

PLANNING & ZONING COMMISSION

MEETING AGENDA

APRIL 16, 2026, 6:00 PM



**PLANNING & ZONING COMMISSION REGULAR MEETING
HISTORIC CHURCH BUILDING - 403 N 7TH STREET, SANGER, TEXAS**

CALL THE REGULAR MEETING TO ORDER AND ESTABLISH A QUORUM

INVOCATION AND PLEDGE

CITIZENS COMMENTS

This is an opportunity for citizens to address the Commission on any matter. Comments related to public hearings will be heard when the specific hearing begins. Citizens are allowed 3 minutes to speak. Each speaker must complete the Speaker's Form and include the topic(s) to be presented. Citizens who wish to address the Commission with regard to matters on the agenda will be received at the time the item is considered. The Commission is not allowed to converse, deliberate or take action on any matter presented during citizen input.

ACTION ITEMS

1. Consideration and possible action on a Minor Plat of Giese Addition being approximately 2.581 acres of land with 2.443 acres of land within the A0940A McKinney & Williams, TR 2 and TR 2A, and 0.137 acres of land within the A0071A Burleson, TR 1A, within the City of Sanger, generally located on the east side of Cowling Road, approximately 256 feet south of the intersection of 5th Street and Cowling Road.

ADJOURN

NOTE: The Commission reserves the right to adjourn into Executive Session as authorized by Texas Government Code, Section 551.001, et seq. (The Texas Open Meetings Act) on any item on its open meeting agenda in accordance with the Texas Open Meetings Act, including, without limitation Sections 551.071-551.087 of the Texas Open Meetings Act.

CERTIFICATION

I certify that a copy of this meeting notice was posted on the bulletin board at City Hall that is readily accessible to the general public at all times and was posted on the City of Sanger website on April 9, 2025, at 3:00 PM.

Shelley Warner, Secretary

The Historical Church is wheelchair accessible. Request for additional accommodations or sign interpretation or other special assistance for disabled attendees must be requested 48 hours prior to the meeting by contacting the City Secretary's Office at 940.458.7930.



PLANNING & ZONING COMMISSION COMMUNICATION

DATE: April 16, 2026

FROM: Ramie Hammonds, Development Services Director

AGENDA ITEM: Consideration and possible action on a Minor Plat of Giese Addition being approximately 2.581 acres of land with 2.443 acres of land within the A0940A McKinney & Williams, TR 2 and TR 2A, and 0.137 acres of land within the A0071A Burleson, TR 1A, within the City of Sanger, generally located on the east side of Cowling Road, approximately 256 feet south of the intersection of 5th Street and Cowling Road.

SUMMARY:

- The site is zoned AG.
- The purpose is to combine 3 parcels into one.
- It will have access from Cowling Road.
- There is an existing house on the site.

FISCAL INFORMATION:

N/A

RECOMMENDED MOTION OR ACTION:

Staff recommends APPROVAL.

ATTACHMENTS:

Location Map
Minor Plat
Application
Letter of Intent

Giese Addition

Item 1.

Legend

- DCAD (Property Lines)
- Parcels
 -
- Planning and Zoning
- Planning and Zoning
 - ▲ WATER WELL
 - PERMITS
 - Not Approved
 - Approved
- Zipcodes
- Zipcodes
 -
- Public Safety
- Addresses 911
 -
- Lakes and Streams
- Lakes
 -
- Streams
 -



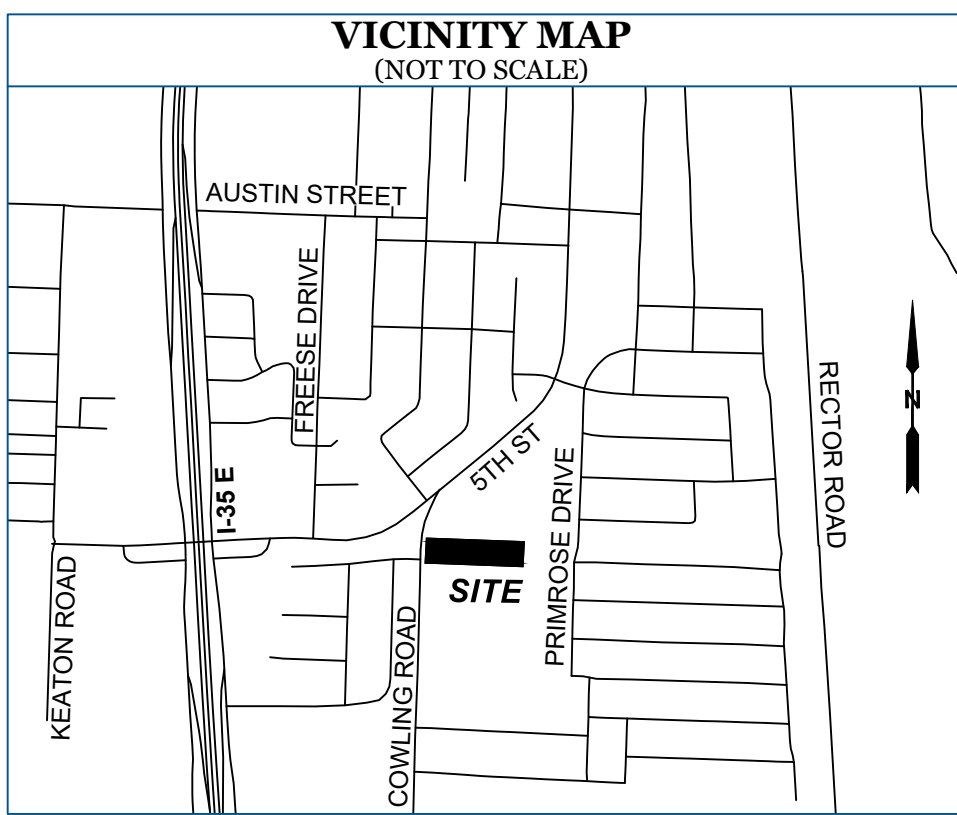
Notes:

This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

Denton County does not guarantee the correctness or accuracy of any features on this product and assumes no responsibility in connection therewith. This product may be revised at any time without notification to any user.



