

ETJ Plat Submittal



1. **Pre-Application Meeting.** Application(s) will **NOT** be accepted unless a pre-application meeting has been completed & the notes provided from that meeting are included in the submission. See Pre-application meeting information.
Properties located in the Extraterritorial Jurisdiction may be exempt from the pre-application meeting requirement at the Planning Manager's discretion.
2. **Engineering Civil Plans submitted to Engineering.** Conceptual Civils are **required** to be submitted with a Preliminary Site Plan. Full Civil Engineering Plans are **required** to be submitted prior to all Preliminary Plat/Replat, Site Plan & Landscape Plan applications for new land development projects.**

** Civil Engineering Plans are required to be submitted at least 7 days **PRIOR** to the Submittal Date identified on the official City of Anna Zoning, Plan, and Plat [Submittal Calendar](#). Review [Engineering & Construction Inspection webpage](#) for additional submittal requirements. Please coordinate payment with their office.
3. **Planning Applications submitted to Planning & Development.**
 - a. Submittals are due by 11:00 a.m. on the submittal date. See the [Submittal Calendar](#). Typically submittal dates are the 1st Wednesday of the month following a regularly scheduled Planning & Zoning commission meeting in order to be placed on the next Planning and Zoning commission agenda.
 - b. Submit application, plan(s) and/or plat, corresponding checklist, pre-application meeting notes, and tax statement/certificate. Receipt of documents does not constitute acceptance or approval. Please e-mail all required application materials to Salena Tittle (STittle@annatexas.gov) and Lauren Mecke (LMecke@annatexas.gov). **Applications sent to anyone else will not be accepted.** If files exceed the size limit, please coordinate with us prior to bringing a CD or flash drive during business hours.
 - c. Submit the application fee in-person or by mail. The application fee is **NOT** refundable. The city accepts credit cards and checks only. American Express cards are not accepted.
 - d. Staff review comments and applicant corrected plans/plats shall follow dates outlined on the submittal calendar.
4. **P&Z Commission.** The Planning & Zoning Commission is the approval authority for most plans and plats. In many cases, the items will be placed on the consent agenda and the Commission will take action in one motion approving all items.

Staff will present items for individual consideration or if pulled from the consent agenda. Any item that requires a Public Hearing or Council approval will receive a recommendation from the Planning & Zoning Commission and requires a representative to attend this meeting.
5. **City Council.** Staff will present items with the recommendation from the Planning & Zoning Commission. Items requiring Council approval requires a representative to attend this meeting.

Submittal (Refer to pre-application notes)

- Development Plat
- Final Plat/Minor Plat/Replat
- Conveyance Plat/Revised Conveyance Plat
- Neighborhood Point System Compliance
- Preliminary Plat/Preliminary Replat
- Conceptual Civil Plans have been submitted to the Engineering Division
- Engineering Civil Plans have been submitted to the Engineering Division

Plat Submittal Type

- Pre-Submittal: all required documents are present excluding fees. I understand that the project information presented to the City at this time is not filed, and therefore the City is not required to approve, approve with conditions, or disapprove preliminary plats, preliminary replats, final plats, and replats within 30 days by the approval authority. This Pre-Submittal will be changed to a Submittal following the receipt of written notice and payment of fees. I am requesting this of my own volition and not at the request of the City of Anna.
- Submittal: all required documents are present including fees. I understand that the project information presented to the City at this time is filed and therefore, the City is required to approve, approve with conditions, or disapprove the preliminary plats, preliminary replats, final plats, and replats within 30 days by the approval authority.

Water & Wastewater Service

Water will be served by: (Please attach a will-serve letter from the service provider.)

- City of Anna
- South Grayson SUD
- Weston WSC
- Marilee SUD
- Verona WSC
- Other _____
- North Collin SUD
- Westminster SUD

Wastewater will be served by:

- City of Anna Sewer
- On-site sewage facility - Each lot is a minimum of one developable acre.
- On-site sewage facility – Waiver of the one developable acre requirement from Collin County attached.

Lots for fee calculation

Total number of lots (including Common Area Lots): _____ lot(s)

Fees (Separate check for Civil Plans)

Please see the [Development Services' Planning Fee Schedule](#) and [Engineering Plan Submittal Checklist](#).

The application fee of \$ _____, to be paid to Planning & Development. There is no fee for the Neighborhood Point System Compliance Review.

The Civil Engineering Plan application fee is to be paid to Public Works. No fee for Concept Civils.

NOTE: Additional costs may accrue during review by City consultants of any facilities agreement and/or civil construction plans.

Owner Authorization and Representative Designation



Property Description

Subdivision/Parcel ID: _____ Total Number of Acres: _____
Zoning Classification(s): _____ Total Number of Lots: _____
Location: _____

Property Owner Information & Authorization

Name/Company: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____

Project Representation (check one):

- I will represent the application myself; OR
- I hereby designate _____ (*name of project representative*) to act in the capacity as my agent for submittal, processing, representation, and/or presentation of this request. The designated agent shall be the principal contact person for responding to all requests for information and for resolving all issues of concern relative to this request.

I hereby certify that I am the property owner of the property and further certify that the information provided on this development application is true and correct. I have selected the above submittal type, representation, and landscape incentive of my own volition and not at the request of the City of Anna.

Property Owner's Signature: _____ Date: _____

STATE OF: _____

COUNTY OF: _____

BEFORE ME, a Notary Public, on this day personally appeared _____ (*printed property owner's name*) the above signed, who, under oath, stated the following: "I hereby certify that I am the property owner for the purposes of this application; that all information submitted herein is true and correct."

SUBSCRIBED AND SWORN TO before me, this the _____ day of _____, 20_____

Notary Public in and for the State of Texas

Project Representative Information (complete if designated by owner)

Engineer Purchaser Tenant Preparer Other (*specify*): _____

Name: _____
Company: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____