



## Plat Review Checklist

Name of Proposed Subdivision and Owner: \_\_\_\_\_

Contact info: \_\_\_\_\_

Must be completed and submitted with plat and plat application

	Applicant	City Staff	Comments
2 Points on survey referencing the NAD 83, Texas State Plane North Central Zone in grid coordinates, & ft.			
Plat application with 2 mylars 18"x24"			
Boundary Survey (with electronic file for conversion to Autocad 2000 format)			
<b>Locations and Dimensions</b> of Existing and Proposed Rights of Ways, Easements, Lot Lines, and Drainage			
<b>Sidewalk note.</b> Site Plan approval note			
Streets and <b>proposed</b> utilities with sizes and connections to existing streets and utilities.			
Proposed Land Use, Street Plan			
<b>Lot and Block</b> Numbers			
<b>Lot Disposition</b> of Runoff and <b>offsite easements</b>			
Reserved and <b>Dedicated</b> Site Purpose			
Front <b>Building Setback</b> Line*, sidewalk/util easement/deed restriction, (*if less than or more than 25')			
<b>Firm/FHBM</b> Information			
Reference to <b>Adjacent Plats</b> and Platted Land by Name			
<b>Surveyor's</b> or Engineer's Certificate and Seal with name, address, telephone			
<b>Existing physical features</b> in or adjoining the project including streets, structures, utilities, drainage, etc.			
<b>Title</b> , Graphic Scale, North Arrow			
Positive Identification of Plat, Location <b>Sketch</b> , Date			
Location of <b>City Limits</b> and E.T.J. (if Appl.)			
<b>Owner's Certificate</b> and <b>Deed of Dedication</b> for Proposed Streets and Utilities. Signed and Notorized			
<b>Minor Plat Requirements met:</b> No CF, ROW ded., lot drn to drn way, standard street, util. adeq., FH, 4 or less lots, and Part of a previously filed subdivision.			
<b>Engineering Plans</b> for required Public Improvements (per Item 16, Sect 9 of the Subdivision Ordinance)			
Highway Dept. driveway <b>permits</b>			
CERTIFICATE OF CITY MANAGER			
Certified TAX CERTIFICATES(City 125 S. Davis St., School 631 Connally St., County 128 Jefferson St.)			
CERTIFICATE OF CITY COUNCIL & P&Z (City Attorn., Comm. Dev., City Manager- minor plats)			

Date of Submittal: \_\_\_\_\_ Dev Rev mtg \_\_\_\_\_