



**STANDARD LANGUAGE
FORMAT GUIDE**
PLANNING SERVICES DIVISION

A. OWNERSHIP CERTIFICATE

The purpose of the ownership certificate is to identify the owner and provide the Volume and Page of Deed Records, verifying the ownership.

When the property owner is a corporation, typically an agent is authorized to sign for the corporation, using the following format.

STATE OF TEXAS	§
COUNTY OF <u>DENTON</u>	§
WHEREAS, _____ (Name of Corporation) _____, acting by and through the undersigned, its duly authorized agent, is the sole owner of a tract of land located in the _____ (Survey Name and Abstract Number) _____, in the Town of Flower Mound, Denton County, Texas, according to the deed recorded in Volume _____, Page _____ of the Deed Records of Denton County, Texas, and being more particularly described as follows:	
(Continue with Legal Description)	

When one property owner is an individual or several individuals, the following format should be used.

STATE OF TEXAS	§
COUNTY OF <u>DENTON</u>	§
WHEREAS, _____ (Name of Individual) _____, and _____ (Name of 2 nd Individual, if applicable) _____, is/are the sole owner(s) of a tract of land located in the _____ (Survey Name and Abstract Number) _____, in the Town of Flower Mound, Denton County, Texas, according to the deed recorded in Volume _____, Page _____, of the Deed Records of Denton County, Texas and more particularly described as follows:	
(Continue With Legal Description)	



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B. LEGAL DESCRIPTION

A “short legal” may be used for replats when all of the lots are included in the replat, and exterior boundaries do not change.

BEING all of lots, ____ (Lot Numbers) ____, Block ____, ____ (Addition Name) ____ an addition to the Town of Flower Mound, Denton County, Texas, according to the plat recorded in Volume ____, Page ____, of the Plat Records of Denton County, Texas.

A “long legal” is used when property has never been platted, or when establishing exterior boundaries.

C. DEED RESTRICTION STATEMENTS FOR REPLATS

To be processed as a replat “without property owner notification”, and be controlling over the previous plat without vacating the previous plat the submittal must meet the following condition, and the following statement must be shown and certified to/by the property owner.

This statement is only used when replatting nonresidential zoned property. It should follow the dedication statement because the property owner is certifying to the statement.

I, ____ (Property Owner) ____, hereby certify that deed restrictions do not exist upon the property included within this Replat that limit said property to residential use for not more than two residential units per lot.

D. OWNERS SIGNATURE

When the property owner is a corporation, the agent signing for the corporation should sign their name and also include their title. When there are multiple owners, each one should be identified with their individual lots, is applicable.

(Owner’s Agent)

(Title)



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E. NOTARY STATEMENT

The notary statement should follow the owner's signature and must include the notary's seal (Ink Stamp Only). If no date appears on the notary's seal, then the expiration date should be written. When there is more than one owner signing the plat, individual notary statements may be required, unless the notary witnesses each signature.

STATE OF TEXAS

§

COUNTY OF DENTON

§

BEFORE ME, the undersigned authority, on this day personally appeared _____ (Name) _____, [Of _____ (Corporation Name if applicable) _____] known to me to be the person whose name is subscribed to the foregoing instrument and acknowledges to me that he/she executed the same for the purpose and consideration therein expressed, in the capacity therein stated, and as the act and deed of said partnership.

GIVEN UNDER MY HAND AND SEAL OF OFFICE on the _____ day of _____, 20_____.

NOTARY SEAL (Ink Stamp Only)

Notary Public in and for the State of Texas



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F. TITLE BLOCKS

RECORD PLAT

A Record Plat of Lot(s) _____, Block(s) _____, _____ (Addition Name) _____, being (# acres) acres of land located in the _____ (Survey Name and Abstract Number) _____, an addition in the Town of Flower Mound, Denton County, Texas.

AMENDED RECORD PLAT

A Record Plat of Lot(s) _____, Block(s) _____, _____ (Addition Name) _____, an addition to the Town of Flower Mound, Denton County, Texas, being an amendment of Lots _____, Block _____, _____ (Addition Name) _____, an addition to the Town of Flower Mound, Denton County, Texas, according to the Plat recorded in Volume _____, Page _____, of the Plat Records of Denton County, Texas.

REPLAT

A Record Plat of Lot(s) _____, Block(s) _____, _____ (Addition Name) _____, an addition to the Town of Flower Mound, Denton County, Texas, being a replat of Lots _____, Block _____, _____ (Addition Name) _____, an addition to the Town of Flower Mound, Denton County, Texas, according to the Plat recorded in Volume _____, Page _____, of the Plat Records of Denton County, Texas.

MINOR RECORD PLAT

A record plat being a Minor Plat of Lot(s) _____, Block(s) _____, _____ (Addition Name) _____, being (# acres) acres of land located in the _____ (Survey Name and Abstract Number) _____, an addition in the Town of Flower Mound, Denton County, Texas.



