



**PLAT SUBMITTAL CHECKLIST**

*This checklist shall be submitted as part of the application process. The engineer or surveyor who prepared the plat should complete the checklist and sign at the bottom of the document. Plat submittals shall include the following information and contents.*

Applicant	Requirement	Preliminary	Final	Combination	Replat	Amending	Conveyance
<b>APPLICATION CONTENTS</b>							
	Pre-application meeting held	•	•	•	•	•	•
	Planning Application (completed)	•	•	•	•	•	•
	Plat Checklist (signed)	•	•	•	•	•	•
	Fees (see fee chart)	•	•	•	•	•	•
	Tax Certificates (current & certified by Central Appraisal District)		•	•	•	•	•
	Five (5) copies of a letter of transmittal, stating type of street surfacing, drainage, sanitary facilities and water supply proposed and the name and address of the owner or agent, engineer and surveyor	•	•	•	•	•	•
	Five (5) 24" x 36" copies of the plat (folded & collated) (scale not smaller than 100' to the inch) with all proper signatures, prepared and signed by a registered public surveyor or engineer	•	•	•	•	•	•
	Three (3) 24" x 36" copies of engineering plans (if required)	•	•	•	•		
	1 CD with PDFs of all required plans	•	•	•	•	•	•
<b>GENERAL FEATURES</b>							
	Match lines & key map (if more than one sheet)	•	•	•	•	•	•
	North Arrow	•	•	•	•	•	•
	Scale (graphic and written) appropriate for the level of detail	•	•	•	•	•	•
	The names and addresses of the owner, developer, engineer and surveyor as appropriate	•	•	•	•	•	•
	A location map shall be drawn at a scale of not more than 500 feet to an inch, unless written approval for another scale is granted by the City, which shall show existing and proposed major features in all directions to a distance of at least one (1) mile from the proposed subdivision.	•	•	•	•	•	•
	Layout, lot number, setback lines (if within the ETJ), and dimensions of proposed lots and blocks. If the side lines are not parallel, the approximate distance between them at the building line and at the narrowest point should be given	•	•	•	•	•	•
	Certified acreage significant to 3 digits for each lot, tract, or site	•	•	•	•	•	•

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	Total number of lots and designation and amounts of land of the proposed uses within the subdivision with zoning	•					
	Location and dimensions of all boundary lines, lot lines, and City Limit lines (if any) (Internal boundary lines shall be heavy for easy identification. All lines outside the subdivision shall be dashed)	•	•	•	•	•	•
	The location and approximate size of sites for schools, churches, parks, commercial, retail, industrial, office, multifamily, educational, medical, and other special land uses.	•					
	Location, dimensions, purpose, and filing information for all easements and rights-of-way within and abutting the subdivision	•	•	•	•	•	•
	The location of existing railroads, and other similar transportation	•					
	Old lot lines and numbers should be “ghosted” if being abandoned	•	•	•	•	•	•
	The outline of wooded areas or the location of important individual trees if appropriate	•					
	Adjacent properties – subdivision name of platted properties or ownership information for unplatted properties with recording information	•	•	•	•	•	•
	Acreage or square footage of right-of-way dedicated should be shown	•	•	•	•	•	•
	Proposed street names, subject to review and approval, with dimensions to centerline of adjacent rights-of-way	•	•	•	•	•	•
	Locations, materials, and size of all monuments found and set		•	•	•	•	•
	Existing FEMA 100 year flood plain with elevation.	•	•	•	•	•	•
	The exact location, dimensions, description, and flow line of existing water courses and drainage structures within the subdivision or on abutting tracts.	•					
	When a subdivision is part of a larger tract, the preliminary plat shall encompass the entire tract	•					
	Topographical information with contour lines a two foot interval, unless requested otherwise by city engineer. All elevations shall be referred to a Geodetic Survey	•					
	The location and width of existing or platted streets, alleys, easements, buildings, and structures, sewers, water mains, culverts, or other underground structures within or adjacent to the tract.	•					