<https://www.dentoncounty.gov/1147/Geographic-Information-Systems-GIS>
3/2/2026 12:42:48 PM



- GENERAL NOTES**
- The purpose of this plat is to create one lot of record from two non-platted tracts of land.
 - The subject property does not lie within a 100-year floodplain according to F.E.M.A. Flood Insurance Rate Map Number 48121C0210G, effective April 18, 2011, located in Community Number 480786.
 - The bearings and grid coordinates shown on this plat are based on GPS observations utilizing the AITerra RTKNET Cooperative Network, State Plane Coordinate System, Texas North Central Zone (4202), North American Datum of 1983 (NAD '83).
 - Notice: Selling a portion of this addition by metes and bounds is a violation of City Ordinance and State Law, and is subject to fines and withholding of utilities and building permits.
 - All set property corners are marked with a 1/2-inch iron rod with a green plastic cap stamped "EAGLE SURVEYING" unless noted otherwise.
 - Water and Sanitary Sewer, are provided by the City of Sanger, PO Box 1729, Sanger, TX 76266, 940-458-2571. Electric Service is provided by Sanger Electric Utilities, 202 Railroad Ave., Sanger, TX 76266, 940-458-2064.
 - This property may be subject to charges related to impact fees and the applicant should contact the City regarding any applicable fees due.
 - This plat does not alter or remove existing deed restrictions, if any, on this property.
 - Zoning District for this property is "A" Agricultural.
 - All lots comply with the minimum size requirements of the zoning district.
 - All common areas, drainage easements, and detention facilities will be owned and maintained by the HOA/property owner. Any common area within the City's right-of-way will require a facilities agreement, to be reviewed and approved by the City.

CERTIFICATE OF SURVEYOR

STATE OF TEXAS §
 COUNTY OF DENTON §

That I, **MATTHEW RAABE**, do hereby certify that I prepared this plat and the field notes made a part thereof from an actual and accurate survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with the Subdivision Regulations of the City of Sanger, Denton County, Texas.

PRELIMINARY
 this document shall not be recorded for any purpose and shall not be used or viewed or relied upon as a final survey document

Matthew Raabe, R.P.L.S. # 6402

Date _____

STATE OF TEXAS §
 COUNTY OF DENTON §

BEFORE ME, the undersigned authority, on this day personally appeared **MATTHEW RAABE**, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF THE OFFICE this _____ day of _____, 20____.

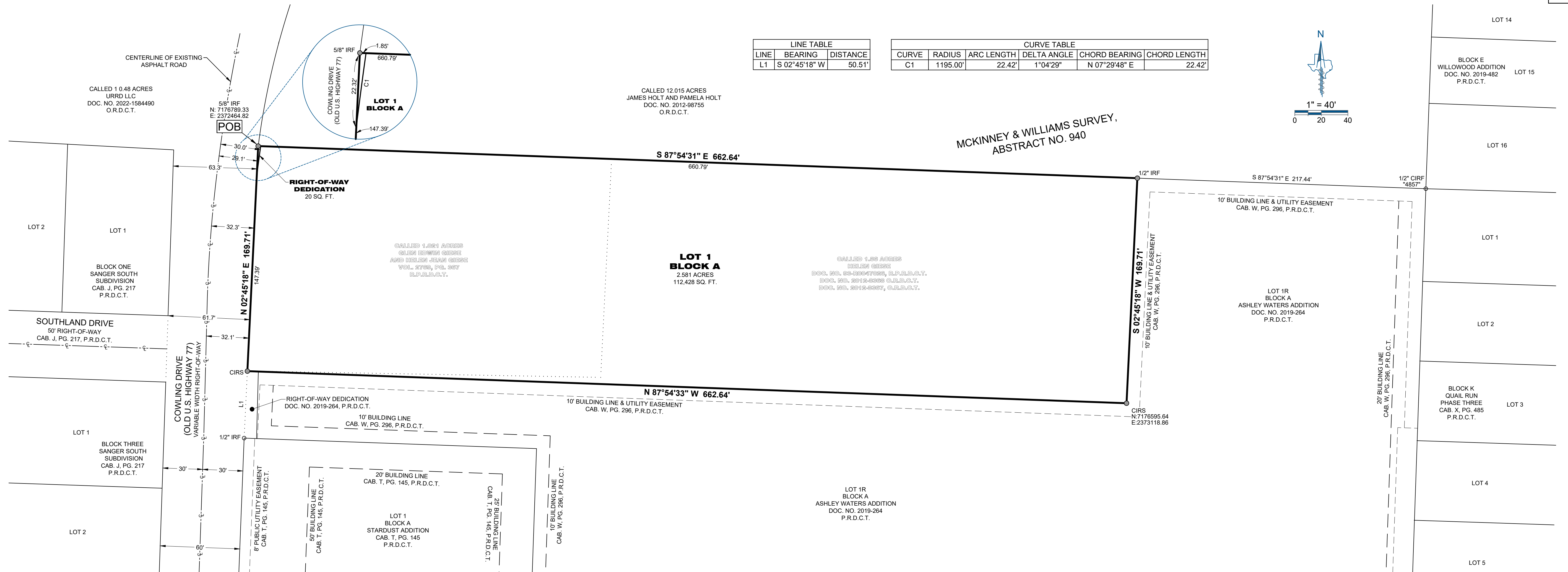
Notary Public in and for the State of Texas

SURVEYOR
 Eagle Surveying, LLC
 Contact: Richard Spicer, Jr.
 222 S. Elm Street, Suite: 200
 Denton, TX 76201
 (940) 222-3009

OWNER
 Helen Hanna Giese & Glen Edwin Giese
 1000 Cowling Road
 Sanger, TX 76266
 (210) 601-2397

