

# PLANNING & ZONING COMMISSION

## MEETING AGENDA

JUNE 08, 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.*

### CONSENT AGENDA

*All items on the Consent Agenda will be acted upon by one vote without being discussed separately unless requested by a Commissioner to remove the item(s) for additional discussion. Any items removed from the Consent Agenda will be taken up for individual consideration.*

1. Consideration and possible action of the minutes from May 11, 2026 meeting.

### ACTION ITEMS

2. Consideration and possible action on a Final Plat of Elada Ph 1A, being approximately 64.437 acres of land being part of A1241A TIERWESTER, TR 4(PT)1, and part of A1241A TIERWESTER, TR 8, within the City of Sanger, generally located on the north side of Belz Road approximately 915 feet west of the intersection of Belz Road and N Stemmons Frwy.

### FUTURE AGENDA ITEMS

*The purpose of this item is to allow the Chairman and Commissioners to bring forward items they wish to discuss at a future meeting, A Commissioner may inquire about a subject for which notice has not been given. A statement of specific factual information or the recitation of existing policy may be given. Any deliberation shall be limited to a proposal to place the subject on an agenda for a subsequent meeting. Items may be placed on a future meeting agenda with a consensus of the Commission or at the call of the Chairman.*

## **INFORMATIONAL ITEMS**

### **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 June 06, 2026, at 4:30 PM.

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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

## MEETING MINUTES

MAY 11, 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

There being a quorum Commissioner Miller called the Planning and Zoning meeting to order at 6:22 P.M.

### BOARD MEMBERS PRESENT:

- Commissioner, Place 1            Charles Wood
- Commissioner, Place 2            Jon Knabe
- Commissioner, Place 3            Stephanie Holzer
- Commissioner, Place 4            Timothy Skaggs
- Commissioner, Place 6            Jason Miller
- Commissioner, Place 7            Randy Rippey

### BOARD MEMBERS ABSENT:

- Commissioner, Place 5            Luke Leissner
- Alternate Commissioner          Lisa Cabrera

### STAFF MEMBERS PRESENT:

Director Ramie Hammonds, Planning Technician, and Secretary Shelley Warner

### INVOCATION AND PLEDGE

Pledge was led by Commissioner Holzer.

### CITIZENS COMMENTS

No citizens came forward.

## CONSENT AGENDA

1. P&Z Commission Meeting Minutes- 04-13-26
2. 2. P&Z Commission Meeting Minutes- 04-16-26

Commissioner Miller makes a motion to approve the consent agenda. Commissioner Skaggs seconded the motion.

Voting Yea: Commissioner Holzer, Commissioner Knabe, Commissioner Wood, and Commissioner Rippey.

The motion passes unanimously.

## PUBLIC HEARING ITEMS

Commissioner Miller opened the Public Hearing at 6:23 p.m.

3. Conduct a public hearing on Ordinance No. XX-XX-26 an amendment to Apx ZO Zoning Ordinance, Article 3, Established Zoning Districts and Uses, of the Code of Ordinances.

Commissioner Miller read the item.

Director Hammonds presented the item. Staff recommends approval.

Commissioner Skaggs and Commissioner Wood asked questions. Director Hammonds responded.

Commissioner Miller closed the Public Hearing at 6:23 p.m.

## ACTION ITEMS

4. Consideration and possible action on a request for a replat of Sanger Circle Phase 7, Blk O, Lot 4, and 0.628 acres and from A0029A R. BEBEE, TR 74 being approximately 2.475 total acres of land within the City of Sanger, generally located on the east side of Thistle Drive.

Commissioner Miller read the item.

Director Hammonds presented the item. All comments have been met. Staff recommends approval.

Commissioner Miller makes a motion to approve the request for a replat of Sanger Circle Phase 7, Blk O, Lot 4. Commissioner Skaggs seconded the motion.

Voting Yea: Commissioner Holzer, Commissioner Knabe, Commissioner Wood, and Commissioner Rippey.

