



Final Plat Checklist

Community Development Department

Completeness of Application

Final Plat applications which do not include all required information and materials, as outlined below and per other City development review policies which may change from time to time, will be considered incomplete, shall not be accepted for official submission by the City, and shall not be scheduled on a City Council agenda until the proper information is provided to City officials including the City's retained engineering consultant, if applicable.

Standards for Approval

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

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

Final Plat Checklist

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

1. All information that is required for a construction plat, except for submission of engineering plans, provided that such plans were already submitted and approved with the construction plat; and except that physical features of or on the land (such as topography, buildings, utility structures, water bodies and tree cover) shall not be shown on the final plat. In addition to these items, the final plat shall also provide a place for the County Clerk of Collin County to stamp the date and location where the plat will be filed ("Volume ____, Page ____") in the lower right-hand corner of all sheets of the plat drawing near the title block.
2. All aspects of the final plat shall conform to the standards of Collin County for plats with respect to clarity, sheet size, lettering size and reproducibility, and the County's formatting requirements for same shall control if different from this Ordinance. It is the applicant's responsibility to be familiar with the County's standards for filing plats and to comply with same.
3. Approval block as required in Section 28.02.005(c)(3) of the Subdivision Ordinance.
4. The following checklist must be complete and submitted to the Community Development Department prior to the placement of a final plat on the City Council Agenda.

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- a. Rollback Taxes must be paid. Attach a current Tax Certificate.
- b. Escrow Funds (if applicable).
 - i. Street Improvement
 - ii. Sidewalk
 - iii. Landscape
 - iv. Other
- c. Deed for any parkland dedication or parkland fees.
- d. Maintenance Bonds from all Contractors and Subcontractors - 100% for 2 years.
- e. Copies of filed Homeowners' Association Articles of Incorporation, Bylaws, and Conditions, Covenants & Restrictions (CCRs).

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

Following Approval

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

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

- Two (2) black line prints on a 24" x 36" sheet with original signatures; and
- One (1) electronic copy of each (formatted on a 24"x36" sheet) in PDF.

As soon as the above copies are signed, please bring them to City Hall. City staff will then see that the required City signatures are added and the plat will be filed with the Collin County Clerk's Office. After the plat has been filed, staff notifies the applicant that the filed copies may be picked up at our office.

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

Revisions to Approved Final Plat Prior to Filing at Collin County

Occasionally, minor revisions are needed before the final plat can be filed at the County. Such minor revisions as correction of bearings or distances, correction of minor labeling errors, addition of erroneously omitted informational items and labels, etc. may occur on the record plat prior to filing it without the City Council having to re-approve the final plat. Determination of whether or not revisions are "minor" in nature is subject to the judgment of the City's Planner and Engineer.