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<b>STANDARD NOTATIONS</b>							
	The following notice shall be placed on the face of each preliminary plat and utility plan by the subdivider: "PRELIMINARY PLAT FOR REVIEW PURPOSES ONLY"	•					
	The following certificate shall be placed on the preliminary plat by the subdivider. "ACCEPTED FOR PREPARATION OF FINAL PLAT"	•					
	The proposed name of the subdivision. The proposed name shall not have the same spelling as or be pronounced similarly to the name of any other subdivision located within the City or within two miles of the City.	•	•	•	•	•	•
	"All lots comply with the minimum size requirements of the zoning district." (ETJ plats may omit)	•	•	•	•	•	•
	"All common areas will be owned and maintained by the HOA/POA." (If common areas are dedicated)	•	•	•	•	•	•
	"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."	•	•	•	•	•	•
	"This plat does not alter or remove existing deed restrictions, if any, on this property."	•	•	•	•	•	•
	"Minimum finished floor elevations are at least 2 feet above the 100 year flood plain." (when floodplain is present)	•	•	•	•	•	•
	"The subject property does not lie within a 100 year flood plain according to Community Panel No. _____, dated _____, of the National Flood Insurance rate Maps for Henderson County, TX." (if applicable)	•	•	•	•	•	•
	"The purpose of this plat is to . . ." (purpose statement)				•	•	
	"The purpose of this plat is to provide for its legal conveyance without developing the subject property and for land recordation functions."						•
	"Approval and the subsequent filing of this plat do not constitute approval of any type of development on the subject property, as no building or development permits shall be issued nor permanent utility service provided for land that has only received approval as a Conveyance Plat."						•

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<b>ENGINEERING PLANS (if required)</b>							
	A preliminary plan of the proposed water and sewage disposal systems or sanitary sewers with grade, pipe size, and points of discharge. Fire hydrant and valve location shall also be indicated	•	•	•	•		
	A preliminary plan of the drainage system with grade, pipe size, and location of outlets. The drainage plan should include delineation of drainage areas, runoff computations, points of concentration, and capacity of drainage structures	•	•	•	•		
	A preliminary plan for proposed fills or other structure-elevation techniques, levees, channel modifications, and other methods to overcome flood or erosion-related hazards	•	•	•	•		
	Complete engineering plans of streets, alleys, curbs, and gutters, storm sewers and drainage structures and water and sanitary sewer improvements for the area covered by the final plat	•	•	•	•		
<b>DOCUMENTATION</b>							
	Notary statements		•	•	•	•	•
	Legal (metes and bounds) description with total acreage		•	•	•	•	•
	Dedication statement/language		•	•	•	•	•
	Owner's certificate with notary block		•	•	•	•	•
	Surveyor's certificate (signed and sealed) with notary block		•	•	•	•	•
	Owner's block and Preparer's block (name, address, and phone)	•	•	•	•	•	•
	City approval block (Mayor , City Secretary, PZ Chair w/ blank date)	•	•	•	•	•	•
	Cabinet/slide note		•	•	•	•	•
	Line & Curve Table		•	•	•	•	•
	Legend (if abbreviations and symbols are used)	•	•	•	•	•	•
	Data table showing the numbers of proposed residential and non-residential lots and their associated acreage (square footage)	•	•	•	•	•	•
	Title Block (bottom right hand corner): 1. Number of lots and acreage 2. Type of plat 3. Subdivision name (including phase, if applicable) 4. Proposed lot and block numbers 5. Survey name and abstract number 6. Location by City, County, State 7. Date of preparation 8. Scale of drawing	•	•	•	•	•	•
	Utility Service Providers*	•	•	•	•	•	•

Preparer's Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

*\* The applicant shall have all utility service providers sign-off on the plat prior to its approval. This can be accomplished via email, letter, or actual signature blocks on the plat, so long as all utility service providers respond in writing that they have no objection to the proposed plat.*