JOB NUMBER 2511.003
 DATE 03-05-2026
 REVISION
 DRAWN BY MMF/DJJ

Eagle Surveying, LLC
 222 South Elm Street
 Suite: 200
 Denton, TX 76201
 940.222.3009
 www.eaglesurveying.com
 TX Firm # 10194177

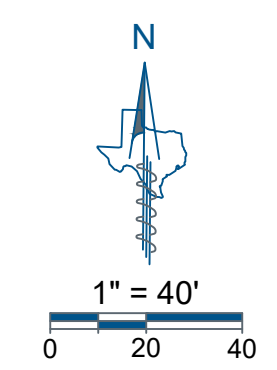


LINE TABLE

LINE	BEARING	DISTANCE
L1	S 02°45'18" W	50.51'

CURVE TABLE

CURVE	RADIUS	ARC LENGTH	DELTA ANGLE	CHORD BEARING	CHORD LENGTH
C1	1195.00'	22.42'	1°04'29"	N 07°29'48" E	22.42'



OWNER'S CERTIFICATE & DEDICATION

STATE OF TEXAS §
 COUNTY OF DENTON §

WHEREAS; **HELEN HANNA GIESE** and **GLEN EDWIN GIESE** are the owners of a 2.581 acre tract of land out of the McKinney & Williams Survey, Abstract Number 940, situated in the City of Sanger, Denton County, Texas, and being all of a called 1.56 acre tract of land conveyed to Helen Giese by deed of record in Document Numbers 2012-8368 and 2012-8367 of the Official Records of Denton County, Texas, and Document Number 93-R0047026 of the Real Property Records of Denton County, Texas, and being all of a called 1.021 acre tract of land conveyed to Glen Edwin Giese and wife, Helen Jean Giese by warranty deed with vendor's lien of record in Volume 2769, Page 367 of said Real Property Records, and being more particularly described by metes & bounds as follows:

BEGINNING, at a 5/8-inch iron rod found in the East right-of-way line of Cowling Drive (old U.S. highway 77), being the Southwest corner of a called 12.015 acre tract of land conveyed to James Holt and Pamela Holt by Warranty Deed with Vendor's Lien of record in Document Number 2012-98755 of said Official Records, also being the Northwest corner of said 1.021 acre tract;

THENCE, S87°54'31"E, departing the East right-of-way line of Cowling Drive (old U.S. highway 77), along the South line of said 12.015 acre tract, being the common North line of said 1.021 acre tract, in part the common North line of said 1.56 acre tract, a distance of 662.64 feet to a 1/2 inch iron rod found, being the most Northerly Northwest corner of Lot 1R, Block A of Ashley Waters Addition, a subdivision of record in Document Number 2019-264 of the Plat Records of Denton County, Texas, also being the Northeast corner of said 1.56 acre tract, from which a 1/2 inch iron rod with a yellow plastic cap stamped "4857" bears S87°54'31"E, a distance of 217.44 feet;

THENCE, departing the South line of said 12.015 acre tract, along the common line between said Lot 1R and said 1.56 acre tract, the following two (2) courses and distances:

- S02°45'18"W, a distance of 169.71 feet to a 1/2 inch iron rod with a green plastic cap stamped "EAGLE SURVEYING" set, being the Southeast corner of said 1.56 acre tract;
- N87°54'33"W, a distance of 662.64 feet to a 1/2 inch iron rod with a green plastic cap stamped "EAGLE SURVEYING" set in the East right-of-way line of Cowling Drive (old U.S. highway 77), being the most Westerly Northwest corner of said Lot 1R, also being the West corner of said 1.56 acre tract and the Southwest corner of said 1.021 acre tract, from which a 1/2 inch iron rod found bears S02°45'18"W, a distance of 50.51 feet;

THENCE, N02°45'18"E, along the East right-of-way line of Cowling Drive (old U.S. highway 77), being the common West line of said 1.021 acre tract, a distance of 169.71 feet to the **POINT OF BEGINNING**, containing an area of 2.581 acres (112,448 square feet) of land, more or less.

OWNER'S DEDICATION

NOW THEREFORE, KNOW ALL PERSONS BY THESE PRESENTS:
THAT, HELEN HANNA GIESE & GLEN EDWIN GIESE, do hereby adopt this plat designating hereinabove described property as **GIESE ADDITION**, an addition to the City of Sanger, Texas, and does hereby dedicate to the public use forever by fee simple title, free and clear of all liens and encumbrances, all streets, thoroughfares, alleys, fire lanes, drive aisles, parks, and watercourses, and to the public use forever easements for sidewalks, storm drainage facilities, utilities and any other property necessary to serve the plat and to implement the requirements of the subdivision regulations and other City codes and do hereby bind ourselves, our heirs, successors and assigns to warrant and to forever defend the title on the land so dedicated. Further, the undersigned covenants and agrees that he/she shall maintain all easements and facilities in a state of good repair and functional condition at all times in accordance with City codes and regulations. No buildings, fences, trees, shrubs, or other improvements or growths shall be constructed or placed upon, over, or across the easements as shown, except that landscape improvements may be installed, if approved by the City of Sanger. The City of Sanger and public utility entities shall have the right to access and maintain all respective easements without the necessity at any time of procuring permission from anyone.

WITNESS MY HAND THIS _____ DAY OF _____, 20____.

HELEN HANNA GIESE

BY: _____ Signature _____ Date _____

STATE OF TEXAS §
 COUNTY OF _____ §

BEFORE ME, the undersigned authority, on this day personally appeared **HELEN JEAN GIESE**, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that she executed the same for the purposes and considerations therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF THE OFFICE this _____ day of _____, 20____.

Notary Public in and for the State of Texas

WITNESS MY HAND THIS _____ DAY OF _____, 20____.

