



201 Bolivar Street/PO Box 1729 \* Sanger, TX 76266  
940-458-2059(office) 940-458-4072(fax) www.sangertexas.org

### SUBDIVISION APPLICATION

☐

Preliminary Plat  
Minor Plat

☒

Final Plat/Replat  
Amended Plat

☐

Vacating Plat  
Conveyance Plat

#### Applicant

#### Owner (if different from applicant)

Name: <b>Kaylie E. Flynn</b>	Name: <b>Chris Crossland</b>
Company: <b>Halff Associates</b>	Company: <b>CrossMar Texas Industrial 1 LLC</b>
Address: <b>1201 N Bowser Rd</b>	Address <b>2500 NE 11th St, Suite 300</b>
City, State, Zip: <b>Richardson, TX 75081</b>	City, State, Zip: <b>Bentonville, AR 72712</b>
Phone <b>214-937-3923</b>	Phone: <b>479-876-8377</b>
Fax: <b>214-739-0095</b>	Fax:
Email: <b>kflynn@halff.com</b>	Email: <b>cpcrossland@crossmarinvestments.com</b>

#### Submittal Checklist

	Pre-Application Conference (Date: / / )
X	Application Form (Signed by Owner and Applicant)
X	Letter of Intent
X	Non-Refundable Application Fee (Check Payable to City of Sanger)
X	Applicable Plat Checklist (Completed)
	Additional Required Documents/Traffic & Drainage Studies etc.

Supporting Materials (List if provided): \_\_\_\_\_

R Number(s): **163093 & 167629**

Owner's Signature

Date

Applicant's Signature

**3/10/25**  
**03/10/2025**  
Date

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Effective Date: 10/15/2024



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## SUBMITTAL REQUIREMENTS & PROCESS

All plat submittals must include the correct copies of the plat, the completed and signed application form, plat checklist, the application fee, and a Letter of Intent. Some plats may also require additional copies of the plat and/or other supplementary materials. The Pre-Application Conference with city staff will determine the specific submittal requirements for each applicant.

PLAT: The applicant must will submit all items requested on the checklist on to Community Core.

APPLICATION FORM: The application form must be completed and signed by the applicant and the owner(s).

PLAT CHECKLIST: Each item on the applicable plat checklist must be check marked as completed and submitted along with the application form.

APPLICATION FEE: The required application fee must be provided by check made payable to the City of Sanger. If the submittal is complete, the payment will be accepted. If the submittal is incomplete, the check will be returned with the other materials.

LETTER OF INTENT: Each plat submittal must include a Letter of Intent which provides the following:

- The subdivider's name and address
- The contact information of the person(s) preparing the submitted documents
- The designated point of contact for future correspondence
- The intent of the plat application
- A brief description of the location, land area, particulars as to the intended use(s) of the property, and any intended future development on the property
- A request that the plat be reviewed and considered by the appropriate approval body

SUBMITTAL PROCESS: The applicant shall submit the plat application to the online portal Community Core as indicated by the Schedule of Planning Application. A plat application submittal is accepted by the City when the Director of Development Services has certified to the applicant that a complete submittal providing adequate information for a comprehensive review has been received. No plat application will be considered submitted with the city until and unless the prescribed application fees have been paid. All original plat application documents must be submitted to the Department of Development Services through Community Core.



