Landing Boulevard including properties located on Sunset Cove Lane, Dickinson Lane, and Lonesome Dove Drive                  |
| <b>Mustang Special Utility District</b><br>(940) 440-9561<br><a href="http://www.mustangwater.com">www.mustangwater.com</a> | <b>Emerald Sound</b><br><b>Woodridge Estates</b><br><b>Yacht Club Estates</b><br><b>Shore Acres (Cedar Pine Lane)</b><br>and <b>Crescent Oaks</b><br>generally all other properties located in the City of Oak Point not listed above including Fox Hollow Lane |

## Wastewater (sewer)

|   |  |
|---|--|
| <b>Mustang Special Utility District</b><br>(940) 440-9561<br><a href="http://www.mustangwater.com">www.mustangwater.com</a> |  |
|---|--|

# POSTAGE CALCULATION WORKSHEET

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Total Number of Labels for Notification: \_\_\_\_\_

X

Postage (current rate of a postage stamp): \_\_\_\_\_

=

**TOTAL POSTAGE DUE:** \_\_\_\_\_

Owner/Applicant Name (Print): \_\_\_\_\_

Owner/Applicant Signature: \_\_\_\_\_



# ZONING SIGN CRITERIA

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At least twenty-one (21) days prior to the date of the Planning and Zoning Commission's public hearing, the property owner or his/her representative shall place a sign(s) on the subject property to provide notification of a zoning or SUP request. The sign(s) shall be placed on the property facing each adjacent street and each sign shall be placed within fifteen (15) feet of the front property line and be clearly legible from the adjacent street. The number of signs to be placed on the property shall be based on the following amounts amount of street frontage.

| <u>Number of Signs</u> | <u>Amount of Street Frontage</u> |
|------------------------|----------------------------------|
| One (1) sign           | Less than 500 feet               |
| Two (2) signs          | 500 feet to 1,000 feet           |
| Three (3) signs        | Greater than 1,000 feet          |

The property owner or his/her representative shall maintain the sign(s) on the property until an ordinance approving the zoning is approved or the request is denied, at which time the owner or his/her representative shall have five (5) business days to remove the sign from the property.

**Properties within a platted single-family subdivision** – The City will post the appropriate number of zoning signs on the property. In addition to paying a \$25 administrative fee, the property owner or his/her representative shall pay a deposit in the amount of \$100 for each sign to be held by the City until the sign(s) are returned.

**Owners of all properties other than properties within a platted single-family subdivision** – The property owner or his/her representative is responsible for obtaining and posting the appropriate number of zoning signs designed in accordance with the following standards.

- Signs shall be four (4) feet by four (4) feet
- Metal sign with metal frame
- Dark green background with white lettering
- The following information shall be placed on both sides of the sign:

## Proposed Zoning Change

For more information,  
contact the City of Oak Point at  
(972) 294-2312  
or visit  
[www.oakpointtexas.com/publicnotices](http://www.oakpointtexas.com/publicnotices)

# PLAT LANGUAGE

## OWNER'S CERTIFICATE (PUBLIC STREETS)

STATE OF TEXAS §

COUNTY OF DENTON §

WHEREAS, (owner names) are the owners of a tract of land situated in the (name) Survey, Abstract No. (#), Denton County, Texas and being out of a (#) acre tract conveyed to them by (name), and being more particularly described as follows:

**(Metes and bounds description of the property is to be provided here)**

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

THAT (Owner Name) acting herein by and through its duly authorized officers, does hereby certify and adopt this plat designating the herein above described property as (Subdivision Name, Block, Lot #), an addition to the City of Oak Point, and does hereby dedicate to the public use forever, the streets and alleys shown thereon. The (Owner Name) does herein certify the following:

1. The streets and alleys are dedicated for street and alley purposes.
2. All public improvements and dedications shall be free and clear of all debt, liens, and/or encumbrances.
3. The easements and public use areas, as shown, are dedicated for the public use forever for the purposes indicated on this plat.
4. No buildings, fences, trees, shrubs or other improvements or growths shall be constructed or placed upon, over or across the easements as shown, except that landscape improvements may be placed in landscape easements if approved by the City of Oak Point.
5. The City of Oak Point is not responsible for replacing any improvements in, under, or over any easements caused by maintenance or repair.
6. Utility easements may also be used for the mutual use and accommodation of all public utilities desiring to use or using the same unless the easement limits the use to particular utilities, said use by public utilities being subordinate to the public's and City of Oak Point's use thereof.
7. The City of Oak Point and public utilities shall have the right to remove and keep removed all or parts of any buildings, fences, trees, shrubs or other improvements or growths which may in any way endanger or interfere with the construction, maintenance, or efficiency of their respective systems in the easements.
8. The City of Oak Point and public utilities shall at all times have the full right of ingress and egress to or from their respective easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, reading meters, and adding to or removing all or parts of their respective systems without the necessity at any time procuring permission from anyone.
9. All modifications to this document shall be by means of plat and approved by the City of Oak Point.

This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Oak Point, Texas.

WITNESS, my hand, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

BY:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name and Title

STATE OF TEXAS §

COUNTY OF DENTON §

BEFORE ME, the undersigned, a Notary Public in and for The State of Texas, on this day personally appeared \_\_\_\_\_ known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Texas

OWNER'S CERTIFICATE (PRIVATE STREETS)

STATE OF TEXAS §

COUNTY OF DENTON §

WHEREAS, (owner names) are the owners of a tract of land situated in the (name) Survey, Abstract No. (#), Denton County, Texas and being out of a (#) acre tract conveyed to them by (name), and being more particularly described as follows:

**(Metes and bounds description of the property to be provided here)**

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

THAT (Owner Name) acting herein by and through its duly authorized officers, does hereby certify and adopt this plat designating the herein above described property as (Subdivision Name), an addition to the City of Oak Point. The streets and alleys shown on this plat as access easements are for the use and benefit of the owners of the property in this subdivision, their leasees, invitees and licensees. By acceptance of a deed conveying title to any lot in this subdivision, the owner thereof shall be deemed to have agreed and acknowledged and does certify the following:

1. The streets and alleys are private streets and alleys and are dedicated to the City of Oak Point as Access, Utility, and Drainage Easements. The City has no responsibility or liability to make any repairs to such streets and alleys as long as they are private streets and alleys, except repairs made necessary by reason of installation, repair or replacement of municipal utilities located therein or in the utility easements adjacent thereto.
2. So long as such streets and alleys are private, the sole responsibility for maintenance and replacement thereof shall be borne by the owners of the lots in this subdivision and/or any homeowners' association hereafter established for the owners of lots in this subdivision (the "Association"). Such maintenance and replacement shall be in conformance with the requirements, standards, and specifications of the City of Oak Point, as presently in effect or as same may be hereafter amended. This provision may be enforced by specific performance or by any other remedy allowed by law.
3. Neither the property owners within this subdivision nor the Association nor any other association or other organization or entity representing them shall have the right to request dedication (whether by voluntary or involuntary act or omission) of such private streets and alleys to the City unless and until the City has inspected such streets and alleys and determined that, at the time in question, they meet the City's standards. If the City desires to accept a dedication of said streets and alleys, the Association, its successors or assigns, or the owners of the lots in the subdivision will make, at the owners' or the Association's expense, all repairs required by the City to comply with then City standards. The City shall have sole discretion to accept or reject a proposed dedication of the private streets and alleys to the City. Before dedication, all public improvements and dedications shall be free and clear of all debt, liens, and/or encumbrances.
4. The easements and public use areas, as shown, are dedicated for the benefit of the owners of the property in this subdivision, their leasees, invitees and licensees use forever, for the purposes indicated on this plat.
5. The provisions hereof shall be binding upon and enforceable against all property owners in this subdivision, their successors and assigns and the Association and its successors and assigns. The provisions hereof may be enforced by the City, any property owner in the subdivision, and/or the Association.
6. These covenants and restrictions shall run with the land and be binding on the owners of the property in this subdivision, their successors and assigns, the Association, its successors and assigns and all parties claiming by, through and under them. In the event a replat is requested on all or part of this property, the City may require any similar or additional restrictions and covenants in it's sole discretion. These covenants and restrictions shall terminate when all the access easements shown on this plat are included within a replat of all or part of this property and are dedicated to the City as public streets and alleys. In addition, all modifications to this document shall be by means of plat and approved by the City of Oak Point.
7. If the owners of the property in this subdivision should open the private streets to the public, such use shall be considered a temporary license only. The owners of property in this subdivision through the Association reserve the right to close the street to the public at any time prior to formal dedication of the street to the public, and acceptance of the same by the City.
8. The owners of property in this subdivision and the Association shall allow access to the subdivision and the streets in the subdivision to all City employees and contractors acting on behalf of the City and all governmental service vehicles, including, without limitation, law enforcement, fire, ambulance, sanitation, inspection and health vehicles. In addition, Utility Easements may also be used for the mutual use and accommodation of all public utilities desiring to use or using the same unless the easement limits the use to particular utilities, said use by public utilities being subordinate to the City's use thereof. The City of Oak Point and public utilities shall, at all times, have the full right of ingress and egress

