



AGENDA

Planning and Zoning Commission Meeting

April 11, 2024 | 6:30 PM

Council Chambers

City Hall | 665 Country Club Road, Lucas, Texas

Notice is hereby given that a meeting of the City of Lucas Planning and Zoning Commission will be held on April 11, 2024, at 6:30 pm at Lucas City Hall, 665 Country Club Road, Lucas, Texas 75002-7651, at which time the following agenda will be discussed. As authorized by Section 551.071 of the Texas Government Code, the Planning and Zoning Commission may convene into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any item on the agenda at any time during the meeting.

If you would like to watch the meeting live, you may go to the City's live streaming link at <https://www.lucastexas.us/departments/public-meetings/>.

How to Provide Input at a Meeting:

Speak In Person: Request to Speak forms will be available at the meeting. Please fill out the form and give to the Assistant City Manager prior to the start of the meeting. This form will also allow a place for comments.

Submit Written Comments: If you are unable to attend a meeting and would like to submit written comments regarding a specific agenda item, email Kent Souriyasak, Assistant City Manager at kent@lucastexas.us no later than 3:30 pm the day of the meeting. The email must contain the person's name, address, phone number, and the agenda item(s) for which comments will be made. Any requests received after 3:30 pm will not be included at the meeting.

Call to Order

- Determination of Quorum
- Reminder to turn off or silence cell phones
- Pledge of Allegiance

Consent Agenda

All items listed under the consent agenda are considered routine and are recommended to the Planning and Zoning Commission for a single vote approval. If discussion is desired, an item may be removed from the consent agenda for a separate vote.

1. Consent Agenda:
 - A. Approval of the minutes of the March 14, 2024 Planning and Zoning Commission meeting.

Regular Agenda

2. Consider approving the request submitted by Aziz Aghayev on behalf of Forest Grove Lucas, LLC for a minor plat creating two lots being 2.34 acres of a called 7.33-acre tract of land located in the John W. Kerby Survey, Abstract Number 506, Tract 13, otherwise known as 950 West Forest Grove Road, Lucas, Texas. (**Presenter: Development Services Director Joe Hilbourn**)

Executive Session

As authorized by Section 551.071 of the Texas Government Code, the Planning and Zoning Commission may convene into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney regarding any item on the agenda at any time during the meeting. This meeting is closed to the public as provided in the Texas Government Code.

3. Executive Session: There is not an executive session scheduled for this meeting.

Adjournment

4. Adjournment.

Certification

I do hereby certify that the above notice was posted in accordance with the Texas Open Meetings Act on the bulletin board at Lucas City Hall, 665 Country Club Road, Lucas, Texas 75002 and on the City's website at www.lucastexas.us on or before 5:00 p.m. on April 5, 2024.



Kent Souriyasak, Assistant City Manager

In compliance with the American with Disabilities Act, the City of Lucas will provide for reasonable accommodations for persons attending public meetings at City Hall. Requests for accommodations or interpretive services should be directed to Assistant City Manager Kent Souriyasak at 972-912-1213 or by email at kent@lucastexas.us at least 48 hours prior to the meeting.



City of Lucas
Planning and Zoning Commission
Agenda Request
April 11, 2024

Item No. 01

Requester: Planning and Zoning Commission

Agenda Item Request

Consent Agenda:

- A. Approval of the minutes of the March 14, 2024 Planning and Zoning Commission meeting.

Background Information

NA

Attachments/Supporting Documentation

- 1. Minutes of the March 14, 2024 Planning and Zoning Commission Meeting

Budget/Financial Impact

NA

Recommendation

Staff recommends approval of the consent agenda as presented.

Motion

I make a motion to approve the consent agenda as presented.



PLANNING AND ZONING COMMISSION MEETING

March 14, 2024 | 6:30 PM

Council Chambers

City Hall | 665 Country Club Road, Lucas, Texas

Commissioners Present:

Chairman Tommy Tolson
Commissioner James Foster
Alternate Commissioner Sean Alwardt
Alternate Commissioner John Awezec

Staff Present:

City Manager Joni Clarke
Assistant City Manager Kent Souriyasak
Development Services Director Joe Hilbourn

Commissioners Absent:

Vice-Chairman Joe Williams
Commissioner Chris Bierman
Commissioner Frank Hise

Staff Absent:

City Attorney Courtney Morris

City Council Liaison Absent:

Mayor Jim Olk

Call to Order

The meeting was called to order at 6:30 pm and the Pledge of Allegiance was recited.

Chairman Tolson indicated both alternate commissioners will act as voting members.

Consent Agenda

1. Consent Agenda:

- A. Approval of the minutes of the February 8, 2024 Planning and Zoning Commission meeting.**

Alternate Commissioner Awezec proposed corrections to the minutes under Item #3 including the terms “electric vehicle assembly” and “constructed.”

MOTION: A motion was made by Alternate Commissioner Awezec, seconded by Alternate Commissioner Alwardt to approve the consent agenda with corrections. The motion passed unanimously by a 4 to 0 vote.

Public Hearing Agenda

- 2. Conduct a public hearing and consider the request submitted by Gouri R. Joshi on behalf of Our Haven Investment Property, LLC to rezone a parcel of land from R-2 (Single-family residential 2-acre lots) to R-1 (Single-family residential 1-acre lots) being all of a 32.80 tract of land situated in the J. Thompson Survey, Abstract Number 893, located at the northeast corner of the intersection of Snider Lane and Shady Lane, otherwise known as Cameron Estates.**

- A. Presentation by Development Services Director Joe Hilbourn.**
- B. Conduct public hearing.**
- C. Take action on the rezoning request.**

Development Services Director Joe Hilbourn gave a presentation on this item.

Samir Shrestha, P.E. with KNS Engineering in Colleyville, provided information regarding the additional lots and detention pond.

Chairman Tolson opened the public hearing at 6:40 pm.

Chairman Tolson read public comment emails submitted by John Glorieux and Laurie Glorieux at 1110 Snider Lane who were in opposition to this item.

Chairman Tolson closed the public hearing at 6:42 pm.

The Planning and Zoning Commission discussed concerns regarding the request and lot sizes.

MOTION: A motion was made by Commissioner Foster, seconded by Alternate Commissioner Alwardt to deny the request submitted by Gouri R. Joshi on behalf of Our Haven Investment Property, LLC to rezone a parcel of land from R-2 (Single-family residential 2-acre lots) to R-1 (Single-family residential 1-acre lots) being all of a 32.80 tract of land situated in the J. Thompson Survey, Abstract Number 893, located at the northeast corner of the intersection of Snider Lane and Shady Lane, otherwise known as Cameron Estates. The motion passed unanimously by a 4 to 0 vote.

Regular Agenda

- 3. Consider approving the request submitted by Aziz Aghayev on behalf of Forest Grove Lucas, LLC for a minor plat creating two lots being 2.34 acres of a called 7.33-acre tract of land located in the John W. Kerby Survey, Abstract Number 506, Tract 13, otherwise known as 950 West Forest Grove Road, Lucas, Texas.**

Development Services Director Joe Hilbourn gave a presentation on this item.

Chairman Tolson indicated concerns regarding the platting, private road easement and it does not meet requirements in the code of ordinances.

The Planning and Zoning Commission discussed postponing this item so the City Attorney can further review and the developer can be present to answer questions at the next meeting.

MOTION: A motion was made by Commissioner Foster, seconded by Alternate Commissioner Alwardt to postpone the request submitted by Aziz Aghayev on behalf of Forest Grove Lucas, LLC for a minor plat creating two lots being 2.34 acres of a called 7.33-acre tract of land located in the John W. Kerby Survey, Abstract Number 506, Tract 13, otherwise known as 950 West Forest Grove Road, Lucas, Texas. The motion passed unanimously by a 4 to 0 vote.

Executive Session

- 4. Executive Session: There is not an executive session scheduled for this meeting.**
- 5. Adjournment.**

Chairman Tolson adjourned the meeting at 7:03 pm.

Tommy Tolson, Chairman

Kent Souriyasak, Assistant City Manager



City of Lucas

Planning and Zoning Commission

Agenda Request

April 11, 2024

Item No. 02

Requester: Development Services Director Joe Hilbourn

Agenda Item Request

Consider approving the request submitted by Aziz Aghayev on behalf of Forest Grove Lucas, LLC for a minor plat creating two lots being 2.34 acres of a called 7.33-acre tract of land located in the John W. Kerby Survey, Abstract Number 506, Tract 13, otherwise known as 950 West Forest Grove Road, Lucas, Texas.

Background Information

The request for the minor plat is to create two lots from an existing tract of land. The lots are currently zoned R-1 (Single-family residential 1-acre lots). The plat creates two lots slightly larger than the required minimum of one acre. The lots use the existing frontage on West Forest Grove Road and there is a right-of-way dedication. The project uses the existing water main and the drainage calculations are shown on the minor plat.