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G. OWNER NAME AND ADDRESS

Name _____
Address _____
Phone _____ Fax _____

H. SURVEYOR NAME AND ADDRESS

Business Name _____
Address _____
Phone _____ Fax _____

I. SURVEYOR'S CERTIFICATE

A legal description and surveyor or engineer's certificate, similar to the one shown in the following form, shall be placed on the record plat.

KNOW ALL MEN BY THESE PRESENTS:	
That I, _____ do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown thereon were properly placed under my supervision	
_____ Signature	_____ Date



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J. APPROVAL STATEMENTS

The following approval block is used for Development Plans, Record Plats, and Replats:
(Check with Town Staff for complete and correct spelling of individual name for each title.)

Approved:

TOWN OF FLOWER MOUND
PLANNING AND ZONING COMMISSION

Brad Ruthrauff, Chairman
Planning and Zoning Commission

Lexin Murphy, Director of Planning Services
Town of Flower Mound

SIGNED AND SEALED:

TOWN OF FLOWER MOUND

Theresa Scott, Town Secretary
Town of Flower Mound



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The following approval block is used for Minor Plats and Amended Plats:

Approved:

TOWN OF FLOWER MOUND
TOWN MANAGER

Debra Wallace, Deputy Town Manager
Town of Flower Mound

(date) _____, 20__

SIGNED AND SEALED:

TOWN OF FLOWER MOUND

Theresa Scott, Town Secretary
Town of Flower Mound

(date) _____, 20__

K. FILING INFORMATION

Minimum 3" x 3" blank space at bottom right hand corner of plat for County filing data.



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L. DEDICATION STATEMENTS

The purpose of the dedication statement is for the owner to acknowledge the new legal description of the property and to dedicate public easements, rights-of-way, parks, etc.

When the property owner is a corporation, the following format should be used:

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

THAT, _____, acting herein
(Name of Corporation)

by and through its duly authorized officers, does hereby adopt this plat designated herein as
_____ an addition to the
(Addition Name as used in Title Block)

Town of Flower, Denton County, Texas.

The easements shown hereon are hereby reserved for the purposes as indicated. All streets, alleys, rights-of-way, and Lot(s)/Block(s) _____, are hereby dedicated in fee simple to the Town of Flower Mound for municipal purposes. The utility and fire lane easements (streets, alleys, and common areas) shall be open to the public, fire and police units, garbage and rubbish collection agencies and all public and private utilities for each particular use. No buildings, trees, shrubs or other improvements or growths shall be constructed, reconstructed or placed upon, over or across the utility easements as shown. Said utility easements being hereby reserved for the mutual use and accommodation of all public utilities using or desiring to use same.

All and any public utility shall have the right to remove and keep removed all or parts of any buildings, fences, trees, shrubs, or other improvements or growths which in any way endanger or interfere with the construction, maintenance of efficiency of its respective system on the utility easements and all public utilities shall at all times have the full right of ingress and egress to and from and upon the said utility easements for the purpose of construction, reconstructing, inspecting, patrolling, maintaining and adding to or removing all or parts of its respective systems without the necessity at any time of procuring the permission of anyone. Any public utility shall have the right of ingress and egress to private property for the purposes of reading meters and any maintenance and service required or ordinarily performed by that utility.

This plat approved subject to all platting ordinances, rules, regulations and resolutions of the Town of Flower Mound.



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When the property owner is an individual, the following dedication statement should be used:

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

THAT, _____, and _____,
(Name of Individual) (Name of 2nd Individual if applicable)
do/does hereby adopt this plat designating the herein above described property as
_____ an addition to the
(Addition Name as used in Title Block)
Town of Flower Mound, Denton County, Texas.

The easements shown hereon are hereby reserved for the purposes as indicated. All streets, alleys, rights-of-way, and Lot(s)/Block(s) _____, are hereby dedicated in fee simple to the Town of Flower Mound for municipal purposes. The utility and ire lane easements (streets, alleys, and common areas) shall be open to the public, fire and police units, garbage and rubbish collection agencies and all public and private utilities for each particular use. No buildings, trees, shrubs or other improvements or growths shall be constructed, reconstructed or placed upon, over or across the utility easements as shown. Said utility easements being hereby reserved for the mutual use and accommodation of all public utilities using or desiring to use same.

All and any public utility shall have the right to remove and keep removed all or parts 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 system on the utility easements and all public utilities shall at all times have the full right of ingress and egress to and from and upon the said utility easements for the purpose of construction, reconstructing, inspecting, patrolling, maintaining and adding to or removing all or parts of its respective systems without the necessity at any time of procuring the permission of anyone. Any public utility shall have the right of ingress and egress to private property for the purposes of reading meters and any maintenance and service required or ordinarily performed by that utility.

This plat approved subject to all platting ordinances, rules, regulations and resolutions of the Town of Flower Mound.

M. GENERAL NOTES

Any other miscellaneous information including engineering notes or data.

N. PLAT LAYOUT GUIDE

Plats are to be on a 24" x 36" sheet. See page 10 for example.



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