GLEN EDWIN GIESE

BY: _____ Signature _____ Date _____

STATE OF TEXAS §
 COUNTY OF _____ §

BEFORE ME, the undersigned authority, on this day personally appeared **GLEN EDWIN GIESE**, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and considerations therein expressed and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF THE OFFICE this _____ day of _____, 20____.

Notary Public in and for the State of Texas

LEGEND

● = BOUNDARY MONUMENT (SUBJECT)	IRF = IRON ROD FOUND
○ = BOUNDARY MONUMENT (OTHERS)	DOC. NO. = DOCUMENT NUMBER
PG. = PAGE	P.R.D.C.T. = PLAT RECORDS, DENTON COUNTY, TEXAS
VOL. = VOLUME	OFFICIAL RECORDS, DENTON COUNTY, TEXAS
CAB. = CABINET	O.R.D.C.T. = OFFICIAL RECORDS, DENTON COUNTY, TEXAS
POB = POINT OF BEGINNING	D.R.D.C.T. = DEED RECORDS, DENTON COUNTY, TEXAS
1/2" IRON ROD WITH GREEN	R.P.R.D.C.T. = REAL PROPERTY RECORDS, DENTON COUNTY, TEXAS
CIRS = PLASTIC CAP STAMPED "EAGLE SURVEYING" SET	—C— = CENTERLINE
CIRF = CAPPED IRON ROD FOUND	

APPROVED AND ACCEPTED

CITY OF SANGER
 DENTON COUNTY, TEXAS

Chairman, Planning and Zoning Commission _____ Date _____
 City of Sanger, Texas

Mayor _____ Date _____
 City of Sanger, Texas

ATTEST:

City Secretary _____ Date _____
 City of Sanger, Texas

MINOR PLAT
GIESE ADDITION
 LOT 1, BLOCK A
 2.581 ACRES

MCKINNEY & WILLIAMS SURVEY, ABSTRACT NO. 940,
 CITY OF SANGER, DENTON COUNTY, TEXAS

DATE OF PREPARATION: 03/05/2026



201 Bolivar Street/PO Box 1729 * Sanger, TX 76266
 940-458-2059(office) 940-458-4072(fax) www.sangertexas.org

SUBDIVISION APPLICATION

Preliminary
Plat Minor
Plat

Final
Plat/Replat
Amended Plat

Vacating Plat
Conveyance
Plat

Applicant

Owner (if different from applicant)

Name: David Jett	Name: Helen Hanna Giese and Glen Edwin Giese
Company: Eagle Surveying, LLC	Company: N/A
Address: 222 S. Elm Street, Suite: 200	Address 1000 Cowling Drive
City, State, Zip: Denton, TX 76201	City, State, Zip: Sanger, TX 76266
Phone 940-222-3009	Phone: 210-601-2397
Fax:	Fax:
Email: david@eaglesurveying.com	Email: helenhgiese74@aol.com

Submittal Checklist

N/A	<input type="checkbox"/>	Pre-Application Conference (Date: ___/___/___)
	<input checked="" type="checkbox"/>	One (1) Paper Copy of Plat (24"x36", folded to 1/4 size)
	<input checked="" type="checkbox"/>	Letter of Intent
	<input checked="" type="checkbox"/>	Non-Refundable Application Fee (Check Payable to City of Sanger)
	<input checked="" type="checkbox"/>	Application Form (Signed by Owner)
	<input checked="" type="checkbox"/>	Applicable Plat Checklist (Completed)
N/A	<input type="checkbox"/>	Additional Required Documents/Traffic & Drainage Studies etc.
	<input checked="" type="checkbox"/>	One (1) PDF Copy of all Documents Provided on a CD/DVD or Emailed to development@sangertexas.org

Supporting Materials (List if provided): _____

R Number(s): _____

Helen H Giese
 Owner's Signature

02/08/2026
 Date

David Jett
 Applicant's Signature

02/06/2026
 Date

Office Use: Reviewed by Director of Development Services ___/___/___

<input type="checkbox"/>	Complete (Check # _____)
<input type="checkbox"/>	Incomplete (Returned to Applicant ___/___/___)

City of Sanger
 201 Bolivar / P.O Box 1729
 Sanger, TX 76266

940-458-2059 (office) 940-458-4072 (fax) www.sangertexas.org

Effective Date: 02/11/2020



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SUBDIVISION APPLICATION

Preliminary Plat Minor Plat

Final Plat/Replat Amended Plat

Vacating Plat Conveyance Plat


Applicant	Owner (if different from applicant)
Name: David Jett	Name: Helen Hanna Giese and Glen Edwin Giese
Company: Eagle Surveying, LLC	Company: N/A
Address: 222 S. Elm Street, Suite: 200	Address 1000 Cowling Drive
City, State, Zip: Denton, TX 76201	City, State, Zip: Sanger, TX 76266
Phone 940-222-3009	Phone: 210-601-2397
Fax:	Fax:
Email: david@eaglesurveying.com	Email: helenhgiese74@aol.com

Submittal Checklist

N/A	Pre-Application Conference (Date: ___/___/___)
✓	One (1) Paper Copy of Plat (24"x36", folded to 1/4 size)
✓	Letter of Intent
✓	Non-Refundable Application Fee (Check Payable to City of Sanger)
✓	Application Form (Signed by Owner)
✓	Applicable Plat Checklist (Completed)
N/A	Additional Required Documents/Traffic & Drainage Studies etc.
✓	One (1) PDF Copy of all Documents Provided on a CD/DVD or Emailed to development@sangertexas.org

Supporting Materials (List if provided): _____

R Number(s): _____


 Owner's Signature

2-9-26
 Date

David Jett
 Applicant's Signature

02/06/2026
 Date

Office Use: Reviewed by Director of Development Services ___/___/___

<input type="checkbox"/>	Complete (Check # ___)
<input type="checkbox"/>	Incomplete (Returned to Applicant ___/___)



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SUBDIVISION PACKET

A Plat subdividing land within the city limits of Sanger or within Sanger Extraterritorial Jurisdiction (ETJ) requires the approval of the City of Sanger. The platting process involves the preparation of one or more plats by the landowner, a review by staff, and consideration by the Planning & Zoning Commission and City Council.

