



## 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 | Replat | Amending | Conveyance |
|-----------|--|-------------|-------|--------|----------|------------|
|           | <b><u>APPLICATION CONTENTS</u></b>   |             |       |        |          |            |
|           | Planning Application (completed)   | •           | •     | •      | •        | •          |
|           | Plat Checklist (signed)  | •           | •     | •      | •        | •          |
|           | Fees (see fee chart)   | •           | •     | •      | •        | •          |
|           | Electronic copy (PDF) of the plat  | •           | •     | •      | •        | •          |
|           | Electronic copy of engineering plans (if required by Town Engineer)  | •           | •     | •      | •        | •          |
|           | <b><u>GENERAL FEATURES</u></b>   |             |       |        |          |            |
|           | North Arrow  | •           | •     | •      | •        | •          |
|           | State Plane Coordinates (grid)   |             | •     | •      | •        | •          |
|           | Location/Vicinity Map  | •           | •     | •      | •        | •          |
|           | Scale (graphic and written) appropriate for the level of detail  | •           | •     | •      | •        | •          |
|           | Location and dimensions of all boundary lines, lot lines, and Town limit lines (if any)  | •           | •     | •      | •        | •          |
|           | Location, dimensions, purpose, and filing information for all easements and rights-of-way within and abutting the subdivision                                      | •           | •     | •      | •        | •          |
|           | Old lot lines and numbers should be “ghosted” if being abandoned   | •           | •     | •      | •        | •          |
|           | Building setback lines (ETJ only)  | •           | •     | •      | •        | •          |
|           | Adjacent properties – subdivision name of platted properties (P.R.D.C.T) or ownership information for unplatted properties (D.R.D.C.T.) with recording information | •           | •     | •      | •        | •          |
|           | Certified acreage significant to 3 digits for each lot, tract, or site   | •           | •     | •      | •        | •          |
|           | Acreage or square footage of right-of-way dedicated should be shown, including corner clips and deceleration/turn lanes  | •           | •     | •      | •        | •          |
|           | 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.   | •           | •     | •      | •        | •          |

|  |   |   |   |   |   |
|--|---|---|---|---|---|
| Match lines & key map (if more than one sheet) | • | • | • | • | • |
|--|---|---|---|---|---|

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|           | <b>STANDARD NOTATIONS</b>  |             |       |        |          |            |
|           | "All lots comply with the minimum size requirements of the zoning district." (ETJ plats may omit)  | •           | •     | •      | •        | •          |
|           | "This property may be subject to charges related to impact fees and the applicant should contact the Town regarding any applicable fees due."  | •           | •     | •      | •        | •          |
|           | "All common areas will be owned and maintained by the HOA/POA."  | •           | •     | •      | •        | •          |
|           | "Notice – selling a portion of this addition by metes and bounds is a violation of Town 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 Denton 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><u>DOCUMENTATION</u></b>   |             |       |        |          |            |
|           | Notary statement  |             | •     | •      | •        | •          |
|           | 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)   | •           | •     | •      | •        | •          |
|           | Town approval block (Town Official & Town Secretary with 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)   | •           | •     | •      | •        | •          |
|           | Screening and buffering plans (including fences/walls and irrigation) for the perimeter and common areas of the subdivision   |             | •     |        |          |            |
|           | Title Block (bottom right hand corner):<br>1. Number of lots and acreage<br>2. Type of plat<br>3. Subdivision name (including phase, if applicable)<br>4. Proposed lot and block numbers<br>5. Survey name and abstract number<br>6. Location by City, County, State<br>7. Date of preparation<br>8. Scale of drawing | •           | •     | •      | •        | •          |

Filing Procedure

1. One (1) mylar and two (2) paper copies, plus applicant/client copies
2. Original stamped and sealed tax certificates
3. Filing Fee (See Fee Chart)

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

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

Date \_\_\_\_\_