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### FINAL, REPLAT, MINOR, AMENDED, AND CONVEYANCE PLAT CHECKLIST

- ☒ The Plat shall be drawn to a scale of not more than two hundred feet to the inch (1" = 200').
- ☒ The boundary marked with heavy weighted lines with accurate distances and bearings, a mete and bounds description of the boundary (error of closure shall not exceed one (a) in fifty thousand (50,000) for the plat boundary), exact acreage to hundredths, and the exact location and width of all existing or recorded rights-of-way intersecting the boundary of or bordering on the tract. One (1) copy of the traverse closure sheet shall be enclosed.
- ☒ True bearings and distances to the nearest established street lines, official monuments or subdivision corner, which shall be accurately described on the plat. Municipal, township, county or abstract survey lines shall be accurately tied to the lines of the subdivision by the distances and bearings, where applicable.
- ☒ Describe and locate all permanent survey monument, pins, and control points and tie and reference the survey corners at two points to the Texas State Plane Coordinate System North Central Zone 1983- 1999 datum. The Point of Beginning (POB) shall be clearly marked including State Plane Coordinates, NAD 83.
- ☒ An accurate location of at least two (2) corners of the subdivision with reference to original corners of the original survey of which the subdivision is a part or an existing permanent monument to an approved and recorded plat or permanent markers established by and approved by the City Engineer.
- ☒ Subdivision name of adjacent properties (P.R.D.C.T) or ownership information for adjacent unplatted properties (D.R.D.C.T.) with recording information.
- ☒ An accurate location of the subdivision in reference to the deed records of the county which shall include the volume and page of the deed of the property to be subdivided.
- N/A ☐ If the property owner information does not match the Denton Central Appraisal District record, then information related to the purchase must be provided.
- ☒ The exact layout, including:
  - 1) Street and/or alley names
  - 2) The length of all arcs, radii, internal angles and points of curvature, length and bearing of the tangents
  - 3) All existing and proposed easements for right-of-way, public services, utilities or any other easements and any limitations of the easements
  - 4) Show centerline of existing streets. Dimensions from centerline to edges of existing and proposed right-of-way on both sides of the centerline.



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5) All lot number and lines, with accurate dimensions in feet and hundredths, with bearings and angles to street and alley lines to the nearest second

☒ The accurate location, material, and approximate size of all monuments.

☒ The accurate outline description of all property which is offered for dedication for public use, such as parks, etc., with the purpose indicated thereon, and all property that may be reserved by deed covenant for the common use of the property owners in the subdivision.

N/A ☐ A signed and notarized copy of private restriction (if any), that are filed for record in the office of the County Clerk shall be provided with the Final Plat.

☒ Name and addresses of the owner, subdivider, engineer, and surveyor.

☒ North point, written and graphic scale, and date.

☒ 3"x3" recording box at the lower right-hand corner.

☒ A Title Block with the following information shall be provided on each page:

X1) Plat Type (ex: "Final Plat", "Preliminary Plat", etc.)

X2) Name of the proposed development/addition/subdivision

X3) Total number of lots and HOA/Open Space lots

X4) Survey name and abstract number

X5) Gross acreage

N/A 6) Right-of-Way acreage, if dedicated

X7) Date of preparation and subsequent revisions

☒ Standard Notation to be added on the plat:

X1) "All lots comply with the minimum size requirements of the zoning district."  
X2) "This property may be subject to charges related to impact fees and the applicant should contact the City regarding any applicable fees due."

X3) "All common areas, drainage easements, and detention facilities will be owned and maintained by the HOA/POA. Any common area within the City's right-of-way will require a facilities agreement, to be reviewed and approved by the City."

X4) "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."

X5) "This plat does not alter or remove existing deed restrictions, if any, on this property."

X6) "Minimum finished floor elevations are at least 2 feet above the 100-year flood plain."

N/A 7) "The subject property does not lie within a 100 – year floodplain according to Community Panel No. \_\_\_\_\_, dated \_\_\_\_\_"



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of the National Flood Insurance Rate Maps for Denton County, Texas.”

X8) “The purpose of this plat is \_\_\_\_\_ [state the purpose] \_\_\_\_\_”

X9) “Bearings are based on the State Plane Coordinate System, Texas North Central Zone (4202), North American Datum of 1983 (NAD ‘83)”

☐ The name, address and phone number of all utilities providing service to the development is required. A signature from each provider or a will-serve letter, signifying their ability to provide service to the subdivision is required.

☒ Location map showing existing and proposed streets and thoroughfares covering an area at least one thousand feet (1000') outside the proposed subdivision.