to or from their respective easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, reading meters, and adding to or removing all or parts of their respective systems without the necessity of procuring permission from anyone.

- 9. The owners of property within this subdivision hereby agree and recognize that the entire subdivision is benefited by the City allowing the owners to maintain and control access to the private streets shown hereon, and that the City is benefited by having the value of the property enhanced for ad valorem tax purposes and not being under any maintenance obligations with respect to the private streets and alleys. For purposes of enforcement of these covenants, the benefits shall constitute sufficient and valid consideration.
- 10. The owner of each lot affected by a drainage easement across the rear portion of such lot may not construct any improvements within such lot except those improvements which (a) do not impeded the natural flow of water across the property affected by such drainage easement (such as swimming pools and open fences) and (b) are built in accordance with and pursuant to a building permit issued by the City. In no event shall (Owner Name), the City, the Association or any of their successors or assigns have any liability for any improvements built in any drainage or utility easement. Each lot owner shall build in such area at his or her own risk and shall indemnify (Owner Name), the City, the Association and their successors and assigns against any and all losses, damages and liability arising out of or associated with the construction of improvements on such owner's lot in any drainage or utility easement.
- 11. No buildings, fences, trees, shrubs or other improvements or growths shall be constructed or placed upon, over or across the easements as shown, except that landscape improvements may be placed in Landscape Easements, if approved by the City. Landscaping may be placed in/or near other easements with City approval. The City and public utility entities shall have the right to remove and keep removed all or parts of any buildings, fences, trees, shrubs or other improvements or growths which may in any way endanger or interfere with the construction, maintenance, or efficiency of their respective systems in said easements. The City of Oak Point is not responsible for replacing any improvements in, under, or over any easements caused by maintenance or repair.
- 12. Invalidation of any word, phrase, sentence, paragraph, covenant or restriction by court judgement or otherwise, shall not affect the validity of the other covenants or restrictions contained herein.

This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Oak Point, Texas.

WITNESS, my hand, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

BY:

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name and Title

STATE OF TEXAS §

COUNTY OF DENTON §

BEFORE ME, the undersigned, a Notary Public in and for The State of Texas, on this day personally appeared \_\_\_\_\_, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Texas

**CERTIFICATE OF APPROVAL**

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by the City Council of the City of Oak Point, Texas.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Secretary or City Manager

**SURVEYOR'S CERTIFICATE**

Know All Men By These Presents:

That I, (Surveyor Name), do hereby certify that I prepared this plat and the field notes made a part thereof from an actual and accurate survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with the Subdivision Regulations of the City of Oak Point, Texas.

Dated this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

(Professional Seal)

\_\_\_\_\_  
Name, Title & Registration No.