The motion passes unanimously.

5. Consideration and possible action on Ordinance No. XX-XX-26 an amendment to Apx ZO Zoning Ordinance, Article 3, Established Zoning Districts and Uses, of the Code of Ordinances.

Commissioner Miller read the item.

Director Hammonds presented the item. Staff recommends approval.

Commissioner Knabe makes a motion to approve Ordinance No. XX-XX-26 an amendment to Apx ZO Zoning Ordinance, Article 3. Commissioner Miller seconded the motion.

Voting Yea: Commissioner Holzer, Commissioner Skaggs, and Commissioner Rippey.

Voting Nay: Commissioner Wood

The motion passes with a 5-1 vote.

#### **FUTURE AGENDA ITEMS**

No items were discussed.

#### **INFORMATIONAL ITEMS**

Director Hammonds advised the board that Commissioner Woods resigned his position and this is his last meeting to attend. Director Hammonds expressed gratitude for his service.

#### **ADJOURN**

There being no further items Commissioner Miller adjourns the meeting at 6:34 P.M.



# PLANNING & ZONING COMMISSION COMMUNICATION

**DATE:** June 08, 2026  
**FROM:** Shelley Warner, Administrative Assistant  
**AGENDA ITEM:** Consideration and possible action of the minutes from May 11, 2026 meeting.

**SUMMARY:**  
N/A

**FISCAL INFORMATION:**  
Budgeted: N/A                      Amount: N/A                      GL Account: N/A

**RECOMMENDED MOTION OR ACTION:**  
N/A

**ATTACHMENTS:**  
Minutes from May 11, 2026



# PLANNING & ZONING COMMISSION COMMUNICATION

**DATE:** June 8, 2026

**FROM:** Ramie Hammonds, Development Services Director

**AGENDA ITEM:** Consideration and possible action on a Final Plat of Elada Ph 1A, being approximately 64.437 acres of land being part of A1241A TIERWESTER, TR 4(PT)1, and part of A1241A TIERWESTER, TR 8, within the City of Sanger, generally located on the north side of Belz Road approximately 915 feet west of the intersection of Belz Road and N Stemmons Frwy.

**SUMMARY:**

- This plat is the first phase of the Elada Addition.
- The plat will create 183 residential and 9 open space lots.
- This phase will have two points of access from Belz Road.
- This area is zoned PD Planned Development.
- All lots comply with the zoning district requirements.

**FISCAL INFORMATION:**

N/A

**RECOMMENDED MOTION OR ACTION:**

Staff recommends APPROVAL.

