

ORDINANCE 2023-13 SUBDIVISIONS

Section 9.109-Preliminary and final plat requirements.

This section shall govern the submission for preliminary and final plats.

- A. Surveyor, engineer or land planner required. The subdivider shall cause to be prepared a preliminary plat by a surveyor or engineer in accordance with this Article. Said plat may be prepared in conjunction with a land planner. The subdivider will submit a preliminary plat with supporting data, as required herein, for review and recommendation from the Commission and action by the City Council.
- B. MUZD. It is the purpose and intent of this Article that an application for a Mixed Use Zoning District (MUZD) as provided for in the zoning ordinance, shall be processed and reviewed the same as a preliminary plat.
- C. Required information on preliminary or final plat. Preliminary and final plats shall include the information shown as follows and all wordings shall have the correct spelling:

Requirement	Preliminary Plat	Final Plat
Application submitted on a form approved by the Director of Planning and Community Development.	✓	✓
Electronic copy in pdf 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 the final plat 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 shall be shown in the title block in the lower right-hand corner of the plat.	✓	✓
The location and width of existing and proposed streets within the subdivision and immediately adjacent to it.	✓	✓
The alignment of proposed streets with existing city streets.	✓	✓

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 on each lot. 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, and reservation if a park is to be dedicated to the City.	✓	✓
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.	✓	✓
Names of streets. No street may have a name so similar as to cause confusion with an existing street.	✓	✓
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.	✓	✓
A utility map showing the location(s) where the water and sewer systems connect to the City water and sewer systems, location of water service lines and sewer service lines within the subdivision, capacity of the City water and sewer system to serve the proposed subdivision, the size of pipe used to provide water and sewer service within the subdivision, and the calculations for average daily demand and peak demand for the water and sewer systems in the subdivision. If no connection to City water and sewer systems is required, an explanation as to how water and sewer service is being provided. If a Municipal Utility District or other public utility district is to provide	✓	✓

water and/or sewer service, a letter from the Municipal Utility District or other public utility district is required to be submitted as part of the application indicating whether or not the district can provide water and/or sewer service in compliance with Texas Commission on Environmental Quality (TCEQ) regulations.		
For property located in Orange County, Texas: Verification by the applicant of compliance with the Orange County Drainage Criteria Manual adopted by the City of Orange.	✓	✓
Proof of ownership of the property	✓	✓
Names of adjacent subdivisions		✓
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."	✓	✓
For property located in Orange County, Texas: 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."	✓	✓
Owner's acknowledgement 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. _____ Owner State of Texas, County of [Name] 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		✓

<p>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>Notary Public Orange 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 [Name]</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>Registered Professional Engineer or Registered Public Surveyor [seal]</p>	✓	✓
<p>Certification by the Mayor for the City Council</p> <p>This plat has been submitted to the Planning and Zoning Commission, and considered by the City Council of the City of Orange, Texas and is hereby approved.</p> <p>_____</p> <p>[Name], Mayor Date</p> <p>ATTEST</p> <p>_____</p> <p>[Name], City Secretary Date</p>	✓	✓
Restrictive covenants to be imposed and areas subject to special restrictions.	✓	✓
Boundary survey of the property by a duly licensed or registered civil engineer or land 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.	✓	✓
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.		
Affidavit of ownership.	✓	✓
The Traffic Impact Analysis (TIA) required by the Texas Department of Transportation (TxDOT) and shall be the same TIA submitted to TxDOT. If no TIA is required by TxDOT then this requirement is not applicable.	✓	
A signed letter from the applicant's engineer to the Public Works Director stating that all City of Orange requirements for construction of streets, water and sewer systems, and drainage structures and systems or any other public improvement, including parks, have been met.		✓
Statement by owner dedicating streets, rights-of-way, parks and any sites for public use and signed by the applicant.		✓
Location of fire hydrants.	✓	✓
Location of the storm drainage system consistent with the Drainage Criteria Manual of the Orange County Drainage District that was adopted by the City of Orange.	✓	✓
Location of streetlights.	✓	✓
Letters of approval from the utility companies covering proposed utility installations and easements and approval of the Orange County Drainage District as to any improvements impacting the facilities of the Orange County Drainage District. The letter of approval from the Orange County Drainage District does not apply to property located in Newton County.	✓	✓
The final plat and accompanying data shall conform to the preliminary plat as approved by the City Council, incorporating all changes, modifications, alterations, corrections, and conditions imposed by the City Council.		✓
Designation of all land to be reserved for future purchase by the municipality for purposes of park development (if required).	✓	✓
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.		✓
The actual width of rights-of-way for all streets shall be shown, measured at right angles or radially where curved.	✓	✓

Address number of each lot as determined by the Public Works Department of the City or by the South East Texas Regional Planning Commission.		✓
All necessary dimensions, including linear, curvilinear and angular, shall be shown. The linear and curvilinear dimensions shall be expressed in feet to the nearest one-hundredth of a foot. The angular dimensions may be shown by bearing. Curved boundaries must be fully described, and all essential information given, including the length of tangents, central angle of curve, and the chord and arcs of curve. Angles and bearings shall be expressed to the nearest minute. Block corners, angle points, points of curve, and points of intersection of tangents shall be shown as permanently marked on the ground. Complete dimensional data shall be given on fractional lots or tracts.		✓
The exact location, dimension, description, and flow line of existing watercourses and drainage structures within the subdivision or on contiguous tracts.		✓
Benchmark elevations shall be established on at least one block corner of each street intersection and in no case more than one thousand feet from any other benchmark. These elevations shall be clearly shown on the plat.		✓
The description and location of permanent survey reference monuments shall be shown. These shall be other than, and in addition to, markers set for block or lot corners. They shall be located in suitable places throughout the subdivision, and there shall be at least as many of them as there are blocks in the subdivision but not less than two in the event there is only one block in the subdivision. The distance between successive monuments along any street or reference line shall not be greater than one thousand feet.		✓
If creation of a Homeowners Association or Property Owners Association is required, documents filed at the appropriate County Clerk's Office that a Homeowners Association or Property Owners Association has been created and bylaws established.		✓
When the subdivider does not intend to develop the plat himself, and the Director determines that limitations are required to ensure safe development, the City Council may require the subdivider to impose appropriate deed restrictions on the land or on particular lots or areas of the subdivision. Such deed restrictions, when required, shall be submitted for approval along with		✓

the final plat, and when approved, filed with the appropriate County Clerk along with the approved plat.		
<p>For property located in Orange County:</p> <p>Approved by the Orange County Drainage District Board of Directors on this ____ day of _____, ____</p> <p>_____ Precinct 1 Precinct 4</p> <p>_____ Precinct 2 Director-at-Large</p> <p>_____ Precinct 3 General Manager</p>	✓	✓
<p>For property in the extraterritorial jurisdiction:</p> <p>Approved by the Commissioners Court of Orange County, Texas on this ____ day of _____, ____</p> <p>_____ County Judge</p> <p>_____ Commissioner, Precinct 1 Commissioner Precinct 3</p> <p>_____ Commissioner, Precinct 2 Commissioner, Precinct 4</p>	✓	✓
<p>FILED FOR RECORD AT _____ O'CLOCK ____ M ON THE _____ DAY OF _____, 20__ IN VOLUME _____ PAGE _____ OF THE MAP RECORDS OF [NAME] COUNTY, TEXAS BY [NAME OF PERSON, TITLE OF PERSON].</p> <p>_____ [TITLE OF COUNTY OFFICIAL]</p>		