N/A ☐ One paper copy (24”x36”) and one soft copy (pdf) of approved civil/construction plans, along with GIS/CAD files for all approved public improvements on a CD/DVD.

N/A ☐ For Conveyance Plats Only: All conveyance plats must be titled “Conveyance Plat” and carry the following text:

“A conveyance plat is a record of property approved by the City of Sanger for the purpose of sale or conveyance in its entirety or interests thereon defined. No building permit may be issued, nor development begin, nor permanent public utility service provided until a final plat is approved, filed of record and public improvements are accepted in accordance with the City of Sanger Code of Ordinances. Selling a portion of this property by metes and bounds, except as shown on an approved, filed and accepted conveyance plat, final plat or replat is a violation of the state law.”

☒ Certification by a registered public surveyor or licensed state land surveyor, registered in the State of Texas to the effect that the plat represents a survey made by him or under his direct supervision and that all monuments shown thereon have been verified and exist, and that their location, size, and material are correctly shown. Such surveyor’s certificate may be prepared as follows:

*“State of Texas  
County of Denton*

*I hereby certify that this plat is true and correct and was prepared from an actual survey of the property made on the ground under my supervision.*

(Engineer or Surveyor’s Seal)

\_\_\_\_\_  
*Licensed Professional Engineer OR  
Registered Public Land Surveyor Texas R.P.L.S. No.    Date”*

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- ☒ A certificate of ownership and dedication of all streets, alleys, parks, and playgrounds to public use forever, signed and acknowledged before a notary public, by the owner or authorized representative and lien holder of the land, and a complete and accurate description of the land subdivided, and the streets dedicated. Such owner's certificate may be prepared as follows:

*"State of Texas*

*County of*

*Denton*

*I (we), the undersigned, owner(s) of the land shown on this plat within the area described by metes and bounds as follows:*

(Metes and Bounds Description of Boundary)

*NOW, THEREFORE, KNOW ALL PERSONS BY THESE PRESENTS:*

*THAT \_\_\_\_\_, acting herein by and through its duly authorized officer, does hereby adopt this plat designating the hereinabove described property as \_\_\_\_\_ (lot/block/subdivision), an addition to the City of Sanger, Texas, and does hereby dedicate to the public use forever by fee simple title, free and clear of all liens and encumbrances, all streets, thoroughfares, alleys, fire lanes, drive aisles, parks, and watercourses, and to the public use forever easements for sidewalks, storm drainage facilities, utilities and any other property necessary to serve the plat and to implement the requirements of the subdivision regulations and other City codes and do hereby bind ourselves, our heirs, successors and assigns to warrant and to forever defend the title on the land so dedicated. Further, the undersigned covenants and agrees that he/she shall always maintain all easements and facilities in a state of good repair and functional condition in accordance with City codes and regulations. 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 installed, if approved by the City of Sanger. The City of Sanger and public utility entities shall have the right to access and maintain all respective easements without the necessity at any time of procuring permission from anyone.*

*WITNESS MY HAND this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.*

\_\_\_\_\_, Owner

\_\_\_\_\_, Title and Company (if applicable)"

*"State of Texas*

*County of*

*Denton*



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(cont.)

*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/she 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\_\_\_\_\_day of\_\_\_\_, 20\_\_.*

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

\_\_\_\_\_  
*Type or Print Notary's Name*

*My Commission Expires\_\_\_\_\_."*

- ☒ The following certificate shall be included on the plat in a manner that will allow the signatures of the designated officials and the affixing of the City Seal.

*"Approved and Accepted*

\_\_\_\_\_  
*Chairman, Planning & Zoning*

*Commission e City of Sanger, TX*

\_\_\_\_\_  
*Dat*

\_\_\_\_\_  
*Mayor  
City of Sanger, TX*

\_\_\_\_\_  
*Date*

*Attested by*

\_\_\_\_\_  
*City Secretary  
City of Sanger, TX"*

\_\_\_\_\_  
*Date*