**ATTACHMENTS:**

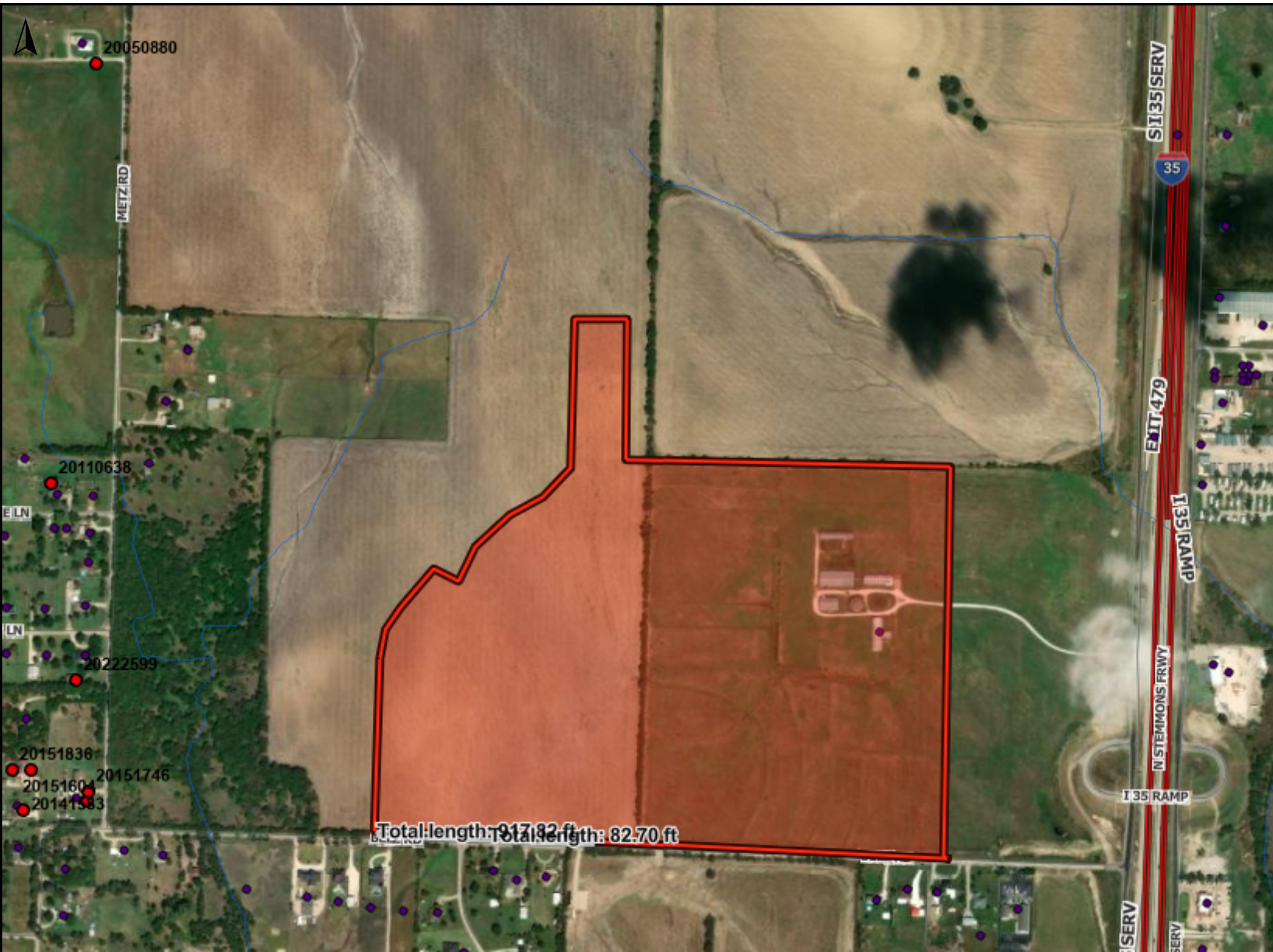
Location Map  
Final Plat  
Application  
Letter of Intent

# Elada Phase 1A

Item 2.

## Legend

- Planning and Zoning
  - Planning and Zoning
  - ▲ WATER WELL
  - PERMITS
- Public Safety
  - Addresses 911
- Lakes and Streams
  - Lakes
  - Streams