On March 14, 2024, the Planning and Zoning Commission postponed this request so the developer can address concerns of the minor plat and be present at the next meeting. Per staff recommendation, the developer made the following changes to the minor plat:

- Increasing the easement on the west side of Lot 1 to 24 feet instead of 20 feet to comply with Section 10.03.123(b) in the City's Code of Ordinances regarding private roads:
 - A minimum pavement width of 24 feet constructed in accordance with the paving design manual;
 - A minimum width of 50 feet and contained within an access, drainage, and utility easement;
 - Shall be in a separated lot dedicated to and maintained by an HOA; and
 - Shall be the same design, engineering, and planning requirements as a city street.

- Platting the remainder of Tract 13 to show the remainder of the 7.333-acre tract.

Attachments/Supporting Documentation

1. Location Map
2. Updated Minor Plat
3. Minor Plat Application and Checklist

Budget/Financial Impact

NA



City of Lucas
Planning and Zoning Commission
Agenda Request
April 11, 2024

Item No. 02

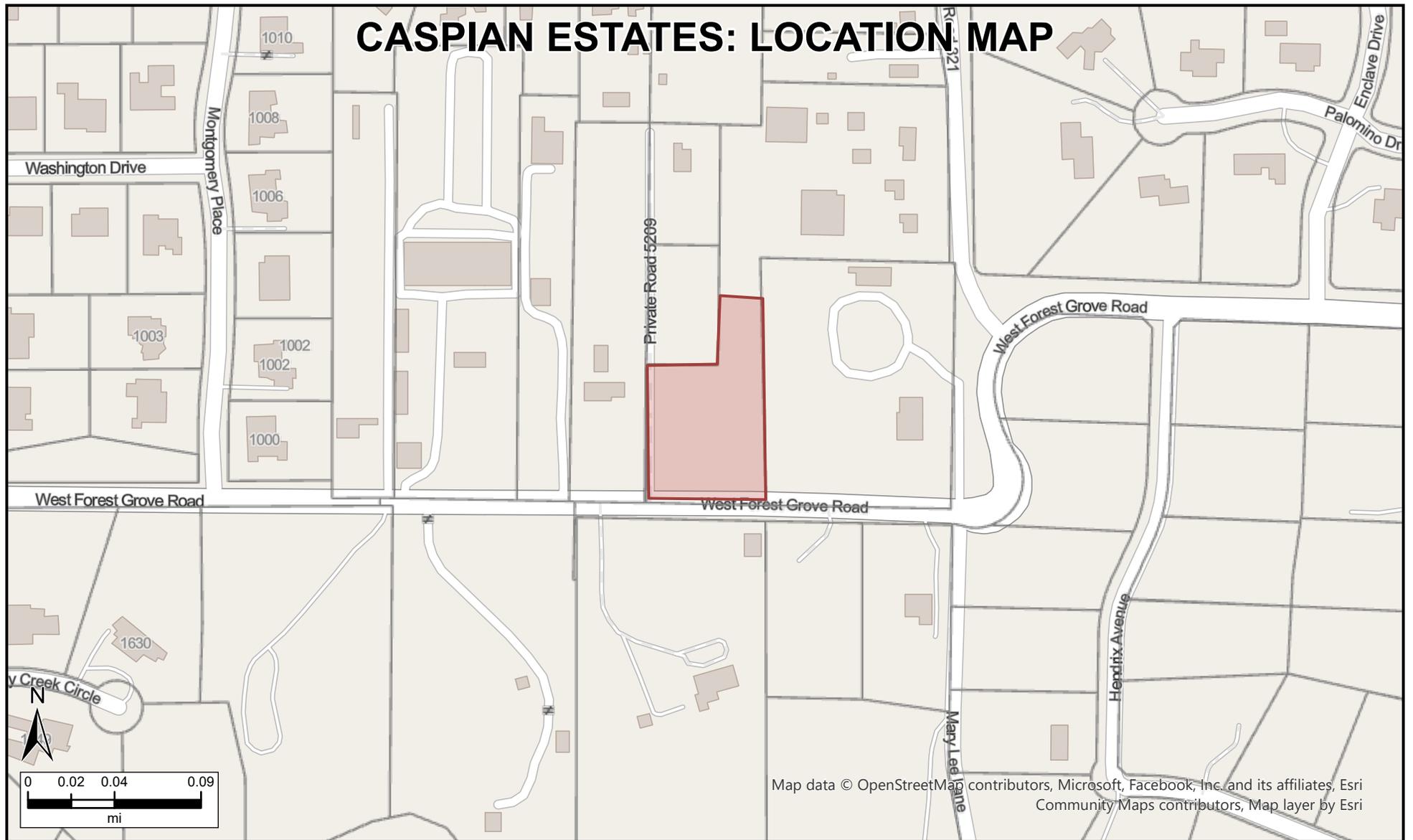
Recommendation

Staff recommends approval of the minor plat as presented.

Motion

I make a motion to approve/deny the request submitted by Aziz Aghayev on behalf of Forest Grove Lucas, LLC for a minor plat creating two lots being 2.34 acres of a called 7.33-acre tract of land located in the John W. Kerby Survey, Abstract Number 506, Tract 13, otherwise known as 950 West Forest Grove Road, Lucas, Texas.

CASPIAN ESTATES: LOCATION MAP

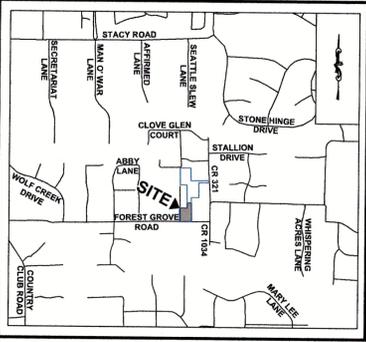


Map data © OpenStreetMap contributors, Microsoft, Facebook, Inc. and its affiliates, Esri
Community Maps contributors, Map layer by Esri

Legend

 Lucas Parcels





VICINITY MAP
(NOT TO SCALE)

- ABBREVIATIONS**
- INST. NO. INSTRUMENT NUMBER
 - P.R.C.C.T. PLAT RECORDS, COLLIN COUNTY, TEXAS
 - D.R.C.C.T. DEED RECORDS, COLLIN COUNTY, TEXAS
 - O.P.R.C.C.T. OFFICIAL PUBLIC RECORDS, COLLIN COUNTY, TEXAS
 - CAB. CABINET
 - VOL. VOLUME
 - PG. PAGE
 - INST. INSTRUMENT
 - NO. NUMBER
 - (XX° XX' XX") RECORD BEARING
 - (XXX) RECORD DISTANCE
 - P.O.B. POINT OF BEGINNING
 - P.O.C. POINT OF COMMENCING
 - (C.M.) CONTROLLING MONUMENT
 - ADS 3-1/4" ALUMINUM DISC STAMPED
 - "URBAN STRUCTURE + SURVEY, PLLC" SET
 - IRSC IRON ROD SET W/ ORANGE CAP STAMPED
 - "URBAN STRUCTURE + SURVEY, PLLC"
 - IRF IRON ROD FOUND
 - IPF IRON PIPE FOUND
 - IRFC IRON PIPE FOUND CAPPED
 - ESMT EASEMENT
 - B.L. BUILDING LINE SETBACK
 - ELEV. ELEVATION

- GENERAL NOTES**
- Basis of bearings shown hereon are based on the State Plane Coordinate System of 1983 (NAD83, 2011) TXNC-4202, as derived by GNSS from Trimble RTKNet Network.
 - Vertical datum is NAVD88 GEOID18, as derived by GNSS from Trimble RTK Network.
 - This survey was performed without the benefit of a title commitment, abstract of title, or title report. The property could be subject to easements not shown hereon.
 - Selling a portion of this addition by metes and bounds is a violation of city ordinance and state law, and subject to fines and/or withholding of utilities and building permits.
 - "Lots or portions of lots within the floodplain or areas of special flood hazard require a development permit prior to issuance of a building permit or commencement of construction including site grading, on all or part of those lots". According to Flood Insurance Rate Map (FIRM) Map No. 48085C0405J dated 06/02/2009 prepared by Federal Emergency Management Agency (FEMA) for Collin County, Texas, this property is within Zone X by graphical plotting.
 - This phase of development will be served by public infrastructure currently in place. Future phases that require public improvements will be submitted along with supporting civil plans once they are ready to proceed.

PLANNING AND ZONING CERTIFICATE

Approved by the Planning and Zoning Commission of the City of Lucas, Texas, on the _____ DAY OF _____, 2024.

ATTEST:

Tommy Tolson
Chairperson, Planning and Zoning Commission

City Secretary

CITY APPROVAL CERTIFICATE

This plat is hereby approved by the Development Services Director of the City of Lucas, Texas, in accordance with the Lucas Code of Ordinances, review and approval procedures.

