

## **ORDINANCE 2023-13 SUBDIVISIONS**

### **Section 9.111-Preparation and processing of minor plats**

A minor plat may be approved by the Director. If the minor plat meets all the requirements of this Article, the Director shall sign the minor plat unless for any reason the Director elects to present the plat to the Commission for a recommendation and to the City Council for approval, conditional approval, approval with variances or disapproval. The Director shall not disapprove a minor plat which meets all requirements but shall refer any plat which he refuses to approve to the Commission within thirty days of submission of the plat, application and fees to his/her office.

Minor Plats shall have the information shown on the following table:

<b>Requirement</b>
Electronic copy in pdf or similar format and two 24" x 36" paper copies. When more than one sheet is necessary to accommodate the entire area, an index sheet showing the entire subdivision at an appropriate scale shall be attached to the plat. A 24" x 36" mylar copy shall be provided for filing at the appropriate County Clerk's Office.
Location and length of boundary lines, indicated by heavy lines.
Orientation of area being subdivided in relation to adjacent areas and principal streets.
Proposed name of subdivision, which must not be so similar to that of an existing subdivision as to cause confusion.
The name(s), location and width of existing streets within the subdivision and immediately adjacent to it.
The width, depth and location of all lots. Lots located at the intersection of two streets shall have rounded corners.
The location of front, side and rear building setback lines. Building setback lines shall conform to the zoning ordinance.
Location, width, length, type and purpose of all easements.
Location and sizes of utilities on and adjacent to the property.
North arrow, scale and date of preparation of the plat.
A filing fee as provided for in the Code of Ordinances. The fee shall not be refunded should the subdivider withdraw the plat from consideration or should the plat be disapproved.
Names and addresses of the subdivider, owner of record, engineer and/or surveyor preparing the plat, and the designer/planner of the plat.

The computed acreage of the subdivision as follows: gross area, proposed park area, reservation (if a park is to be dedicated to the municipality).
The boundaries of flood hazard areas as determined by the FIRM map in conjunction with the National Flood Insurance Program.
Vicinity sketch map at an appropriate scale, which shall show the proposed subdivision in its relationship to adjacent areas and principal streets.
Number of lots and blocks with a number for each lot and each block.
Address number of each lot as determined by the Public Works Department of the City or by the South East Texas Regional Planning Commission.
A definite legal description and identification of the tract being subdivided, sufficient for the requirements of title examination. This legal description may be embodied in the title or shown elsewhere on the plat.
Names of adjacent subdivisions.
<p>Owner's acknowledgement</p> <p>I (We) the undersigned owner(s) of the land shown on this plat, and designated herein as a subdivision to the City of Orange, Texas, and whose name is subscribed hereto, hereby dedicate to the use of the public forever, all streets, alleys, watercourses, drains, easements and public places thereon shown for the purpose and consideration therein expressed.</p> <p>_____</p> <p>Owner</p> <p>State of Texas, County of [ Name ]</p> <p>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 stated.</p> <p>Given under my hand and seal of office the _____ day of _____, ____.</p> <p>_____</p> <p>Notary Public [Name] County, Texas      Date [notary seal]</p> <p>My commission expires: _____</p>
<p>Certification of the surveyor or engineer responsible for surveying the subdivision area, attesting to its accuracy:</p> <p>State of Texas County of [ ]</p>

<p>I, the undersigned, a [registered professional engineer/public surveyor] in the State of Texas, hereby certify that this plat is true and correct and was prepared from an actual survey of the property made under my supervision on the ground.</p>	
<p>_____</p> <p>Engineer or Surveyor</p>	<p>[seal]</p>
<p>Restrictive covenants to be imposed and areas subject to special restrictions.</p>	
<p>Boundary survey of the property by an engineer or surveyor, with bearings and distances, reference to section corners, and showing the lines of adjacent lands and lines of adjacent streets, and their names and widths. Location of all permanent survey monuments.</p>	
<p>Location of existing parks, alleys, public highways, and other features with accurate dimensions in feet and decimals of feet, with the length of radii and arcs of all curves, and with all other information necessary to produce the plat on the ground.</p>	
<p>Affidavit of ownership.</p>	
<p>Statement by owner dedicating parks and any sites for public use.</p>	
<p>Designation of all land to be reserved for future purchase by the municipality for purposes of park development (if required).</p>	
<p>The exact location and name of all existing or recorded residential lots or subdivisions, streets, alleys, parks, and public areas within or contiguous to the subdivision.</p>	
<p>The actual width of rights-of-way for all streets shall be shown, measured at right angles or radially where curved.</p>	
<p>The exact location, dimension, description, and flow line of existing watercourses and drainage structures within the subdivision or on contiguous tracts.</p>	
<p>Benchmark elevations shall be shown near the center of each lot.</p>	
<p>For property located in Orange County:</p> <p>A plat note stating “ALL INTERIOR DRAINAGE SHALL BE DIRECTED TO DRAINAGE STRUCTURES OR ADJACENT STREETS, TO PREVENT ANY ADDITIONAL RUNOFF CREATED BY NEW CONSTRUCTION FROM AFFECTING ADJOINING LAND OWNERS. FURTHER, ANY AND ALL FUTURE DEVELOPMENT ON THE SUBJECT PROPERTY MUST COMPLY WITH THE ORANGE COUNTY DRAINAGE DISTRICT’S CRITERIA MANUAL AND REGULATIONS, IF APPLICABLE.”</p>	
<p>A plat note stating “EASEMENTS SHOWN HEREIN INCLUDE THE RIGHT OF PUBLIC ENTITIES TO REMOVE ALL TREES WITHIN THE EASEMENTS AS WELL AS THE RIGHT TO TRIM OVERHANGING TREES OR SHRUBS LOCATED ON THE PROPERTY BELONGING TO OR BEING A PART OF THIS SUBDIVISION.”</p>	
<p>For property located in Orange County and within the City of Orange:</p>	

A plat note stating "NO CITY BUILDING PERMITS SHALL BE GRANTED UNTIL ANY DRAINAGE PLAN REQUIRED BY THE ORANGE COUNTY DRAINAGE DISTRICT HAS BEEN APPROVED AND PROVIDED TO THE CITY."

Approved by the Orange County Drainage District General Manager on this \_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_

[NAME], General Manager

[For property in the extraterritorial jurisdiction]

Approved by the Commissioners Court of [NAME] County, Texas on this \_\_\_\_\_ day of

\_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_

County Judge

\_\_\_\_\_

Commissioner, Precinct 1

\_\_\_\_\_

Commissioner Precinct 3

\_\_\_\_\_

Commissioner, Precinct 2

\_\_\_\_\_

Commissioner, Precinct 4

Certification by the Director of Planning and Community Development

This plat has been submitted to and considered by the Director of Planning and Community Development of the City of Orange, Texas, and is hereby approved.

\_\_\_\_\_

[Name], Director of Planning and Community Development

\_\_\_\_\_

Date

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 stated.

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

\_\_\_\_\_

Notary Public Orange County, Texas

\_\_\_\_\_

Date [notary seal]

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