**Notes:**

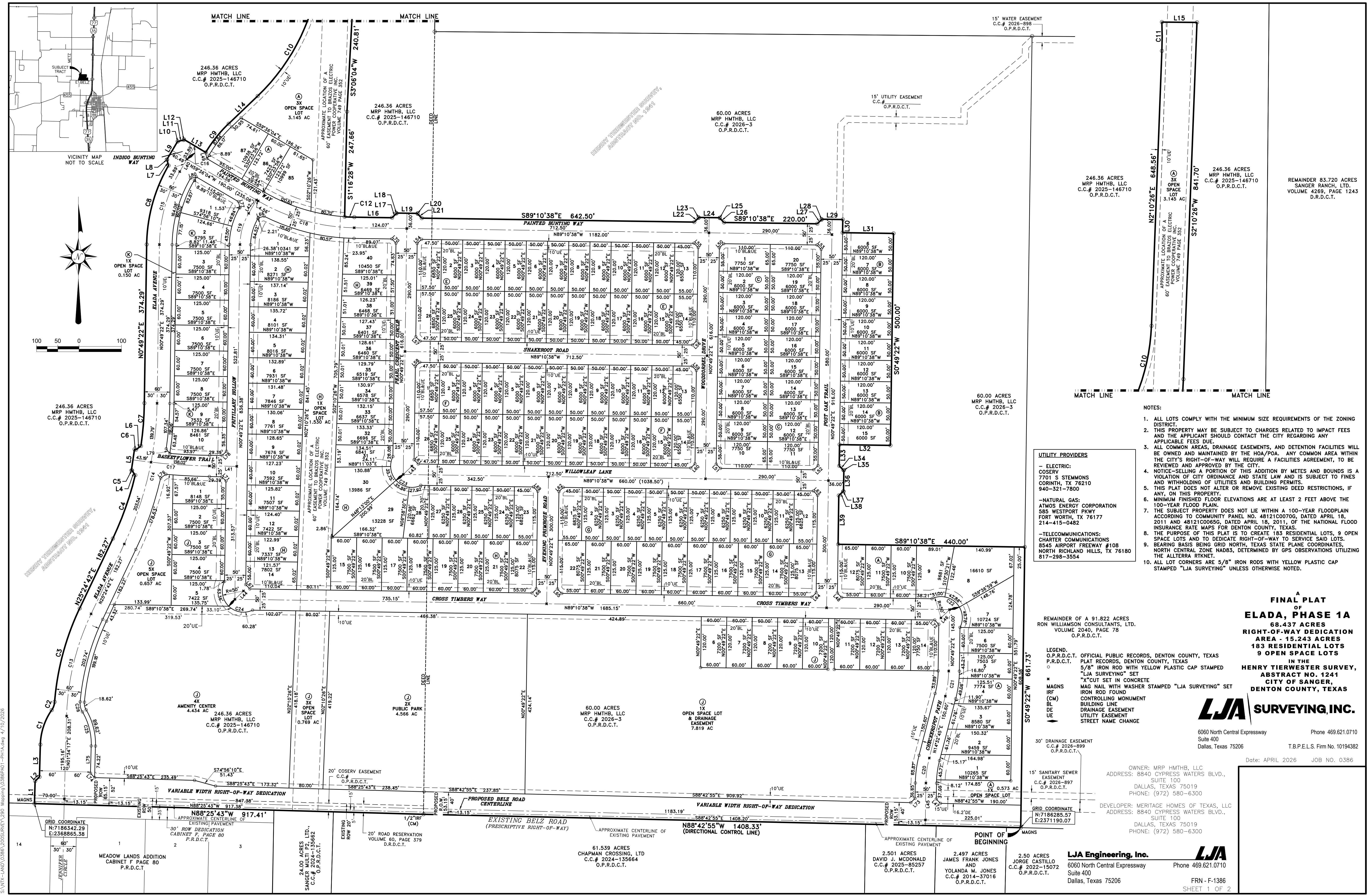
This product is for informational purposes and may not have been prepared for or be suitable for legal, engineering, or surveying purposes. It does not represent an on-the-ground survey and represents only the approximate relative location of property boundaries.

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>

4/7/2026 9:07:30 AM



ELADA, PHASE 1A

**UTILITY PROVIDERS**

— ELECTRIC:  
ATMOS ENERGY CORPORATION  
588 WESTPORT PKWY  
FORT WORTH, TX 76177  
214-415-0482

— TELECOMMUNICATIONS:  
CHARTER COMMUNICATIONS  
8545 AIRPORT FREEWAY #108  
NORTH RICHLAND HILLS, TX 76180  
817-298-3554