Joseph Hillbourn
Development Services Director

ATTEST:

Signature _____ Date _____

Name & Title _____

The Director of Public Works of the City of Lucas, Texas hereby certifies that to the best of his/her knowledge or belief, this subdivision plat conforms to all requirements of the Lucas Code of Ordinances and with engineering construction standards and processes adopted by the City of Lucas, Texas as to which his approval is required.

Scott Holden
Director of Public Works/City Engineer

ATTEST:

Signature _____ Date _____

Name & Title _____

SUBMISSION LOG

DATE	DESCRIPTION
08/04/2023	ADDRESSED CITY COMMENTS
08/09/2023	ADDRESSED CITY COMMENTS
08/25/2023	ADDRESSED CITY COMMENTS
10/02/2023	ADDRESSED CITY COMMENTS

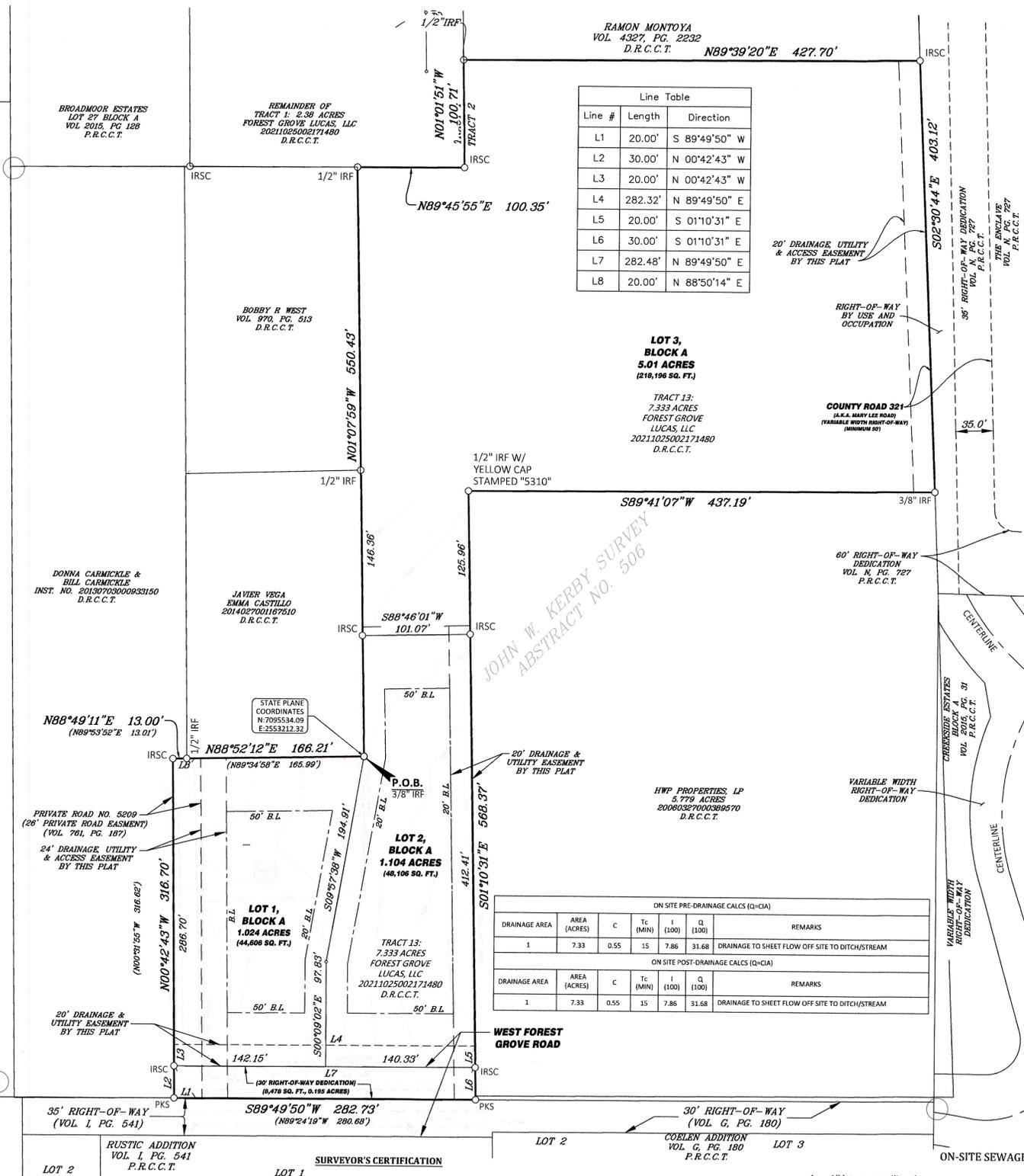
HEALTH DEPARTMENT CERTIFICATION

I, as a representative of Collin County Development Services, do hereby certify that the on-site sewage facilities described on the plat conform to the applicable OSSF laws of the State of Texas, that site evaluations have been submitted representing the site conditions in the area in which on-site sewage facilities are planned to be used.

Designated Representative Collin County Development Services

Date _____

PURPOSE NOTE:
The purpose of this plat is to create two (2) lots of record from existing tracts of land.



Line Table

Line #	Length	Direction
L1	20.00'	S 89°49'50" W
L2	30.00'	N 00°42'43" W
L3	20.00'	N 00°42'43" W
L4	282.32'	N 89°49'50" E
L5	20.00'	S 01°10'31" E
L6	30.00'	S 01°10'31" E
L7	282.48'	N 89°49'50" E
L8	20.00'	N 88°50'14" E

JOHN W. KERBY SURVEY
ABSTRACT NO. 506

ON-SITE PRE-DRAINAGE CALCULATIONS (Q=C/A)

DRAINAGE AREA (ACRES)	C	Tc (MIN)	I (100)	Q (100)	REMARKS	
1	7.33	0.55	15	7.86	31.68	DRAINAGE TO SHEET FLOW OFF SITE TO DITCH/STREAM

ON-SITE POST-DRAINAGE CALCULATIONS (Q=C/A)

DRAINAGE AREA (ACRES)	C	Tc (MIN)	I (100)	Q (100)	REMARKS	
1	7.33	0.55	15	7.86	31.68	DRAINAGE TO SHEET FLOW OFF SITE TO DITCH/STREAM

SURVEYOR'S CERTIFICATION

KNOW ALL MEN BY THESE PRESENTS: That I, David A. Minton, do hereby certify, that I prepared this plat from an actual on the ground survey of the land as described and that the corner monuments shown thereon were properly placed under my personal supervision in accordance with the Platting Rules and Regulations of the City of Lucas Planning and Zoning Commission.

David A. Minton, RPLS
Texas License No 6233



STATE OF TEXAS
COUNTY OF COLLIN

Before me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared David A. Minton, 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 purpose and considerations therein expressed. Given under my hand and seal of office, this 05 day of APRIL, 2024.

Eric Michael Pfeil
Notary Public
02-09-2026
NOTARY ID: 133580411

OWNER'S CERTIFICATE

STATE OF TEXAS §
COUNTY OF COLLIN §

WHEREAS, Forest Grove Lucas LLC is the owner of a 2.323 Acre (101,191 square feet) tract of land situated in the John W. Kerby Survey, Abstract Number 506, City of Lucas, Collin County, Texas; said 2.323 acre tract being a portion of that certain tract of land described as Tract 13 in deed to Forest Grove, LLC, recorded as Instrument Number 20211025002171480 of the Deed Records of Collin County, Texas (D.R.C.C.T.) and being more particularly described as follows:

BEGINNING at a 3/8" iron rod found for the southeast corner of a tract of land described in deed to Javier Vega and Emma Castillo recorded as Instrument Number 20214027001167510 (D.R.C.C.T.), same being an interior ell corner of said Tract 13;

THENCE North 01°07'59" West, with the common line of said Tract 13 and said Javier Vega tract for a distance of 550.43 feet to a 1/2" iron rod found for the most westerly northwest corner of said tract 13;

THENCE North 89°45'55" East, a distance of 100.35 feet to a 1/2 inch iron rod with orange plastic cap stamped "URBAN STRATEGY" set for an interior ell corner of said tract 13 and being the southeast corner of that tract of land described to Forest Grove Lucas, LLC in Special Warranty deed recorded in Instrument Number 20211025002171480 (D.R.C.C.T.);

THENCE North 01°01'51" West, with the common line of said Tract 13 and said Forest Grove Lucas, LLC tract, a distance of 100.77 feet to a 1/2 inch iron rod found for the most northerly northwest corner of said tract 13, and being the southwest corner of that tract of land described to Ramon Montoya in the Special Warranty Deed recorded in Volume 4327, Page 2232 (D.R.C.C.T.);

THENCE North 89°39'20" East, with the common line of said Tract 13 and said Montoya Tract, a distance of 427.70 feet to a 1/2 inch iron rod with orange plastic cap stamped "URBAN STRATEGY" set for the northeast corner of said Tract 13, same being the west Right-of-Way line of said County Road 321;