STATE OF TEXAS       §

COUNTY OF DENTON   §

BEFORE ME, the undersigned, a Notary Public in and for The State of Texas, on this day personally appeared \_\_\_\_\_ (Name) \_\_\_\_\_, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Texas

# EASEMENT LANGUAGE

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## **ACCESS EASEMENT**

The undersigned covenants and agrees that the access easement(s) may be utilized by any person or the general public for ingress and egress to other real property, and for the purpose of general public vehicular and pedestrian use and access, and for the Fire Department, Police and emergency use in along, upon and across said premises, with the right and privilege at all times of the City of Oak Point, its agents, employees, workmen and representatives having ingress, egress, and regress in, along, upon and across said premises.

## **FIRE LANE EASEMENT**

The undersigned covenants and agrees that he (they) shall construct upon the fire lane easements, as dedicated and shown hereon, a hard surface paved in accordance with City standards and that he (they) shall maintain the same in a state of good repair at all times and keep the same free and clear of any structures, fences, trees, shrubs, or other improvements or obstruction, including but not limited to the parking, loading, or unloading of motor vehicles, trailers, boats, or other impediments to the access of fire apparatus. The maintenance of pavement in accordance to City standards of the fire lane easements is the responsibility of the owner, and the owner shall post and maintain signage in accordance to City standards in conspicuous places along the fire lanes, stating "Fire Lane, No Parking". The police or his duly authorized representative is hereby authorized to cause such fire lanes and utility easements to be maintained free and unobstructed at all times for fire department and emergency use.

## **LANDSCAPE EASEMENT**

The undersigned covenants and agrees that the landscape easement and restrictions herein set forth shall run with the land and be binding on the owner(s) of the property in this subdivision, their successors and assigns, and all parties claiming by, through and under them. In the event a replat is requested on all or part of this property, the City may require any similar or additional restrictions at its sole discretion. The sole responsibility for maintenance and replacement of landscape materials thereof shall be borne by any 'homeowners' association hereafter established for the owners of lots in this subdivision and/or the owners of the individual lots within this subdivision. Such maintenance and replacement shall be in conformance with the requirements, standards, and specifications of the City of Oak Point, as presently in effect or as may be hereafter amended. This provision may be enforced by specific performance or by any other remedy allowed by law. This Landscape Easement shall be void of utilities and other elements unless otherwise approved on the plat.

## **VISIBILITY AND MAINTENANCE EASEMENT (VAM)**

The area or areas shown on the plat as "VAM" (Visibility and Maintenance) Easement(s) are hereby given and granted to the City of Oak Point ("City"), its successors and assigns, as an easement to provide visibility, right of access, and maintenance upon and across said VAM Easement. The City shall have the right, but not the obligation, to maintain all landscaping within the VAM Easement. Should the City exercise this maintenance right it shall be permitted to remove and dispose of any and all landscaping improvements, including without limitation, any trees, shrubs, flowers, ground cover, structure and/or fixtures. The City in its sole discretion may withdraw maintenance of the VAM Easement at any time. The ultimate maintenance responsibility for the VAM Easement shall rest with the property owner(s). No building, fence, shrub, tree or other improvements or growths, which in any way endanger or interfere with the visibility, shall be constructed in, on, over or across the VAM Easement. The City shall also have the right, but not the obligation, to add any landscape improvements to the VAM Easement, to erect any traffic control devices or signs on the VAM Easement and to remove any obstruction thereon. The City, its successors, assigns, or agents shall have the right and privilege at all times to enter upon the VAM Easement or any part thereof for the purposes and with all rights and privileges set forth herein.

## **DRAINAGE AND FLOODWAY EASEMENT (FOR SMALL SUBDIVISION PLAT WHERE ADJACENT LOT OWNERS HAVE MAINTENANCE RESPONSIBILITY)**