- NOTES:
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.
  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.
  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. 48121C00706, DATED APRIL 18, 2011 AND 48121C00656, DATED APRIL 18, 2011, OF THE NATIONAL FLOOD INSURANCE RATE MAPS FOR DENTON COUNTY, TEXAS.
  8. THE PURPOSE OF THIS PLAT IS TO CREATE 183 RESIDENTIAL LOTS, 9 OPEN SPACE LOTS AND TO DEDICATE RIGHT-OF-WAY TO SERVICE SAID LOTS.
  9. BEARING BASIS BEING GRID NORTH, TEXAS STATE PLANE COORDINATES, NORTH CENTRAL ZONE NAD83, DETERMINED BY GPS OBSERVATIONS UTILIZING THE ALLTERRA RTKNET.
  10. ALL LOT CORNERS ARE 5/8" IRON RODS WITH YELLOW PLASTIC CAP STAMPED "LJA SURVEYING" UNLESS OTHERWISE NOTED.

**A FINAL PLAT**  
**ELADA, PHASE 1A**  
**68.437 ACRES**  
**RIGHT-OF-WAY DEDICATION**  
**AREA - 15.243 ACRES**  
**183 RESIDENTIAL LOTS**  
**9 OPEN SPACE LOTS**  
**IN THE**  
**HENRY TIERWESTER SURVEY,**  
**ABSTRACT NO. 1241**  
**CITY OF SANGER,**  
**DENTON COUNTY, TEXAS**



REMAINDER OF A 91.822 ACRES  
RON WILLIAMSON CONSULTANTS, LTD.  
VOLUME 2040, PAGE 78  
O.P.R.D.C.T.

LEGEND:  
O.P.R.D.C.T. OFFICIAL PUBLIC RECORDS, DENTON COUNTY, TEXAS  
PLAT RECORDS, DENTON COUNTY, TEXAS  
VOLUME 2040, PAGE 78  
5/8" IRON ROD WITH YELLOW PLASTIC CAP STAMPED "LJA SURVEYING" SET  
"X" CUT SET IN CONCRETE  
MAGN NAIL WITH WASHER STAMPED "LJA SURVEYING" SET  
MAGNS IRF  
IRF  
CM) CONTROLLING MONUMENT  
BL) BUILDING LINE  
DE) DRAINAGE EASEMENT  
UE) UTILITY EASEMENT  
STREET NAME CHANGE

6060 North Central Expressway Suite 400 Dallas, Texas 75206 Phone 469.621.0710  
Date: APRIL 2026 JOB NO. 0386

OWNER: MRP HMTBH, LLC  
ADDRESS: 8840 CYPRESS WATERS BLVD., SUITE 100 DALLAS, TEXAS 75019 PHONE: (972) 580-6300

DEVELOPER: HERITAGE HOMES OF TEXAS, LLC  
ADDRESS: 8840 CYPRESS WATERS BLVD., SUITE 100 DALLAS, TEXAS 75019 PHONE: (972) 580-6300

**LJA Engineering, Inc.**  
6060 North Central Expressway Suite 400 Dallas, Texas 75206 Phone 469.621.0710  
FRN - F-1386 SHEET 1 OF 2

