Farmersville
DISCOVER A TEXAS TREASURE

Minor Plat Routing Sheet

File Name Description: _____

Initials/Date Completed	Description of Activity	Responsible Party
	Receipt of plat documentation. Verify complete.	City Secretary
	Verify original tax certificate indicates no delinquent taxes	City Secretary
	Verify no delinquent assessments, fees, or debts to the City	City Secretary
	Receipt of retainer and fees	City Secretary
	Assign asset account to project. Use street name, proposed name of subdivision, and year/month.	Finance Manager
	File original office copy of plat documentation street name<space>name of subdivision	City Secretary
	File electronic version of plat documentation	City Secretary
	Create routing documentation set using copies, attach checklist	City Secretary
	Fire Chief review	Fire Chief
	Police Chief review	Police Chief
	Engineering review using checklist	City Engineer
	Request electronic and paper documentation (as required) 3 copies of plat, final version 1 mylar of plat, final version 1 CD of plat, as-builts	City Engineer
	Receive electronic and paper documentation updates (as required)	City Engineer
	Engineer review of updates with spell check	City Engineer
	Engineer's approval letter with stamp	City Engineer
Technically Complete (6 Working Day Prior to City Manager Signature)		
	Public Works Director recommendation letter	Public Works Director
	City Manager review	City Manager
	City Manager signature	City Manager
	Owner signature (Notarized)	Owner
	Surveyor signature (Notarized)	Surveyor

	File plat with county, 1 mylar	City Secretary
	Engineer marks documentation set approved	City Engineer
	Distribute owner copy, 1 paper copy	City Secretary
	File City copy, 1 paper copy	City Secretary
	File final electronic version of plat documentation including routing sheet. Including scanned copy of filed plat (PDF format).	City Secretary
	Place file on City Secretary's desk awaiting address assignment(s)	City Secretary
	Submit 911 addressing to appropriate entities (NCTCOG, Collin County GIS, Hunt County GIS, etc.)	City Secretary
	Scan file contents into archive under developmental services folder.	City Secretary
	File paper version in file cabinet under plats.	City Secretary