

REQUIRED INFORMATION FOR FINAL PLAT, WITH SOME EXPLANATIONS

- Primary control points, approved by the City Engineer, or description and "ties" to such control points, to which all dimensions, angles, bearings, new City block number or county block number, & similar data on the plat shall be referenced. All subdivisions shall reference two corners to State Plane Coordinates.
- Tract boundary lines sufficient to locate the exact area proposed for subdivision, right-of-way lines of streets, easements, and other rights-of-way, and property lines of residential lots and other sites, with accurate dimensions, bearings, or deflection angles, and radii, arcs, and central angles of all curves.
- Lot dimensions of all lots and building tracts
- Name, right-of-way width, and type of each street or other right-of-way
- Location, dimensions including metes & bounds where practical, and purpose of any easements
- Utility easements -- as needed, check for existing
- Drainage easements & detention easements
- Dimensions of any easements etc on drawing that do not clearly run full length/width of lot or are irregularly shaped; be sure easement can be exactly located on lot
- Numbers to identify each lot, block, & site -- check previous plats & maps for sequence & duplication
- Purpose for which sites, other than residential lots, are dedicated or reserved
- Minimum building set-back lines as required by the zoning ordinance and when required by the Planning Commission. (Other considerations : match old plat or surrounding if no conflict with zoning)
- Location & description of monuments -- corners indicated with type of monuments in place (drawing)
- Reference to recorded subdivision plats of adjoining platted land by record name. Adjacent unplatted land shall show property lines & owners of record.
- Scale, north arrow & date -- Scale not smaller than 1" to 100" & with graphic scale bar in addition to note
- Vicinity map sufficient to clearly locate plat site in City
- Name and /or Lot & Block numbers of new subdivision : identical in Title, Owner Dedication, & Certificates
- Owner's Certificate or Deed of Dedication
- Surveyor's and Engineer's Certificate, to be placed on the plat
- Final Plat : Certificate of Approval by the City Planning Commission
- Replat : Certificate of Approval by the City Planning & Zoning Department
- Protective covenants
- City Engineer's Certificate
- County Clerk's Certificate
- Flood area statement with reference to map number & effective date of map

_____ If part of any lot is in the 100-year Flood Zone (Zone AE) : Flood Zone boundaries drawn on plat with minimum Finish Floor Elevation required to build in affected lot(s)

_____ If part of any lot is in the Floodway : Flood Zone boundaries drawn on plat with note that no construction is allowed in the Floodway

ADDITIONAL CONSIDERATIONS

_____ Check GIS or flood maps to ensure that flood statement is accurate

_____ Check GIS with aerial to see if any structures where new lot lines run or anything that would create illegal lot

_____ Check maps & plats to be sure "replat" is part of a subdivision of record, not just property assigned "lot numbers" for convenience of tracking ownership. Never-before-platted property requires the full platting process & Board approval, not an administrative plat with staff approval.

_____ On replatted lots : old lot & block numbers and lines "ghosted" to show arrangement

_____ Check maps & plats to be sure any alleys etc are shown if adjacent

_____ If including area that was part of closed alley or street, include reference to closing Ordinance(s), reference to filed conveyance by City (usually Quitclaim) & show clearly on drawing with dimensions

_____ Check for minimum required lot frontage on public street

_____ Check for minimum required square feet for buildable lots

_____ Owner dedication must include declaration as "sole owner". All owners & lienholders must sign individually or by legal representative. Name of any individual signing as representative must be printed beside or under signature.

_____ Owner dedication or survey must include reference to document(s) of record conveying property to current owner(s). Only actual current owner(s) can plat or replat property.

_____ Signature line & printed name for each owner or lienholder

_____ Notary acknowledgement of each owner or lienholder

_____ If never been platted : Surveyor's description by metes & bounds; must include reference to deed conveying tract(s) to current owner, as well as any other deed references surveyor finds necessary; total acreage

_____ If a replat : include reference to deeds conveying lot(s) to current owner(s) as well as any other deed references surveyor finds necessary

_____ Approval certificate of City Planning & Zoning Director with Director & Secretary signature lines (if administrative plat approved by P&Z staff)

_____ Approval certificate of City Planning & Zoning Board with Chairman & Secretary signature lines (if plat required to go before Board)

_____ If plat is in ETJ : Approval certificate for Commissioner's Court with signature lines for all members

_____ All signature blocks signed & dated before copied to mylar for filing (County Clerk signs plat at filing)