S:\NTK-LAND\0386\2025\MPR\ELADA\_200\_Maps\0386PA01-PH1A.dwg 4/7/2026

OWNER'S CERTIFICATION

STATE OF TEXAS X
COUNTY OF DENTON X

I (WE), THE UNDERSIGNED, OWNER(S) OF THE LAND SHOWN ON THIS PLAT WITHIN THE AREA DESCRIBED BY METES AND BOUNDS AS FOLLOWS:
BEING A 68.437 ACRE TRACT OF LAND SITUATED IN THE HENRY TIERWESTER SURVEY, ABSTRACT NO. 1241, CITY OF SANGER, DENTON COUNTY, TEXAS, AND BEING PART OF A 60.00 ACRE TRACT OF LAND CONVEYED TO MRP HMTB, LLC, AS RECORDED IN COUNTY CLERK'S FILE NO. 2026-3, OFFICIAL PUBLIC RECORDS, DENTON COUNTY, TEXAS AND PART OF A 246.36 ACRE TRACT OF LAND CONVEYED TO MRP HMTB, LLC, AS RECORDED IN COUNTY CLERK'S FILE NO. 2025-467, OFFICIAL PUBLIC RECORDS, DENTON COUNTY, TEXAS. SAID 68.437 ACRE TRACT WITH BEARING BASIS BEING GRID NORTH, TEXAS STATE PLANE COORDINATES, NORTH CENTRAL ZONE NAD83, DETERMINED BY GPS OBSERVATIONS UTILIZING THE ALLTERRA RTKNET AND BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

Table with 6 columns: CURVE, CENTRAL ANGLE, RADIUS, CHORD BEARING, CHORD LENGTH, ARC LENGTH. Lists curves C1 through C26 with their respective measurements.

Table with 3 columns: LINE, BEARING, DISTANCE. Lists lines L1 through L80 with their respective bearings and distances.

SOUTH 01 DEGREES 16 MINUTES 28 SECONDS WEST, A DISTANCE OF 247.66 FEET TO A 5/8" IRON ROD WITH YELLOW PLASTIC CAP STAMPED 'LJA SURVEYING' SET FOR CORNER AND THE BEGINNING OF A NON-TANGENT CURVE TO THE LEFT HAVING A CENTRAL ANGLE OF 03 DEGREES 00 MINUTES 01 SECONDS, A RADIUS OF 435.00 FEET, AND A LONG CHORD THAT BEARS SOUTH 67 DEGREES 40 MINUTES 37 SECONDS EAST, A DISTANCE OF 22.78 FEET.

ALONG SAID NON-TANGENT CURVE TO THE LEFT, AN ARC DISTANCE OF 22.78 FEET TO A 5/8" IRON ROD WITH YELLOW PLASTIC CAP STAMPED 'LJA SURVEYING' SET FOR CORNER.
SOUTH 89 DEGREES 10 MINUTES 38 SECONDS EAST, A DISTANCE OF 60.00 FEET TO A 5/8" IRON ROD WITH YELLOW PLASTIC CAP STAMPED 'LJA SURVEYING' SET FOR CORNER.

NORTH 44 DEGREES 49 MINUTES 22 SECONDS EAST, A DISTANCE OF 14.14 FEET TO A 5/8" IRON ROD WITH YELLOW PLASTIC CAP STAMPED 'LJA SURVEYING' SET FOR CORNER.
NORTH 00 DEGREES 49 MINUTES 22 SECONDS EAST, A DISTANCE OF 1.00 FEET TO A 5/8" IRON ROD WITH YELLOW PLASTIC CAP STAMPED 'LJA SURVEYING' SET FOR CORNER.

SOUTH 89 DEGREES 10 MINUTES 38 SECONDS EAST, A DISTANCE OF 50.00 FEET TO A 5/8" IRON ROD WITH YELLOW PLASTIC CAP STAMPED 'LJA SURVEYING' SET FOR CORNER.
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OWNER'S DEDICATION

STATE OF TEXAS X
COUNTY OF DENTON X

NOW, THEREFORE, KNOW ALL PERSONS BY THESE PRESENTS: THAT MRP HMTB, LLC, ACTING HEREIN BY AND THROUGH ITS DULY AUTHORIZED OFFICER, DOES HEREBY ADOPT THIS PLAT DESIGNATING THE HEREINAFORE DESCRIBED PROPERTY AS ELADA, PHASE 1A, AN ADDITION TO THE CITY OF SANGER, TEXAS, AND DOES HEREBY DEDICATE TO THE PUBLIC USE FOREVER BY FREE 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 ALWAYS MAINTAIN ALL EASEMENTS AND FACILITIES IN A STATE OF GOOD REPAIR AND FUNCTIONAL CONDITION 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 OBTAINING PERMISSION FROM ANYONE.