This plat is hereby adopted by the Owners and approved by the City of Oak Point (Called "City") subject to the following conditions which shall be binding upon the Owners, their heirs, grantees, successors and assigns: The Portion of Block \_\_\_\_, as shown on the plat is called "Drainage and Floodway Easement" and is the natural drainage channel crossing each lot. The existing creek or creeks traversing along the Drainage and Floodway Easement within the limits of this addition, will remain as an open channel at all times and will be maintained by the owners of the lot or lots that are traversed by or adjacent to the drainage courses in the Drainage and Floodway Easement. The City will not be responsible for the maintenance and operation of said creek or creeks or for any damage to private property or person that results from the flow of water along said creek, or for the control of erosion. No obstruction to the natural flow of storm water run-off shall be permitted by construction of any type of building, fence or any other structure within the Drainage and Floodway Easement or the natural drainage channels, as herein above defined. Provided, however, it is understood that in the event it becomes necessary for the City of erect or consider erecting any type of drainage structure in order to improve the storm drainage that may be occasioned by streets and alleys in or adjacent to the subdivision, then in such event, the City shall have the right to enter upon the Drainage and Floodway Easement at any point, or points, to investigate, survey or to erect, construct and

maintain any drainage facility deemed necessary for drainage purposes. Each property owner shall keep the natural drainage channels traversing or adjacent to his property clean and free of debris, silt, and any substance which would result in unsanitary conditions or obstruct the flow of water, and the City shall have the right of ingress and egress for the purpose of inspection and supervision of maintenance work by the property owner to alleviate any undesirable conditions which may occur. The natural drainage through the Drainage and Floodway Easement, as in the case of all natural channels, are subject to storm water overflow and natural bank erosion to an extent which cannot be definitely defined. The City shall not be held liable for any damages of any nature resulting from the occurrence of these natural phenomena, or resulting from the failure of any structure or structures, within the natural drainage channels. Building areas outside the Drainage and Floodway Easement line shall be filled to a minimum elevation as shown on the plat. The minimum floor elevation for each lot shall be as shown on the plat.

#### **DRAINAGE AND DETENTION EASEMENT (ABOVE GROUND DETENTION)**

This plat is hereby adopted by the Owners and approved by the City of Oak Point (Called "City") subject to the following conditions which shall be binding upon the Owners, their heirs, grantees, successors and assigns: The Portion of Block \_\_\_\_, as shown on the plat is called "Drainage and Detention Easement". The Drainage and Detention Easement within the limits of this addition, will remain open at all times and will be maintained in a safe and sanitary condition by the owners of the lot or lots that are traversed by or adjacent to the Drainage and Detention Easement. The City will not be responsible for the maintenance and operation of said Easement or for any damage to private property or person that results from conditions in the Easement, or for the control of erosion. No obstruction to the natural flow of storm water run-off shall be permitted by construction of any type of building, fence or any other structure within the Drainage and Detention Easement, as herein above defined, unless approved by the City Engineer. Provided, however, it is understood that in the event it becomes necessary for the City to erect or consider erecting any type of drainage structure in order to improve the storm drainage that may be occasioned by drainage in or adjacent to the subdivision, then in such event, the City shall have the right to enter upon the Drainage and Detention Easement at any point, or points, to investigate, survey or to erect, construct and maintain any drainage facility deemed necessary for drainage purposes. Each property owner shall keep the Drainage and Detention Easement clean and free of debris, silt, and any substance which would result in unsanitary conditions or obstruct the flow of water, and the City shall have the right of ingress and egress for the purpose of inspection and supervision of maintenance work by the property owner to alleviate any undesirable conditions which may occur. The natural drainage through the Drainage and Detention Easement is subject to storm water overflow and natural bank erosion to an extent which cannot be definitely defined. The City shall not be held liable for any damages of any nature resulting from the occurrence of these natural phenomena, or resulting from the failure of any structure or structures, within the Easement.