PLAT TYPES: There are seven different types of plats, each with their own function.

- Preliminary Plat – A preliminary plat is required for most subdivisions, particularly those providing for dedication of public right-of-way and construction of public improvements. It is used to determine the layout of the proposed development.
- Final Plat – A final plat will follow a preliminary plat to specify in detail the arrangement of lots, the dedication of public right-of-way, and the provision of public improvements and services.
- Replat – A replat revises an existing plat and is controlling over the preceding plat. A public hearing is required for replat.
- Minor Plat – A minor plat is one creating three lots or fewer, and not requiring the dedication of right-of-way or construction of improvements. Minor plats can be approved with the preparation of a preliminary plat.
- Amended Plat – An amended plat revises a previously platted lot to correct an error or add or modify a feature. Amending plats cannot increase the number of lots.
- Conveyance Plat – A conveyance plat may be used to convey the property or interests therein. It may also be used in lieu of a final plat to record a subdivision or property. A conveyance plat is an interim step in the subdivision of land and shall contain a notation that indicates that no development is intended.
- Vacating Plat – A vacating plat removes/vacates the plat covering a tract of land before any lot in the plat is sold. The plat is vacated when a signed, acknowledged instrument declaring the plat vacated is approved and recorded in the manner prescribed for the original plat.

SUBMISSION REQUIREMENTS: The submittal requirements for each kind of plat are included in this packet.

SUBMISSION SCHEDULE: Plats must be submitted during regular business hours before the submittal cut-off date for each Planning and Zoning (P&Z) Commission meeting. Before the application is filed, a mandatory completeness check is required. Applications are encouraged to be submitted at least 9 days prior to the submittal cut-off date for completeness check. Plat will be scheduled for P&Z Commission and for City Council according to The Schedule for Planning Applications on the City's website. Staff will provide review comments within 2 weeks of application filing. All corrections must be made prior to the P&Z Commission meeting. If more time is needed for revisions/corrections, the applicant and owner must submit a request in the form of a signed letter a week before the P&Z meeting date. Staff may extend the application review time for up to 25 days upon receipt of the signed letter.



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APPLICATION FEES: The non-refundable application fee covers part of the cost for the city to review and act on the plat application.

- Residential Preliminary or Final Plat /Replat
 - \$400.00 + \$6.00 per lot < 10
 - \$500.00 + \$10.00 per lot > 10
 - \$500.00 + \$15.00/acre for plats with lot sizes of one acre or more
- Commercial Preliminary or Final Plat /Replat
 - Less than five (5) acres - \$500.00 + \$15.00 per acre
 - Five (5) acres to less than 25 acres - \$600.00 + \$15.00 per acre
 - 25 acres to less than 100 acres - \$950.00
 - 100 acres or more - \$950.00 + \$5.00 per acre
- Minor Plat - \$400.00 + \$3.00 per lot, or \$15.00 per acre for lots larger than 1 acre
- Amended Plat - \$200.00 + \$3.00 per lot
- Conveyance Plat - \$200.00 + \$3.00 per lot
- Vacating Plat - \$200.00

SUBDIVISION PROCEDURE

The process for subdividing land involved the following steps:

1. Pre-Application Conference: Prior to filing of a plat, the owner must consult with the Director of Development Services, and other City staff concerning compliance with all applicable ordinances and regulations, and the provision of adequate infrastructure and public services. Also, the applicable application review and approval procedure for the plat will be identified.
2. Completeness Check: The applicant will provide all required documents and fees along with the signed application and applicable checklist for a completeness check 9 days prior to the submittal cut-off date. Staff will review the documents for completeness of items listed on the checklists and provide feedback about any additional information or documents required from the applicant. Applications deemed to be incomplete at the time of submittal cut-off date will be returned to the applicant without the application being filed.
3. Submission: Upon determination of application completeness, the application will be considered filed with the Development Services Department. The application submittal cut-off date will be considered as the application filing date and as the first day of review of application.
4. Review: City Staff will review the plat for compliance with the Subdivision Ordinance and other city requirements, and provide comments within 2 weeks of application submittal. The applicant may need to make changes and revisions to the plat or supporting materials. The applicant must provide additional copies of the plat if requested by staff prior to the P&Z Commission and City Council meetings.



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5. Planning & Zoning Commission: The Planning & Zoning Commission will consider the plat at a regular meeting. The meeting date will be determined at the time of application filing. Staff will recommend approval of the project only if all of staff's comments have been addressed prior to P&Z meeting. If the plat is approved, it will be forwarded to the City Council. If the plat is denied, applicant may resubmit a response addressing all of staff's comments prior to City Council meeting date.

6. City Council: The City Council will consider the plat at a regular meeting. The meeting date will be determined at the time of application filing. Staff will recommend approval of the project only if all of staff's comments have been addressed prior to City Council meeting. City Council's action will be final. If the plat is denied, staff will provide written statement with specific reasons for disapproval. The applicant may resubmit a response satisfying all reasons for disapproval. Upon resubmittal of the applicant's response, City will have 15 days to either approve or deny the plat. If plat is denied again, the applicant will be required to start a new application. If approved, applicant may schedule a pre-construction meeting with City staff.

7. Filing for Recordation: Following approval by the City Council, and construction and acceptance of any required public improvements, the plat will be signed by the P&Z Chairman, Mayor, sealed by the City Secretary, and filed for record with Denton County. A Plat Execution Package containing the following must be provided to the Development Services to file the plat for record with Denton County:
 - a. three (3) full-sized (24"x36") notarized copies of the plat with all signatures (except P&Z Chairman, Mayor and City Secretary), seals, stamps or other validation/certifications of work as applicable in accordance with State law and local requirements, folded to 8.5"x11" with the title block facing outwards;
 - b. recent original certified & sealed tax certificates showing \$0.00 amount due;
 - c. \$100.00 plat filing fee;

Note: Preliminary Plats are not filed for record

Consult the Schedule of Planning Application for submittal dates and corresponding meeting dates of the Planning & Zoning Commission and City Council.