THENCE South 02°30'44" East, with the common line of said Tract 13 and said west Right-of-Way line, a distance of 403.12 feet to a 3/8 inch iron rod found for the most eastern southeast corner of said Tract 13, same being the northeast corner of that certain tract of land described in deed to HWP Properties, LP, recorded as Instrument Number 20060327000389570 (D.R.C.C.T.), same also being in the westerly Right-of-Way of County Road 321;

THENCE South 89°41'07" West, departing said County Road 321 Right-of-Way and with the common line of said Tract 13 and said HWP Properties, LP for a distance of 437.19 feet to a 1/2" iron rod with a yellow cap stamped "5310" found for the northwest corner of said HWP tract;

THENCE South 01°10'31" East, passing a 1/2" iron rod set with an orange plastic cap stamped "U.S. Plus Survey" set for reference at a distance of 125.96 feet, and continuing a total distance of 568.37 feet to the most southern southeast corner of said Tract 13, same being in the north line of a 35' Right-of-Way Dedication to West Forest Grove Road by the Rustic Addition, an Addition to the City of Lucas recorded in Volume 1, Page 541 of the Plat Records of Collin County, Texas (P.R.C.C.T.);

THENCE South 89°49'50" West, with the common line of said Tract 13, and the north Right-of-Way line of said West Forest Grove Road, at a distance of 282.73 feet to a mag Nail set for the southwest corner of said Tract 13, same being the southeast corner of a tract of land described in deed to Donna Carmickle and Bill Carmickle, recorded as Instrument Number 20130703000933150 (D.R.C.C.T.);

THENCE departing the north R.O.W. line of said West Forest Grove Road, and with the common line of said Tract 13 and said Carmickle tract, the following bearings and distances:

North 00°42'43" West, at 30.00 feet passing a 1/2" iron rod set for reference with an orange plastic cap stamped "U.S. Plus Survey" and continuing for a total distance of 316.70 feet to a 1/2" iron rod set with an orange plastic cap stamped "U.S. Plus Survey";

North 89°49'11" East for a distance of 13.00 feet to a 1/2" iron rod found for the southwest corner of said Javier Vega tract, same being the most northerly southeast corner of said Carmickle tract;

THENCE North 89°52'12" East, departing said Carmickle tract and with the common line of said Tract 13 and said Javier Vega tract a distance of 166.21 feet to the **POINT OF BEGINNING** and containing 319,323 Square Feet, or 7.33 Acres of land, more or less.

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That I, Forest Grove Lucas LLC, do hereby bind themselves and their heirs, assigns and successors of title this plat designating the herein above described property as Lots 1 and 2, Block A, Caspian Estates 3, an addition to the City of Lucas, and do hereby dedicate to the public use forever the streets, alleys, and right-of-way easements shown thereon, and do hereby reserve the easement strips shown on this plat for the mutual use and accommodation of garbage collection agencies and all public utilities desiring to use or using same. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths that in any way endanger or interfere with the construction, maintenance or efficiency of its respective systems on any of these easement strips, and any public utility shall at all times have the right of ingress and egress to and from and upon the said easement strips for the purpose of constructing, reconstructing, inspecting, patrolling, without the necessity at any time of procuring the permission of anyone. Additionally, I certify that I am the sole owner of the dedicated property and that no other's interest are attached to this property unless otherwise indicated on the required Mortgage Holder Certification that is included on this plat. This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Lucas, Texas.

Witness our hands at LUCAS, Texas, this _____ day of _____, 2024.

Aziz Aghayev, Owner
Forest Grove Lucas LLC

STATE OF TEXAS
COUNTY OF COLLIN

Before me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared Aziz Aghayev, Owner, Forest Grove Lucas LLC, known to me to be the persons whose names are subscribed to the foregoing instrument and acknowledged to me that they each executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this _____ day of _____, 2024.

Notary Public in and for the State of Texas

ON-SITE SEWAGE FACILITIES (OSSF) NOTES:

- All lots must utilize alternative type On-Site Sewage Facilities.
- Must maintain state-mandated setback of all On-Site Sewage Facility components from and/all easements and drainage areas, water distribution lines, sharp breaks and/or creeks/ponds, etc. (Per State regulations). No variances will be granted for setbacks or for OSSF reduction.

Individual lot setbacks:

a) Lot 1 is bordered by a 20 foot drainage, utility & access easement, a private road easement to the West; and a 20 foot drainage & utility easement to the South. Additional OSSF setbacks may apply. Lot layout/placement of improvements may be limited so careful pre-planning will be required.

b) Lot 2 is bordered by a 20 foot drainage & utility easement to the South; and a 20 foot easement to the East. Additional OSSF setbacks may apply. Lot layout/placement of improvements may be limited so careful pre-planning will be required.

- There are no easements other than those noted above.
- There were no permitted/approved existing structures with associated OSSF(s) on any lot at the time of approval. Any existing structures or OSSFs on any lot must be reviewed and permitted by Collin County Development Services prior to any use.
- Tree removal and/or grading for OSSF may be required on individual lots.
- Each lot is limited to a maximum of 5,000 gallons of treated/disposed sewage each day.
- Individual site evaluations and OSSF design plans (meeting all State and County requirements) must be submitted to and approved by Collin County for each lot prior to construction of any OSSF system.



MINOR PLAT

CASPIAN ESTATES 1

LOTS 1 - 3, BLOCK A
(LOT 1: 1.024 ACRES) (LOT 2: 1.104 ACRES) (LOT 3: 5.01 ACRES)

ZONED: R1
06/30/2023

BEING 2.323 ACRES OF LAND SITUATED IN
THE JOHN W. KERBY SURVEY
ABSTRACT NO. 506
CITY OF LUCAS, COLLIN COUNTY, TEXAS



PLATTING APPLICATION

CITY OF LUCAS

Preliminary and Final Plat Application Guidelines and Checklist





PLATTING APPLICATION

Name of Subdivision and/or Project: Caspian Estates 1

Items Submitted	Filing Fee
<input type="checkbox"/> Preliminary Plat	
▪ Single Family Residential Subdivision Development	
○ \$750 + \$5 per acre with 20 acres or less (i.e. \$850 for 20 acres) excluding minor plats of five (5) acres or less.	
○ \$750 + \$5 per acre with 21 - 30 acres (i.e. \$900 for 30 acres)	
○ \$800 + \$5 per acre with 31 - 45 acres (i.e. \$1,025 for 45 acres)	
○ \$900 + \$5 per acre with 46+ acres (i.e. \$1,130 for 46 acres)	
▪ Estate Residential Subdivision Development	
○ \$1,000 + \$7 per acre for all size parcels (i.e. \$1,140 for 20 acres)	
▪ Minor Plats	
○ \$500 + \$5 per acre with 5 acres or less (i.e. \$525 for 5 acres)	
▪ Non-residential District Plats	
○ \$800 + \$10 per acre with 30 acres or less	
○ \$850 + \$10 per acre with 31 - 45 acres	
○ \$950 + \$10 per acre with 46+ acres	
<input checked="" type="checkbox"/> Final Plat	
▪ Single Family Residential Subdivision Development	
○ \$800 + \$5 per acre with 30 acres or less	
○ \$850 + \$5 per acre with 31 - 45 acres	
○ \$950 + \$5 per acre with 46+ acres	
<i>Any additional development fees will be charged at final plat rates.</i>	
▪ Estate residential Subdivision Development	
○ \$950 + \$7 per lot for all size parcels	
▪ Minor Plat	
○ \$350 + \$5 per acre with 5 acres or less	
▪ Non-residential District Plats	
○ \$850 + \$10 per acre for up to 30 acres	
○ \$900 + \$10 per acre with 31 - 45 acres	
○ \$1,000 + \$10 per acre with 46+ acres	
▪ Replat	
○ Minor Plat (5 acres or less) \$450 + \$5 per acre (\$475 for 5 acres)	
○ All others - \$600 + \$10 per acre	
▪ Amended Plat	
○ Minor Plats (5 acres or less) - \$300 + \$7 per acre (i.e. \$300 for an amended plat for 5 acres)	
○ All others - \$500 + \$10 per acre (i.e. \$700 for an amended plat for 20 acres)	
<input type="checkbox"/> Storm Water Run-Off Permit	
○ Developments 0 - 3 acres \$75	
○ Developments 4 - 10 acres \$150	
○ Developments 10+ acres \$500	
<input type="checkbox"/> Vacation of Plat	
○ \$500 + \$10 per acre	
<input type="checkbox"/> Concept Plan (Optional Land Study)	
○ \$150 per session with Planning & Zoning and/or City Council	
<input type="checkbox"/> Tree Survey/Conservation Plan	No Fee
<input type="checkbox"/> Tree Removal & Site Clearing Permit	
○ \$250	
<input type="checkbox"/> Park Site Dedication	
○ \$1,000 per lot or land dedication	
TOTAL	\$360