WITNESS MY HAND THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026.
\_\_\_\_\_ OWNER
\_\_\_\_\_ TITLE AND COMPANY (IF APPLICABLE)

STATE OF TEXAS X
COUNTY OF DENTON X
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 PURPOSE AND CONSIDERATIONS THEREIN EXPRESSED AND, IN THE CAPACITY, THEREIN STATED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026.
NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS
TYPE OR PRINT NOTARY'S NAME
MY COMMISSION EXPIRES \_\_\_\_\_

SURVEYOR'S CERTIFICATE
STATE OF TEXAS X
COUNTY OF DALLAS X
THAT I, CHRIS MATTEO, A REGISTERED PROFESSIONAL LAND SURVEYOR IN THE STATE OF TEXAS DO HEREBY CERTIFY THAT I HAVE PREPARED THIS PLAT FROM AN ACTUAL SURVEY OF THE PROPERTY MADE ON THE GROUND UNDER MY SUPERVISION.

WITNESS MY HAND THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026.
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.

CHRIS MATTEO
REGISTERED PROFESSIONAL LAND SURVEYOR
TEXAS REGISTRATION NUMBER: 6501



STATE OF TEXAS X
COUNTY OF DALLAS X
BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE ON THIS DAY PERSONALLY APPEARED CHRIS MATTEO, KNOWN TO ME TO BE THE PERSONAL 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 OFFICE, THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2026.
NOTARY PUBLIC, DALLAS COUNTY, TEXAS
MY COMMISSION EXPIRES: \_\_\_\_\_

APPROVED AND ACCEPTED

CHARTRAL PLANNING & ZONING COMMISSION CITY OF SANGER, TX DATE

MAYOR CITY OF SANGER, TX DATE

ATTESTED BY CITY SECRETARY CITY OF SANGER, TX DATE

OWNER: MRP HMTB, LLC
ADDRESS: 8840 CYPRESS WATERS BLVD., SUITE 100
DALLAS, TEXAS 75019
PHONE: (972) 580-6300

DEVELOPER: MERITAGE HOMES OF TEXAS, LLC
ADDRESS: 8840 CYPRESS WATERS BLVD., SUITE 100
DALLAS, TEXAS 75019
PHONE: (972) 580-6300

OWNER: MRP HMTB, LLC
ADDRESS: 8840 CYPRESS WATERS BLVD., SUITE 100
DALLAS, TEXAS 75019
PHONE: (972) 580-6300

DEVELOPER: MERITAGE HOMES OF TEXAS, LLC
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OWNER: MRP HMTB, LLC
ADDRESS: 8840 CYPRESS WATERS BLVD., SUITE 100
DALLAS, TEXAS 75019
PHONE: (972) 580-6300

DEVELOPER: MERITAGE HOMES OF TEXAS, LLC
ADDRESS: 8840 CYPRESS WATERS BLVD., SUITE 100
DALLAS, TEXAS 75019
PHONE: (972) 580-6300

OWNER: MRP HMTB, LLC
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LJA Engineering, Inc.
6060 North Central Expressway Suite 400 Dallas, Texas 75206
Phone 469.621.0710
FRN - F-1386



Date: APRIL 2026 JOB NO. 0386

FINAL PLAT
ELADA, PHASE 1A
68.437 ACRES
RIGHT-OF-WAY DEDICATION
AREA - 15.243 ACRES
183 RESIDENTIAL LOTS
9 OPEN SPACE LOTS
IN THE
HENRY TIERWESTER SURVEY,
ABSTRACT NO. 1241
CITY OF SANGER,
DENTON COUNTY, TEXAS