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SUBMITTAL REQUIREMENTS & PROCESS

All plat submittals must include the correct copies of the plat, the completed and signed application form, plat checklist, the application fee, and a Letter of Intent. Some plats may also require additional copies of the plat and/or other supplementary materials. The Pre-Application Conference with city staff will determine the specific submittal requirements for each applicant.

PLAT: The applicant must provide one (1) copy of the plat, printed on a 24"x36" paper, folded to one quarter that size, along a pdf copy of the plat provided on a CD/DVD or emailed to development@sangertexas.org. Additional copies of the plat may be required for staff, depending on the nature of the plat. Additional copies may be required prior to the Planning & Zoning Commission and City Council meetings.

APPLICATION FORM: The application form must be completed and signed by the owner(s).

PLAT CHECKLIST: Each item on the applicable plat checklist must be check marked as completed and submitted along with the application form.

APPLICATION FEE: The required application fee must be provided by check made payable to the City of Sanger. If the submittal is complete, the payment will be accepted. If the submittal is incomplete, the check will be returned with the other materials.

LETTER OF INTENT: Each plat submittal must include a Letter of Intent which provides the following:

- The subdivider's name and address
- The contact information of the person(s) preparing the submitted documents
- The designated point of contact for future correspondence
- The intent of the plat application
- A brief description of the location, land area, particulars as to the intended use(s) of the property, and any intended future development on the property
- A request that the plat be reviewed and considered by the appropriate approval body

SUBMITTAL PROCESS: The applicant shall submit the plat application to the Department of Development Services as indicated by the Schedule of Planning Application. A plat application submittal is accepted by the City when the Director of Development Services has certified to the applicant that a complete submittal providing adequate information for a comprehensive review has been received. No plat application will be considered submitted with the city until and unless the prescribed application fees have been paid. All original plat application documents must be submitted to the Department of Development Services, as well as emailed to development@sangertexas.org.



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PRELIMINARY PLAT CHECKLIST

The plat shall be drawn to a scale of not more than two hundred feet to the inch (1" = 200'). The information to be included and the procedure for submittal are as follows:

N/A Legal Description (Metes and Bounds) with total acreage

- Describe and locate all permanent survey monument, pins, and control points and tie and reference the survey corners at two points to the Texas State Plane Coordinate System North Central Zone 1983-1999 datum. The Point of Beginning (POB) shall be clearly marked including State Plane Coordinates, NAD 83.
- An accurate location of at least two (2) corners of the subdivision with reference to original corners of the original survey of which the subdivision is a part or an existing permanent monument to an approved and recorded plat or permanent markers established by and approved by the City Engineer.
- North Arrow
- Scale (both graphic and written) appropriate for the level of detail and not more than two hundred feet to the inch (1"=200)
- Legend for any symbols used
- Location/Vicinity Map showing the location of the subject property, existing and proposed streets and thoroughfares covering an area at least one thousand feet (1,000') outside the proposed subdivision.
- Title Block with the following information:
 - 1) Plat Type (ex: "Final Plat", "Preliminary Plat", etc.)
 - 2) Name of the proposed development/addition
 - 3) Total number of lots and HOA/Open Space lots
 - 4) Survey name and abstract number
 - 5) Gross acreage
 - 6) Right-of-Way acreage, if dedicated
 - 7) Date of preparation and subsequent revisions
- Block with name(s), address, phone number, and email of preparer, owner, developer, engineer, and/or surveyor



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N/A Existing Features:

- 1) Location and dimension of all boundary lines (accurate in scale) with dimensions and bearings including lot lines, building lines, and City Limits lines (if any).
- 2) The location, widths, and names of all existing or platted streets or other public areas, parks, existing permanent structures, land dedicated within or contiguous to the subject property, railroads, rights-of-way, easements, and other important features, such as abstract lines, political subdivision or corporation lines, and school district boundaries.
- 3) Existing sewer mains, water mains, drainage culverts or other underground structures within the tract and immediately adjacent thereto with pipe sizes, grades, locations and dimensions indicated.
- 4) Contours with intervals of two feet (2') or less, referred to mean sea level datum. In areas where the terrain is relatively flat, supplementary contours shall be shown so that the average horizontal distance between said lines does not exceed two hundred feet (200').
- 5) Subdivision name of adjacent properties (P.R.D.C.T) or ownership information for adjacent un-platted properties (D.R.D.C.T.) with recording information.
- 6) Location of existing fire hydrants and fire lanes

PRELIMINARY PLAT CHECKLIST (cont.)

New Features:

- 1) The layout, names, and widths (from centerline to edge as well as from edge to edge) of the proposed streets, fire lanes, drives, alleys and easements.
- 2) Length and radii of all street segments
- 3) Curve table for all streets, drives, and alleys
- 4) Acreage or square footage of right-of-way dedicated should be shown, including corner clips and deceleration/turn lanes on the plat
- 5) Lot and block numbers (lot number are numbers; and block numbers are letters), square footage, and other description according to the real estate records of the city or county auditor and recorder; also, designation of the proposed uses of land within the subdivision.
- 6) All parcels of land intended to be dedicated for public use or reserved in the deeds for the use of all property owner(s) in the proposed subdivision, together with the purpose or limitations of such reservations.
- 7) The layout, numbers, set-back lines, and approximate dimensions of proposed lots, blocks, parks, etc.
- 8) Location of proposed fire hydrants and fire lanes
- 9) USPS Postmaster approved location of mailboxes (if cluster mailboxes)
- 10) Proposed building lines with square footage and proposed use
- 11) Proposed Parking layout

Table showing the following information:

- 1) Listing of the lots with square footage, and the associated lot widths at the front building line
- 2) Square footage of total building footprint and of each land use (if known)
- 3) Number of required and provided parking spaces
- 4) Required and provided total landscaped area and front yard landscaped area



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- N/A Existing and proposed FEMA 100-year floodplain boundaries and elevation. Include minimum finished floor elevations (minimum 2 feet above the 100-year elevation) of all lots adjacent to floodplain. If the site does not contain a floodplain, note that: "No 100-year floodplain exists on the site." A Floodplain reclamation study will be required with Final Plat if necessary.
- Submittals for preliminary plats shall include plans, documents, and information adequate for the review of the provision of public improvements to the properties involved. This includes but is not limited to streets, water services, wastewater services, franchise utilities, street lighting, and stormwater detention (ex: preliminary drainage plans, preliminary utility plans, floodplain study, traffic impact study etc.).
- Two (2) copies of the typical cross-sections of proposed streets showing the width of pavement, type of pavement, and location and widths of sidewalks when not in conformance with standard details.
- Approval Block:

The following notice shall be placed on the face of each preliminary plat by the subdivider:
"Preliminary Plat for Review Purposes Only"

The following certificates shall be placed on the preliminary plat by the

subdivider: Approved for Preparation of Final Plat

City of Sanger, TX
Planning & Zoning Commission

Date



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FINAL, REPLAT, MINOR, AMENDED, AND CONVEYANCE PLAT CHECKLIST

- ✓ The Plat shall be drawn to a scale of not more than two hundred feet to the inch (1" = 200').
- ✓ The boundary marked with heavy weighted lines with accurate distances and bearings, a metes and bounds description of the boundary (error of closure shall not exceed one (a) in fifty thousand (50,000) for the plat boundary), exact acreage to hundredths, and the exact location and width of all existing or recorded rights-of-way intersecting the boundary of or bordering on the tract. One (1) copy of the traverse closure sheet shall be enclosed.
- ✓ True bearings and distances to the nearest established street lines, official monuments or subdivision corner, which shall be accurately described on the plat. Municipal, township, county or abstract survey lines shall be accurately tied to the lines of the subdivision by the distances and bearings, where applicable.
- ✓ Describe and locate all permanent survey monument, pins, and control points and tie and reference the survey corners at two points to the Texas State Plane Coordinate System North Central Zone 1983-1999 datum. The Point of Beginning (POB) shall be clearly marked including State Plane Coordinates, NAD 83.
- ✓ An accurate location of at least two (2) corners of the subdivision with reference to original corners of the original survey of which the subdivision is a part or an existing permanent monument to an approved and recorded plat or permanent markers established by and approved by the City Engineer.
- ✓ Subdivision name of adjacent properties (P.R.D.C.T) or ownership information for adjacent unplatted properties (D.R.D.C.T.) with recording information.
- ✓ An accurate location of the subdivision in reference to the deed records of the county which shall include the volume and page of the deed of the property to be subdivided.
- ✓ If the property owner information does not match the Denton Central Appraisal District record, then information related to the purchase must be provided.
- ✓ The exact layout, including:
 - 1) Street and/or alley names
 - 2) The length of all arcs, radii, internal angles and points of curvature, length and bearing of the tangents
 - 3) All existing and proposed easements for right-of-way, public services, utilities or any other easements and any limitations of the easements
 - 4) Show centerline of existing streets. Dimensions from centerline to edges of existing and proposed right-of-way on both sides of the centerline.
 - 5) All lot number and lines, with accurate dimensions in feet and hundredths and with bearings and angles to street and alley lines to the nearest second
- ✓ The accurate location, material, and approximate size of all monuments.



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- N/A The accurate outline description of all property which is offered for dedication for public use, such as parks, etc., with the purpose indicated thereon, and all property that may be reserved by deed covenant for the common use of the property owners in the subdivision.
- N/A A signed and notarized copy of private restriction (if any), that are filed for record in the office of the County Clerk shall be provided with the Final Plat.
- Name and addresses of the owner, subdivider, engineer, and surveyor.

FINAL, REPLAT, MINOR, AMENDED, AND CONVEYANCE PLAT CHECKLIST (cont.)

- North point, written and graphic scale, and date.
- 3"x3" recording box at the lower right hand corner.
- A Title Block with the following information shall be provided on each page:
- 1) Plat Type (ex: "Final Plat", "Preliminary Plat", etc.)
 - 2) Name of the proposed development/addition/subdivision
 - 3) Total number of lots and HOA/Open Space lots
 - 4) Survey name and abstract number
 - 5) Gross acreage
 - 6) Right-of-Way acreage, if dedicated
 - 7) Date of preparation and subsequent revisions
- Standard Notation to be added on the plat:
- 1) "All lots comply with the minimum size requirements of the zoning district."
 - 2) "This property may be subject to charges related to impact fees and the applicant should contact the City regarding any applicable fees due."
 - N/A 3) "All common areas, drainage easements, and detention facilities will be owned and maintained by the HOA/POA. Any common area within the City's right-of-way will require a facilities agreement, to be reviewed and approved by the City."
 - 4) "Notice – selling a portion of this addition by metes and bounds is a violation of City ordinance and State Law and is subject to fines and withholding of utilities and building permits."
 - 5) "This plat does not alter or remove existing deed restrictions, if any, on this property."
 - N/A 6) "Minimum finished floor elevations are at least 2 feet above the 100 year flood plain."
 - 7) "The subject property does not lie within a 100 – year floodplain according to Community Panel No. _____, dated _____, of the National Flood Insurance Rate Maps for Denton County, Texas."
 - 8) "The purpose of this plat is _____ [state the purpose] _____"
 - 9) "Bearings are based on the State Plane Coordinate System, Texas North Central Zone (4202), North American Datum of 1983 (NAD '83)"