#### **DRAINAGE AND DETENTION EASEMENT (UNDERGROUND DETENTION)**

This plat is hereby adopted by the Owners and approved by the City of Oak Point (Called "City") subject to the following conditions which shall be binding upon the Owners, their heirs, grantees, successors and assigns: The Portion of Block \_\_\_\_, as shown on the plat is called "Drainage and Detention Easement". The Drainage and Detention Easement within the limits of this addition, will remain accessible at all times and will be maintained in a safe and sanitary condition by the owners of the lot or lots that are traversed by or adjacent to the Drainage and Detention Easement. The City will not be responsible for the maintenance and operation of said Easement or for any damage to private property or person that results from conditions in the Easement, or for the control of erosion. No construction of any type of building, fence or any other structure within the Drainage and Detention Easement, as herein above defined shall be permitted, unless approved by the City Engineer. Provided, however, it is understood that in the event it becomes necessary for the City to erect or consider erecting any type of drainage structure in order to improve the storm drainage that may be occasioned by drainage in or adjacent to the subdivision, then in such event, the City shall have the right to enter upon the Drainage and Detention Easement at any point, or points, to investigate, survey or to erect, construct and maintain any drainage facility deemed necessary for drainage purposes. Each property owner shall keep the Drainage and Detention Easement clean and free of debris, silt, and any substance which would result in unsanitary conditions or obstruct the flow of water, and the City shall have the right of ingress and egress for the purpose of inspection and supervision of maintenance work by the property owner to alleviate any undesirable conditions which may occur. The City shall not be held liable for any damages of any nature resulting from the failure of any structure or structures, within the Easement.

# SITE PLAN NOTES

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Any revision to this plan will require City approval and will require revisions to any corresponding plans to avoid conflicts between plans.

- 1) Dumpsters and trash compactors shall be screened in accordance with the Comprehensive Zoning Ordinance.
- 2) Open storage, where permitted, shall be screened in accordance with the Comprehensive Zoning Ordinance.
- 3) Outdoor lighting shall comply with the lighting and glare standards contained within the Comprehensive Zoning Ordinance and Subdivision Regulation Ordinance.
- 4) Landscaping shall conform to landscape plans approved by the City.
- 5) Buildings of 7,500 square feet or greater shall be fire sprinkled. Alternative fire protection measures may be approved by the Fire Department.
- 6) Fire lanes shall be designed and constructed per City standards or as directed by the Fire Department.
- 7) Two points of access shall be maintained for the property at all times.
- 8) Speed bumps/humps are not permitted within a fire lane.
- 9) Handicapped parking areas and building accessibility shall conform to the Americans with Disabilities Act (ADA) and with the requirements of the current, adopted Building Code.
- 10) All signage is subject to City approval.
- 11) All fences and retaining walls shall be shown on the development (site) plan and are subject to City approval.
- 12) All exterior building materials are subject to City approval and shall conform to the approved façade plan.
- 13) Sidewalks and barrier free ramps shall be provided per City standards.
- 14) Approval of the site plan is not final until all engineering plans are approved by the City Engineer.
- 15) Site plan approval is required prior to grading release.
- 16) All mechanical equipment shall be screened from public view in accordance with the Comprehensive Zoning Ordinance.



# SAMPLE WAIVER OF RIGHT FOR 30-DAY ACTION LETTER

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City of Oak Point  
Planning Department  
100 Naylor Road  
Oak Point, Texas 75068

RE: Waiver of Right for 30-Day Action

Planning Department:

As the applicant and/or representative of the *(insert type of plat – preliminary, final, conveyance, amended, vacated, or replat)* plat for *(insert subdivision name, block and lot)*, I hereby waive the right for action on the plat within thirty (30) days of the application date of the plat. The plat and associated plans will be resubmitted to City Hall a minimum of ten (10) days prior to the desired meeting to provide adequate time for staff review and scheduling purposes.

Sincerely,

*Insert Printed Name and Signature of Applicant and/or Representative*

# SAMPLE LETTER TO REQUEST TABLING

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City of Oak Point  
Planning Department  
100 Naylor Road  
Oak Point, Texas 75068

RE: Request to Table Zoning or Specific Use Permit Request

Planning Department:

As the applicant and/or representative of *(insert case number)*, I hereby request that this case be tabled by the City Council to their *(insert date)* meeting. The necessary zoning exhibits will be resubmitted to City Hall a minimum of ten (10) days prior this meeting to provide adequate time for staff review and scheduling purposes.

Sincerely,

*Insert Printed Name and Signature of Applicant and/or Representative*