PRELIMINARY AND FINAL PLAT Application Guidelines

LOCATION AND CONTACTS

Physical Location of Property:	
About 0.3 miles east of Montgomery Place, north of West Forest Grove Road.	
Legal Description of Property:	
2.323 acres situated in the John W. Kerby Survey, Abst 506, described as Tract 13, recorded in instrument number 20211025002171480 of DRCCCT	
Comprehensive Zoning Designation(s): R-2 - Single Family Residential (2 Acre)	
Existing Zoning Designation(s): R-1 - Single Family Residential (1 Acre)	
Description of Project Use:	
Acres: 2.323 Acres	Existing # of Lots/Tracts: 1

OWNERS NAME:		Contact Number:
Applicant/Contact Person David Minton, RPLS		Title: Surveyor
Company Name Urban Strategy		
Street Address 1100 E. Campbell, Suite 210, Richardson, TX		
Mailing Address 1100 E. Campbell, Suite 210, Richardson, TX		
Phone: 214-396-2339	Fax: 214-396-2339	Email: davidm@urbanstrategy.us

OWNERS NAME:		Contact Number:
Applicant/Contact Person Aziz Aghayev		Title: Owner
Company Name Forest Grove Lucas, LLC		
Street Address 3810 Marchwood Dr. Richardson, TX 75082		
Mailing Address Same as above		
Phone: (857)999-1234	Fax: XXX	Email: aziz@nayshomes.com

ENGINEER REPRESENTATIVE:		Contact Number:
Applicant/Contact Person Jared Bratz, P.E.		Title: Principal
Company Name Urban Strategy		
Street Address 1100 E. Campbell, Suite 210, Richardson, TX		
Mailing Address 1100 E. Campbell, Suite 210, Richardson, TX		
Phone: 214-396-2339	Fax: 214-396-2339	Email: jaredb@urbanstrategy.us

Read before signing below: If there is more than one property owner complete a separate sheet with the same wording as below. The City requires all original signatures. If applicant is other than the property owner a "Power of Attorney" with original, notarized signatures are required. (notaries are available)



PRELIMINARY AND FINAL PLAT Application Guidelines

ITEMS REQUIRED PRIOR TO FINAL PLAT APPROVAL:

ALL APPLICATIONS MUST BE COMPLETE, ACCOMPANIED BY THE APPLICABLE CHECKLIST AND TAX CERTIFICATE SHOWING TAXES PAID BEFORE BEING SCHEDULED ON THE P&Z AGENDA. It is the applicant's responsibility to be familiar with, and to comply with, all City submittal requirements (in the Zoning & Subdivision Ordinances, and any separate submittal policies, requirements and/or checklists that may be required from City staff), including the number of plans to be submitted, application fees, etc. Please contact City staff in advance for submittal requirements. Drawings will not be returned to applicant.

ALL PARCELS/PROPERTIES MUST MATCH IN ACREAGE ALL OTHER DOCUMENTS SUBMITTED WITH NO AMBIGUITY.

SUBMISSIONS: Failure to submit all materials to the City with this application will result in delays scheduling the agenda date.

NOTICE OF PUBLIC RECORDS: The submission of plans/drawings with this application makes such items public record, and the applicant understands that these items may be viewed by the public unless they are copyrighted.



PRELIMINARY AND FINAL PLAT Application Guidelines

- Applicant agrees to pay any and all required fees due to the City including but not limited to Plat application fee, Park dedications fee, Tree Removal Permit fee, \$1500 per lot public improvement inspection fee and including but not limited to other fees that may be required prior to final plat approval.
- Maintenance Bond for City Improvements, 2 year – 10% Bond to be verified by submitting contract.
- Construction as-built record drawings (mylar)
- Engineering construction test reports.
- Walk-through with Public Works personnel completed with satisfactory outcome.
- HOA (covenants, conditions & restrictions) documentation approved by City Attorney before submittal to Planning & Zoning.

By signing this application, I hereby grant the Development Services Director and City staff access to my property to perform work related to this Preliminary and Final Plat Application.

STATE OF TEXAS }

COUNTY OF COLLIN }

BEFORE ME, a Notary Public, on this day personally appeared JARED BRATZ the undersigned applicant, who, under oath, stated the following: "I hereby certify that I am the owner, or duly authorized agent of the owner, (**proof must be attached, e.g. "Power of Attorney"**) for the purposes of this application; that all information submitted herein is true and correct. I understand that submitting this application does not constitute approval, and incomplete applications will result in delays and possible denial."



Jared Bratz
Owner / Agent (circle one)

SUBSCRIBED AND SWORN TO before me, this the _____ day of OCTOBER, 2023.

Notary Public in and for the State of Texas: [Signature]

Official Use Only:	
Planning & Zoning: _____	Date: _____
City Council: _____	Date: _____
Applicant Withdrew: Yes or No	Date: _____
Applicant Made a Written Withdrawal: Yes or No	Date: _____



PRELIMINARY AND FINAL PLAT Minimum Requirements Checklist

Project Name Caspian Estates 1 Preparer _____

This Minimum Requirements Checklist (Checklist) is provided to assist you in addressing the minimum requirements for Preliminary Plat submission. Confirm that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.** This completed form must be returned at the time of Application submittal.

If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided both directly on the plan and on a separate sheet on letterhead with sufficient details as to allow a determination by the appropriate approving body. Additional information may be required. Reference the specific requirement. Plans are to be submitted complete in all detail as shown by this Checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or marked up with needed changes. If a preliminary plat is required, a Tree Survey/Preservation Plan is also required as part of the submittal requirements with and at the time of preliminary plat submittal. Refer to the Development Plan Application packet for the needed application and checklist.

- Plat Preparer Contact Information.** The name, address and telephone number of the owner, the surveyor, and engineer responsible for the preparation of the final plat.
- Subdivision Information.** The name of the subdivision and location map showing adjacent subdivisions, street names (which shall conform, whenever possible, to existing street names and be approved by the Post Office) and lot and blocks numbers in accordance with a systematic arrangement.
- Survey.** An accurate boundary survey description of the property, with bearings and distances, referenced to survey lines, existing property descriptions and established subdivisions, and showing the lines of adjacent tracts, the layout, dimensions and names of adjacent streets and alleys and lot lines shown in dashed lines.
- Right-of-Way.** Existing boundary of adjacent street, and alley rights-of-way and boundaries of right-of-way (ROW) dedication are indicated, street names are labeled, and ROW widths are dimensioned.
- Plat Legend Aids.** Scale, north point, date, lot, and block numbers.
- Adjacent Property Details:**
 - The name and location of adjacent subdivisions or unplatted tracts drawn to scale shown in dotted lines and in sufficient detail to accurately show the existing streets, alleys, and other features that may influence the layout and development of the proposed subdivision. The abstract name and number, and name of the owner of the adjacent unplatted tracts should be shown.
 - Location of property lines, owner or subdivision name(s) and recording information of abutting properties is indicated. Unplatted property or any streets or alleys within a 500-foot radius of subject property are shown and identified/labeled as appropriate.
- Plat Details.** Exact location of lots, streets, public highways, alleys, parks and other features, with accurate dimensions in feet and decimal fractions of feet, with the length of radii and of arcs of all curves, internal angles, points of curvatures, length and bearings of the tangents, and with all other surveyor information necessary to reproduce the plat on the ground. Dimensions shall be shown from all angle points.
- Lot Size and Zoning Requirements.** All lots on building sites shall conform to the minimum standards for area, width and depth prescribed by the zoning district or districts in which the subdivision is located and state the area size of each lot. Internal lot lines are clearly indicated, shown to scale, and labeled with bearings and distances.
- Setbacks.** Building setback lines and the location of utility easements.

- Topography:**
 - Topographic information showing contour lines with intervals up to one (1') foot indicating the terrain, drainage pattern of the area, and the drainage basin areas within the proposed subdivision. Topographic



PRELIMINARY AND FINAL PLAT Minimum Requirements Checklist

information showing contour lines with intervals up to two (2) feet indicating the terrain, the drainage pattern of the area, and the drainage basin areas outside the boundaries of the proposed subdivision.