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- The name, address and phone number of all utilities providing service to the development is required. A signature from each provider or a will-serve letter, signifying their ability to provide service to the subdivision is required.
- Location map showing existing and proposed streets and thoroughfares covering an area at least one thousand feet (1000') outside the proposed subdivision.
- N/A One paper copy (24"x36") and one soft copy (pdf) of approved civil/construction plans, along with GIS/CAD files for all approved public improvements on a CD/DVD.
- N/A For Conveyance Plats Only: All conveyance plats must be titled "Conveyance Plat" and carry the following text:

"A conveyance plat is a record of property approved by the City of Sanger for the purpose of sale or conveyance in its entirety or interests thereon defined. No building permit may be issued, nor development begin, nor permanent public utility service provided until a final plat is approved, filed of record and public improvements are accepted in accordance with the City of Sanger Code of Ordinances. Selling a portion of this property by metes and bounds, except as shown on an approved, filed and accepted conveyance plat, final plat or replat is a violation of the state law."



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FINAL, REPLAT, MINOR, AMENDED, AND CONVEYANCE PLAT CHECKLIST

- Checkmark: Certification by a registered public surveyor or licensed state land surveyor, registered in the State of Texas to the effect that the plat represents a survey made by him or under his direct supervision and that all monuments shown thereon have been verified and actually exist, and that their location, size, and material are correctly shown. Such surveyor's certificate may be prepared as follows:

"State of Texas
County of Denton

I hereby certify that this plat is true and correct and was prepared from an actual survey of the property made on the ground under my supervision.

(Engineer or Surveyor's Seal)

Licensed Professional Engineer OR
Registered Public Land Surveyor Texas R.P.L.S. No. _____ Date"

- Checkmark: A certificate of ownership and dedication of all streets, alleys, parks, and playgrounds to public use forever, signed and acknowledged before a notary public, by the owner or authorized representative and lien holder of the land, and a complete and accurate description of the land subdivided and the streets dedicated. Such owner's certificate may be prepared as follows:

"State of Texas
County of Denton

I (we), the undersigned, owner(s) of the land shown on this plat within the area described by metes and bounds as follows:

(Metes and Bounds Description of Boundary)

NOW, THEREFORE, KNOW ALL PERSONS BY THESE PRESENTS:

THAT _____, acting herein by and through its duly authorized officer, does hereby adopt this plat designating the hereinabove described property as _____ (lot/block/subdivision), an addition to the City of Sanger, Texas, and does hereby dedicate to the public use forever by fee simple title, free and clear of all liens and encumbrances, all streets, thoroughfares, alleys, fire lanes, drive aisles, parks, and watercourses, and to the public use forever easements for sidewalks, storm drainage facilities, utilities and any other property necessary to serve the plat and to implement the requirements of the subdivision regulations and other City codes and do hereby bind ourselves, our heirs, successors and assigns to warrant and to forever defend the title on the land so dedicated. Further, the undersigned covenants and agrees that he/she shall maintain all easements and facilities in a state of good repair and functional condition at all times in accordance with City codes and regulations. No buildings, fences, trees, shrubs, or other improvements or growths shall be constructed or placed upon, over, or across the easements as shown, except that landscape improvements may be installed, if approved by the City of Sanger. The City of Sanger and public utility entities shall have the right to access and maintain all respective easements without the necessity at any time of procuring permission from anyone.

WITNESS MY HAND this _____ day of _____, 20_____.

_____, Owner
_____, Title and Company (if applicable)"



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FINAL, REPLAT, MINOR, AMENDED, AND CONVEYANCE PLAT CHECKLIST
(cont.)

*“State of Texas
County of Denton*

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 expressed and in the capacity therein stated.

Given under my hand and seal of office this ____ day of _____, 20____.

Notary Public in and for the State of Texas

Type or Print Notary's Name

My Commission Expires_____.”

- The following certificate shall be included on the plat in a manner that will allow the signatures of the designated officials and the affixing of the City Seal.

“Approved and Accepted

*Chairman, Planning & Zoning Commission
City of Sanger, TX*

Date

*Mayor
City of Sanger, TX*

Date

Attested by

*City Secretary
City of Sanger, TX”*

Date



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VACATING PLAT CHECKLIST

- N/A A letter signed by the property owner(s) indicating their consent. If the property owner information does not match the Denton Central Appraisal District record, then information related to the purchase must be provided.
- Current tax certificate(s) indicating all taxes for the subject property have been paid to the current year (available from Denton Central Appraisal District). Tax statements printed from the DCAD website (pdf) are acceptable in lieu of the original certificate(s). Original tax certificates shall be required for recording the plat at the County.
- Letter of Intent that should include
 - 1) Existing legal description (subdivision name, lot(s), block(s));
 - 2) Original legal description that will be resumed upon plat vacation;
 - 3) Explain the location of all structures on the property.
 - 4) The contact information of the person(s) preparing the submitted documents
 - 5) The designated point of contact for future correspondence
 - 6) The intent of the plat application
 - 7) A request that the plat be reviewed and considered by the appropriate approval body
- A signed and notarized affidavit filled out completely and accurately by the land owner for the type pf plat that is proposed to be vacated must be included.
- A map(s) showing the location, size, use and arrangement of all buildings/structures showing height in stories and feet, total floor area, total square feet of ground area coverage of existing buildings which will remain, if any, and the location, designation and total area of all usable open space.
- Vicinity Map



Project Narrative / Letter of Intent

Item 1.

Date: January 28, 2026
Plat Type: Minor Plat
Project Name: Giese Addition
Location: Denton CAD ID# 160698, 58894 and 164462
Acreage: 2.581 Acres
Zoning: A – Agricultural
Distribution: City of Sanger

Minor Plat – Giese Addition – Lot 1, Block A

The purpose of this minor plat is to create one (1) lot from two (2) non-platted tracts of land.

City of Sanger

David Jett
Platting Department
Eagle Surveying, LLC
Office: 940.222.3009
platingdepartment@eaglesurveying.com