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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: <b>Veronica Clark</b>	Name: <b>Ed Hadley</b>
Company: <b>LJA Engineering, Inc.</b>	Company: <b>MRP HMT HB LLC</b>
Address: <b>6060 N Central Expy, Suite 400</b>	Address <b>8840 Cypress Waters Blvd Ste 100</b>
City, State, Zip: <b>Dallas, Texas 75206</b>	City, State, Zip: <b>Coppell, TX 75019</b>
Phone <b>214.451.0877</b>	Phone: <b>520-2147914</b>
Fax:	Fax:
Email: <b>vclark@lja.com</b>	Email: <b>ed.hadley@klservicers.com</b>

**Submittal Checklist**

<input checked="" type="checkbox"/>	Pre-Application Conference (Date: <u>03/28/2024</u> )
<input checked="" type="checkbox"/>	Application Form (Signed by Owner and Applicant)
<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"/>	Applicable Plat Checklist (Completed)
<input checked="" type="checkbox"/>	Additional Required Documents/Traffic & Drainage Studies etc.

Supporting Materials (List if provided): N/A

R Number(s): 56328, 77811

Signed by: Ed Hadley  
 Owner's Signature

2/17/2026  
 Date

Signed by: Veronica Clark  
 Applicant's Signature

2/17/2026  
 Date



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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. Application 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
  - \$600.00 + \$10.00 lot or \$15.00 acre for lot sizes of one acre or more
- Commercial Preliminary or Final Plat / Replat
  - \$700.00 + \$15.00 per acre
- Minor Plat - \$400.00 + \$10.00 per lot, or \$15.00 per acre for lots larger than 1 acre
- Amended Plat - \$400.00 + \$10.00 per lot
- Conveyance Plat - \$400.00 + \$10.00 per lot
- Vacating Plat - \$400.00

### 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. \$150.00 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 will submit all items requested on the checklist on to Community Core.

APPLICATION FORM: The application form must be completed and signed by the applicant and 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 online portal Community Core 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 through Community Core.



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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 mete 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.



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- 5) All lot number and lines, with accurate dimensions in feet and hundredths, with bearings and angles to street and alley lines to the nearest second
- The accurate location, material, and approximate size of all monuments.
- 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.
- 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.
- 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."
  - 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."
  - 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 \_\_\_\_\_."



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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)”

- 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.
- 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.
- 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.”

- 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 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”*



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- 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 always maintain all easements and facilities in a state of good repair and functional condition 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)"*

*"State of Texas*

*County of*

*Denton*



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(cont.)

*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*

\_\_\_\_\_

*Date*

*Commissioner City of Sanger, TX*

\_\_\_\_\_

*Mayor  
City of Sanger, TX*

\_\_\_\_\_

*Date*

*Attested by*

\_\_\_\_\_

*City Secretary  
City of Sanger, TX"*

\_\_\_\_\_

*Date*

February 20, 2026

Development Services  
City of Sanger  
201 Bolivar Street  
Sanger, TX 76266

Re: Letter of Intent  
Elada, Phase 1A Final Plat Application

Dear Development Services,

As listed in the final plat requirements, please accept this letter of intent for the review and approval of the Final Plat for the Elada, Phase 1A development. This is the first phase of the Elada overall development which will consist of 1,057 single-family residential lots and 18 open space lots on 306.36 acres. Elada, Phase 1A will consist of 183 single family lots, 9 open space lots on 68.437 acres. The property is located west of Interstate 35 and northeast of the intersection of Metz Road and Belz Road. The development is anticipated to be served by the City of Sanger for both water and sewer.

Included with this submittal are the final plat, plat checklist, plat application, will serve letters, warranty deeds, construction plans, and CAD linework. Meritage Homes, located at 8840 Cypress Waters Blvd, Suite 100, Coppell, Texas 75019 is the developer of this property and LJA Engineering, Inc. located at 6060 North Central Expressway, Suite 400, Dallas, Texas 75206 will act as the consulting engineer.

If you have any questions, please feel free to call me.

Sincerely,



Veronica Clark, PE  
Senior Project Engineer  
214.451.0877  
[vclark@lja.com](mailto:vclark@lja.com)