- The location, size, and identification of any physical features of the property, including water courses, ravines, bridges, culverts, existing structures, drainage or other significant topographic features located on the property or within one hundred fifty feet (150') of the proposed subdivision.
 - Contours are indicated with intervals of two (2) feet for property five acres or less and five (5) feet for property more than five acres.
- None **Drainage.** The layout and dimensions of proposed storm drainage areas, easements and rights-of-way necessary for drainage within and outside the boundaries of the proposed subdivision.
- N/A **Dedications:**
- The location and purpose of all proposed parks or other areas offered for dedication to public use.
 - Sites to be reserved or dedicated for parks, playgrounds and/or other public uses are indicated and labeled.
- Existing Detail:**
- The location of all existing property lines, buildings, sewer or water mains, storm drainage areas, water and wastewater facilities, fire hydrants, gas mains or other underground structures, easements of record or other existing features.
 - The location of existing structures or other features proposed to remain and those proposed for removal.
 - Existing easements are indicated by a light, dashed line and labeled indicating dimension, purpose and County recording information.
- Deed Information.** Copy of any deed restrictions, restrictive covenants, special use permit or planned development district ordinance regulating the property.
- N/A **Intersections.** The angle of intersection of the centerlines of all intersecting streets which are intended to be less than ninety (90°) degrees.
- Flood Plain Information:**
- In accordance with the city floodplain management regulations of the Code of Ordinances, as amended, the floodplain and floodway lines and base flood elevations as shown on the current effective flood insurance rate maps for the city shall be shown, where applicable. A notation shall be shown on the face of the preliminary plat stating: "Lots or portions of lots within the floodplain or areas of special flood hazard require a development permit prior to issuance of a building permit or commencement of construction including site grading, on all or part of those lots".
 - A note is included that states whether or not the property is in the 100-year flood plain, with the FIRM Community Panel reference number and map date.
- Sewer and Streets in ETJ.** For a preliminary plat of land located outside the city limits where sanitary sewer does not exist or where street improvement standards vary from those specified by the city, such differences shall be noted.
- Certificate of Ownership and Dedication Information.** A certificate of ownership and dedication of all streets, alleys, easements, parks, and other land intended for public use, signed and acknowledged before a Notary Public by the owner and lien holders of the property, along with complete and accurate metes and bounds description of the land subdivided and the property dedicated to public use.
- Tax Receipt.** Receipt showing all taxes on the subject property are paid.
- Surveyor Certification.** Certification by a surveyor, to the effect that the preliminary plat represents a survey made by the Surveyor, and that all the necessary survey monuments are correctly shown thereon.
- N/A **Summary Sheet.** A preliminary plat provided in multiple sheets shall include a key map showing the entire subdivision at smaller scale with lot and block numbers and street names on one (1) of the sheets or on a separate sheet of the same size.
- N/A **HOA Agreement.** Copy of any proposed property owner or homeowners' association agreements, covenants and restrictions.
- N/A **Other Boundaries.** Abstract lines, survey lines, county lines, school ISD boundary and corporate boundaries are shown and clearly labeled.
- Title Block.** A title block is provided in the lower right corner that includes large, boldly printed:

(Subdivision Name)



PRELIMINARY AND FINAL PLAT Minimum Requirements Checklist

Preliminary Plat

Lot(s) _____, Block(s) _____ (survey, abstract and tract number)

If a replat, include:

Replat of Lot(s) _____, Block(s) _____

- Submittal Log.** A log of submittal/revision dates since submitted to the city.
- Purpose Statement.** The purpose of a replat or amending plat is stated on the face of the plat document.
- N/A **Replat/Amending Plat Information.** If the proposal is a replat or amending plat, the existing lot numbers and block numbers or letters are shown as light dotted lines, with lot number designation followed by "R" for replats or an "A" for amending plats.
- N/A **Roadway Details:**
 - Medians, median openings; turn lanes, deceleration/acceleration lanes and stacking distance is indicated within 200 feet of the property. The entire median, left-turn lane and/or deceleration lane and median opening serving a site is shown.
 - Residential minor streets shall be designed and platted so that no street segment shall have a straight line for more than 1,000 feet before altering its course by at least 20 degrees.
- Lots:**
 - Each lot is dimensioned, and the square footage of each lot is indicated.
 - Each lot is numbered, and block groups are assigned a letter. Homeowner's association and other open space areas are identified with tract number.
- N/A **Utilities and Protected Areas.** The location of existing underground and above ground utilities, flood plain boundaries and state or federally protected areas, such as wetlands, are indicated.
- Easements and Ingress/Egress.** Location, dimension, and purpose of proposed easements are indicated by a medium-weight, dashed line. Required and proposed ingress/egress or access easements are shown, clearly labeled and tied down, as appropriate.
- Zoning.** Existing zoning is shown.
- N/A **Open Space.** Location and area of parks, drainage ways, creeks and open space is indicated and labeled.
- Legal Description.** Legal description/metes and bounds description is included.
- Notes.** Include any notes required by the various affected agencies/utilities.
- Water.** Preliminary water plans are included with this submittal.
- N/A A note shall be added to the plat stating: "**Preliminary Plat - For Inspection Purposes Only.**"

Items that may be required after preliminary plat submittal and prior to final plat submittal:

Any other information that is unique to a proposed development or the Development Services Director, engineering department, fire department, Planning and Zoning Commission or City Council determines necessary for a complete review of the proposed development, which may include, but is not limited to additional information or drawings, operating data, expert evaluation, or testimony concerning the location, function, or characteristics of any building or proposed use. Including but not limited to traffic impact analysis, geotech report, conditional letter of map revision, letter of map revision, and flood plain study.



REQUIRED PLAT CERTIFICATIONS

CITY APPROVAL CERTIFICATE

This plat is hereby approved by the Planning and Zoning Commission of the City of Lucas, Texas.

Tommy Tolson Chairman,
Planning and Zoning Commission

Date

ATTEST:

Signature

Date

Name & Title

The Public Works Director/City Engineer of the City of Lucas, Texas hereby certifies that to the best of his/her knowledge or belief, this subdivision plat conforms to all requirements of the Code of Ordinances and with engineering construction standards and processes adopted by the City of Lucas, Texas as to which his/her approval is required.

Scott Holden, Director of Public Works

Date

The Development Services Director of the City of Lucas, Texas hereby certifies that to the best of his/her knowledge or belief, this subdivision plat conforms to all requirements of the Code of Ordinances, or as may have been amended or modified, as allowed, by the Planning and Zoning Commission as to which his/her approval is required.

Joseph Hilbourn, Development Services Director

Date

SURVEYOR'S CERTIFICATION

KNOW ALL MEN BY THESE PRESENTS:

That I, _____, do hereby certify, that I prepared this plat from an actual on the ground survey of the land as described and that the corner monuments shown thereon were properly placed under my personal supervision in accordance with the Platting Rules and Regulations of the City of Lucas Planning and Zoning Commission.

Registered Professional Surveyor



REQUIRED PLAT CERTIFICATIONS

STATE OF TEXAS }
COUNTY OF COLLIN }

Before me, the undersigned authority, a Notary Public in and for said County and State, 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 purpose and considerations therein expressed.

Given under my hand and seal of office, this _____ day of _____, _____.

Notary Public in and for the State of Texas



FINAL PLAT

Minimum Requirements Checklist

Project Name Caspian Estates 1 Preparer _____

This checklist is provided to assist you in addressing the minimum requirements for final plat submission. An application is incomplete unless all applicable information noted below is submitted to the Development Services Department. Confirm that all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.**

This completed form must be returned at the time of application submittal. If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided on a separate sheet on letterhead with sufficient details as to allow a determination by the appropriate approving body. Additional information may be required. Reference the specific requirement. All exception/modification requests must also be specifically listed on the plans.

Plans are expected to be submitted complete in all detail as included by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or marked up with needed changes. **If a preliminary plat was not required, a Tree Survey/Preservation Plan is required as part of the submittal requirements with and at the time of submittal of the final plat. Refer to the Development Plan Application for the needed application and checklist.**

Items to be Included:

- Preliminary Plat.** All information required for a Preliminary Plat.
- Drawings and Plans.** Record drawings, construction plans including one set of mylars and a digital copy in PDF, and DWG format, and two sets of blacklines, where applicable.
- Improvement Agreement.** The improvement agreement and security if required, in a form satisfactory to the City Attorney and in an amount established by the City Council upon recommendation of the City Engineer and shall include a provision that the owner shall comply with all the terms of the Final Plat Approval as determined by the commission.
- Dedication Documentation.** Formal irrevocable offers of dedication to the public of all streets, alleys, utilities, easements and parks in a form approved by the City Attorney.
- N/A **Phases.** An owner may, at the discretion of the commission, obtain approval of a phase of a subdivision for which a preliminary plat was approved provided such phase meets all the requirements of this article in the same manner as is required for a complete subdivision.
- N/A **HOA Agreement.** If applicable, copy of agreements, covenants and restrictions establishing and creating the homeowners' association approved by the commission based on recommendation of the City Attorney.
 - Homeowner Association Covenants, Conditions, and Restrictions (CCR's) are submitted for review and include statements for perpetual maintenance and provisions for maintenance by City of Lucas should the homeowner's association (HOA) dissolve.
- I have made the decision NOT to waive the statutory time limits (30 days) in accordance with section 212 of the Texas Local Government Code. I understand and acknowledge that the City may DENY my Plat Application if not complete as determined by staff within the 30-day time period.**
- Map.** Location map clearly showing the location of the proposed Final Plat with cross streets is included. Indicate scale or not to scale (NTS) and provide north arrow.
- Legend and Scale.** Written and bar graph scale and north arrow are indicated. North shall be oriented to the top or left side of the sheet.
- Boundary Lines.** Abstract lines, survey lines, corporate boundaries are shown and clearly labeled.
- Title Block.** A title block is provided in the lower right corner that includes large, boldly printed:

(SUBDIVISION NAME)
 FINAL PLAT (or REPLAT, AMENDING PLAT, MINOR PLAT as applicable)
 LOT(S) _____, BLOCK(S) _____
 (survey, abstract and tract number)
 If a replat, include:
 REPLAT OF LOT(S) _____, BLOCK(S) _____



FINAL PLAT Minimum Requirements Checklist

- Contact, Acres, and Filing Information.** The owner and surveyor's name, address and phone number, gross and net areas as applicable, submission date, and a log of submittal/revision dates since submitted to the city.
- Property Information.** Location of property lines, owner or subdivision name(s) and recording information of abutting properties is shown.
- Abutting Property Information.** Abutting properties are indicated by a light solid line.
- Existing ROW Information.** Existing boundary of street rights-of-way adjacent to the property and boundaries of right-of-way dedication are indicated by a medium weight solid line, intermittent with two dashed lines, and widths are dimensioned.
- Proposed Street and ROW Information:**
 - N/A Existing and proposed internal alleys and streets ROW are indicated by a medium weight solid line, intermittent with two dashed lines.
 - Streets are named and ROW dimensioned.
 - Streets and alleys ROW within 200 feet of the subject property boundary are accurately located, dimensioned, and named/labeled.
 - Residential minor streets shall be designed and platted so that no street segment shall have a straight line for more than 1,000 feet before altering its course by at least 20 degrees.
- Lot Lines:**
 - The length and bearing of all straight lines, radii, arc lengths, tangent length and central angles of all curves are indicated along the lines of each lot. The curve data pertaining to block or lot boundary may be placed in a curve table at the base of the plat and prepared in a tabular form with the following information:
 - Curve number
 - Delta
 - Radius
 - Tangent length
 - Tangent offset
 - Arc length
 - Chord
 - Internal lot lines are clearly indicated and shown to scale.
- Survey Markers and Monuments:**
 - The description and location of all survey monuments placed in the subdivision or immediately adjacent to it are shown.
 - In all subdivisions, corners are established at the corner of each block in the subdivision consisting of an iron rod or pipe not less than three-quarter inches (3/4") in diameter and twenty-four inches (24") deep, flush with the top of the sidewalk or other paving, surface, etc. All lot corners shall be installed prior to the final inspection of the subdivision.
 - Lot corner monuments are placed at all lot corners except corners which are also block corners, consisting of iron rods or pipes of a diameter of not less than one-half inch (1/2") and eighteen inches (18") deep set flush with the top of the sidewalk. All lot corners shall be installed prior to the final inspection of the subdivision.
 - Curve point markers are established using the same specifications as lot corners. All lot corners shall be installed prior to the final inspection of the subdivision.
- Lots:**
 - Each lot is dimensioned with bearings and distances, as applicable, and the square footage of each lot is indicated.
 - Each lot is numbered, and block groups are assigned a letter.
- Flood Plain:**
 - The location of flood plain boundaries and state or federally protected areas, such as wetlands, are indicated.
 - A note is included that states whether or not the property is in the 100-year flood plain, with the F.I.R.M. Community Panel reference number and map date indicated.



FINAL PLAT

Minimum Requirements Checklist

Easements:

- Existing easements are indicated by a light, dashed line and labeled indicating dimension, purpose, and County recording information.
- Proposed easements are indicated by a medium weight, dashed line and labeled indicating dimension and purpose.

N/A **Ingress/Egress.** Required cross access or ingress/egress easements are shown, dimensioned, labeled, and properly tied down.

Zoning. Existing zoning of the subject property is indicated.

N/A **Parks and Open Space.** Location and area of parks, drainage ways, and open space is indicated. Open space/Homeowner’s Association (HOA) areas are to be labeled with tract number/s.

Legal Description. A legal description/metes and bounds description is included.

Utility/Governmental Notes. Include any notes required by the various affected agencies/utilities.

N/A **Reservations/Dedications.** Sites to be reserved or dedicated for parks, playgrounds and/or other private or public use are indicated.

Notes. Applicable notes have been added to the plat. Any change from the wording shown herein shall be approved by the City of Lucas.

Improvement Agreement. The Improvement Agreement and security, if required, in a form satisfactory to the City Attorney and in an amount established by the City Council upon recommendation of the City Engineer and should include a provision that the owner will comply with all the terms of the final plat approval as determined by the Commission.

N/A **Phases.** At the discretion of the Commission, obtain approval of a phase of a subdivision for which a Preliminary Plat was approved provided such phase meets all the requirements of the subdivision ordinance.

Replat/Amending Plat. The purpose of a Replat or Amending Plat is specifically noted on the face of the drawing.

Certificates. The following certificates shall be placed on the final plat in a manner that will allow them to be clearly visible on the final plat.

APPROVED BY THE PLANNING AND ZONING COMMISSION OF THE CITY OF LUCAS, TEXAS, ON THE _____ DAY OF _____, _____.

ATTEST:

Tommy Tolson, Chair
Planning and Zoning Commission

City Secretary

“APPROVED FOR PREPARATION OF FINAL PLAT”

Tommy Tolson, Chair
Planning and Zoning Commission

Date

Joseph Hilbourn, Development Services Director

Date

Scott Holden, Public Works Director/City Engineer

Date



FINAL PLAT
Minimum Requirements Checklist

SAMPLE OWNER'S CERTIFICATE
(If no homeowners' association is involved)

STATE OF TEXAS }
COUNTY OF COLLIN }

WHEREAS, _____ are the Owners of a tract of land situated in the

(Enter accurate legal description here)

and being more particularly described as follows:

(Enter accurate metes and bounds here)

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That I/we, _____, Owners, do hereby bind themselves and their heirs, assignees and successors of title this plat designating the hereinabove described property as _____, an addition to the City of Lucas, and do hereby dedicate to the public use forever the streets, alleys, and right-of-way easements shown thereon, and do hereby reserve the easement strips shown on this plat for the mutual use and accommodation of garbage collection agencies and all public utilities desiring to use or using same. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths that in any way endanger or interfere with the construction, maintenance or efficiency of its respective systems on any of these easements strips, and any public utility shall at all times have the right of ingress and egress to and from and upon the said easement strips for the purpose of constructing, reconstructing, inspecting, patrolling, without the necessity at any time of procuring the permission of anyone. Additionally, I/we certify that I/we (*indicate correct options*) are the sole owners of the dedicated property and that no other's interest are attached to this property unless otherwise indicated on the required Mortgage Holder Certification that is included on this plat. This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Lucas, Texas.

Witness our hands at LUCAS, Texas, this _____ day of _____, 20____.

_____, Owner

_____, Owner

STATE OF TEXAS }
COUNTY OF COLLIN }

Before me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared _____, Owners, known to me to be the persons whose names are subscribed to the foregoing instrument and acknowledged to me that they each executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this _____ day of _____, 20____.

Notary Public in and for
the State of Texas



FINAL PLAT

Minimum Requirements Checklist

MORTGAGE HOLDER CERTIFICATION

(If no homeowners' association is involved)

That I, _____, hold a mortgage or represent holders of a mortgage on the described property herein, do hereby consent to the submission and filing of this plat designating the hereinabove described property as _____, an addition to the City of Lucas and do hereby dedicate to the public use forever the streets, alleys, and right-of-way easements shown thereon and do hereby reserve the easements shown on this plat for the mutual use and accommodation of garbage collection agencies, public utilities desiring to use or using same and fire and access easements. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths which in any way endanger or interfere with the construction, maintenance or efficiency of its respective systems on any of these easements and any public utility shall at all times have the right of ingress and egress to and from and upon the said easement strips for the purpose of constructing, reconstructing, inspecting, patrolling, without the necessity at any time of procuring the permission of anyone. This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Lucas, Texas. Witness our hands at, Texas, this _____ day of _____, 20____.

Signature

Title

Company

STATE OF TEXAS }
COUNTY OF COLLIN }

Before me, the undersigned authority, a Notary Public in and for said County and State, 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 purpose and considerations therein expressed.

Given under my hand and seal of office, this _____ day of _____, 20____.

Notary Public in and for the State of Texas



FINAL PLAT

Minimum Requirements Checklist

SAMPLE OWNER'S CERTIFICATE (If a homeowners' association is involved)

STATE OF TEXAS }
COUNTY OF COLLIN }

WHEREAS, _____ are the Owners of a tract of land situated in the

(Enter accurate legal description here)

and being more particularly described as follows:

(Enter accurate metes and bounds here)

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That I/we, _____, Owners, do hereby bind themselves and their heirs, assignees and successors of title this plat designating the hereinabove described property as _____, an addition to the City of Lucas, and do hereby dedicate to the public use forever the streets, alleys, and right-of-way easements shown thereon, and do hereby reserve the easement strips shown on this plat for the mutual use and accommodation of garbage collection agencies and all public utilities desiring to use or using same. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths that in any way endanger or interfere with the construction, maintenance or efficiency of its respective systems on any of these easements strips, and any public utility shall at all times have the right of ingress and egress to and from and upon the said easement strips for the purpose of constructing, reconstructing, inspecting, patrolling, without the necessity at any time of procuring the permission of anyone. Additionally, I/we certify that I/we are the sole owners of the dedicated property and that no other's interest is attached to this property unless otherwise indicated on the required Mortgage Holder Certification that is included on this plat. Furthermore, as the owner of the property described herein, and in consideration of establishing the subdivision described herein, I/we agree to the following:

- Every owner of fee simple title to every individual lot within the subdivision shall be a member of the homeowners' association;
- The homeowners' association shall have the authority to collect membership fees;
- As applicable as it pertains to conditions shown herein, the homeowners' association shall be responsible for the maintenance of all common areas, screening walls, landscaped areas, private streets and alleys.
- The homeowners' association shall grant the City the right of access to any areas to abate any nuisances on such areas and attach a lien upon each individual lot for the prorated costs of abatement.
- The homeowners' association shall indemnify and hold the City harmless from any and all costs, expenses, suits, demands, liabilities, damages, or otherwise, including attorney fees and costs of suit, in connection with the City's maintenance of common areas.
- The homeowners' association shall, where additional rights-of-way has been dedicated for the purpose of providing landscaping, additional areas for sidewalks, walls or other amenities, enter into a license agreement with the City and shall be responsible for the installation and maintenance of all landscape areas in the public rights-of-way.

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



FINAL PLAT Minimum Requirements Checklist

Signature of Owner(s)

STATE OF TEXAS }
COUNTY OF COLLIN }

Before me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared _____, Owners, known to me to be the persons whose names are subscribed to the foregoing instrument and acknowledged to me that they each executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this _____ day of _____, 20____.

Notary Public in and for The State of Texas



FINAL PLAT

Minimum Requirements Checklist

MORTGAGE HOLDER CERTIFICATION (If a homeowners' association is involved)

That I, _____, hold a mortgage or represent holders of a mortgage on the described property herein, do hereby consent to the submission and filing of this plat designating the hereinabove described property as _____, an addition to the City of Lucas and do hereby dedicate to the public use forever the streets, alleys, and right-of-way easements shown thereon and do hereby reserve the easement strips shown on this plat for the mutual use and accommodation of garbage collection agencies and all public utilities desiring to use or using same. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths which in any way endanger or interfere with the construction, maintenance or efficiency of its respective systems on any of these easements strips and any public utility shall at all times have the right of ingress and egress to and from and upon the said easement strips for the purpose of constructing, reconstructing, inspecting, patrolling, without the necessity at any time of procuring the permission of anyone. This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Lucas, Texas, and to requirements placed on the homeowners' association as indicated herein and remedies to the abatement of nuisance and liens on properties therein and as required.

Witness our hands at, Texas, this _____ day of _____, 20____.

Signature

Title

Company
STATE OF TEXAS }
COUNTY OF COLLIN }

Before me, the undersigned authority, a Notary Public in and for said County and State, 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 purpose and considerations therein expressed.

Given under my hand and seal of office, this _____ day of _____, 20____.

Notary Public in and for the State of Texas



FINAL PLAT Minimum Requirements Checklist

City Filing Requirements:

- Two (2) 24" x 36" mylar with original seals and signatures, and two blackline copies, stamped with County recording information.
- One (1) original tax certificate for the platted property
- Collin County Plat Recording Requirements (verify with the Collin County Clerk at 972.542.4185 and applicable fees).

Required prior to final plat submittal.

1. Final plat, application, checklist, and fee
2. Maintenance Bond for City Improvements, 2 year – 10% Bond to be verified by submitting contract.
3. \$1,500 public improvements inspection fee (developer to provide contracts for verification)
4. Construction as-built record drawings (mylar), blackline copy, PDF, and DWG format copy.
5. Engineering construction test reports.
6. Walk-through with Public Works personnel completed with satisfactory outcome.
7. HOA (covenants, conditions & restrictions) documentation approved by City Attorney before submittal to Planning & Zoning.

Section 10.03.037(e) Procedure for preliminary plat

City of Lucas Code of Ordinances states the following requirements for preliminary plats:

Preliminary plats shall be distributed by City staff to City departments. The owner shall be responsible for the distribution of copies of the preliminary plats to the agencies listed below. The City staff shall give the owner and such agencies a specific date by which to return written responses. The owner and the agencies listed below shall be provided an opportunity to attend a developer/city staff conference for the purpose of notifying the developer of necessary corrections.

1. Independent school districts affected by the plat (one copy).
2. City utility departments (two copies).
3. Public utility companies and franchise utility companies that serve or will provide service to the proposed subdivision (two copies).
4. County commissioner and county public works director if the subdivision is outside the city limits (one copy each).

Below is a list of contacts to assist you with complying with the City of Lucas Code of Ordinance, Section 10.03.037. This list is only a guide, proof of compliance falls with you, the owner.

1. Independent school districts affected by the plat (one copy).

Allen ISD:

David Hicks – Chief Communications Officer
972.727.0510 ext. 400512
david.hicks@allenisd.org
612 E. Bethany Street
Allen, TX 75002



FINAL PLAT Minimum Requirements Checklist

Lovejoy ISD:

Kyle Pursifull – Executive Director of District Support Services
469.742.8004
Kyle_Pursifull@lovejoyisd.net
259 Country Club Road
Allen, TX 75002

McKinney ISD:

Shelly Spaulding – Assistant Superintendent of Public Relations and Communications
469.302-4133
sspaulding@mckinneyisd.net
1 Duvall Street
McKinney, TX 75069

Plano ISD:

Johnny Hill – Deputy Superintendent for Business & Employee Services
469.752.8113
johnny.hill@pisd.edu
2700 W. 15th Street
Plano, TX 75075

Debbie Lytle - Records Management Officer
469.752.8064
pam.moreland@pisd.edu
2700 W. 15th Street
Plano, TX 75075

Princeton ISD:

Donald McIntyre – Superintendent
469.952.5400 ext. 3501
dmcintyre@princetonisd.net
321 Panther Parkway
Princeton, TX 75407

Wylie ISD:

April Cunningham – Executive Director of Communications
972.429.2970
april.cunningham@wylieisd.net
P.O. Box 490
Wylie, TX 75098

2. City utility departments (two copies).

Facilitated by City of Lucas Staff

3. Public utility companies and franchise utility companies that serve or will provide service to the proposed subdivision (two copies).

Grayson-Collin Electric:

Michael Lauer – Manager of Business Development
903.482.7183
Michael.lauer@grayson-collin.coop



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P.O. Box 548
Van Alstyne, TX 75495

TXU Energy:

John Duessel – Vice President and Chief Customer Officer
214.812.4600
jduessel@txu.com
1601 Bryan Street
Dallas, TX 75201

North Texas Municipal Water District:

Bobby Schalf – Assistant Planning Officer
972.442.5405
Fax: 972.295.6440
bschalf@ntmwd.com
505 East Brown Street
Wylie, TX 75098

Co-Serve:

Lance Ehler – Business Developer Manager
940.321.7862
Fax: 940.321.7814
lehler@coserv.com
7701 South Stemmons
Corinth, TX 76210-1842

Oncor:

Steve Elk – Area Manager
972.569.1205
Fax: 972.569.1299
Steven.elk@oncor.com
4600 State HWY 121
McKinney, TX 75070

4. County Commissioner and County Public Works Director if the subdivision is outside the city limits (one copy each).

Cheryl Williams – Collin County Commissioner

972.424.1460 ext. 4631
commcourt@collincountytx.gov
Collin County Government Center
Administration Building
2300 Bloomdale Rd.
Mckinney, TX 75071

Jon Kleinheksel - Collin County Public Works

972.548.3700 or 972.424.1460 ext. 3700
Fax: 972.548.3754
pubworks@collincountytx.gov
700 A. Wilmeth Rd
McKinney, TX 75069



FINAL PLAT Minimum Requirements Checklist

Tracy Homfeld - Collin County Engineering

972.548.3733 or 972.424.1460 ext. 3733

Fax: 972.548.5555

thomfeld@collincountytexas.gov

825 North McDonald Street, Suite 160

McKinney, TX 75069

I have complied with Lucas Code of Ordinances, Section 10.03.037

Caspian Phase 1
Development Name

10/11/23
Date

[Signature]
Agents Signature

10/11/23
Date

[Signature]
Notary

10/11/23
Date

665 Country Club Road
Lucas, Texas 75002

Office 972.912.1207
www.lucastexas.us