



Minor and Amending Plat Check List *DRC Staff Approval*

Pursuant to Section 212.0065 of the Local Government Code, **Minor Plats** *may be* administratively approved by the Director of Planning if they meet the following criteria:

- Involves 4 or fewer lots;
- Fronts on a dedicated street;
- Does not require the creation of any new street; and
- Does not require the extension of municipal facilities

The administrative approval of a Minor and Amending Plats by the Director of Planning will be determined on a case by case basis. If it is determined that the Minor or Amending Plat *cannot* be approved administratively, then Planning & Zoning Commission approval will be required.

Submission Requirements:

- ✓ Completed Application Form, signed by the owner of the property.
- ✓ Filing Fee
- ✓ Transmittal Letter

The following sets of prints will be required thought the review process:

Mandatory Pre-Application

- One (1) 24"x36" print of the plat, tree survey/mitigation plan (if required) and the preliminary utility plan to be submitted for Staff's pre-review

✓ **Filing Deadline**

- Seven (7) 24"x36" prints (FOLDED) of the plat
- Four (4) 24"x36" prints (FOLDED) of the tree survey/mitigation plan, if required
- One (1) 24"x36" print of the Preliminary Utility Plan
- PDF version of all exhibits (no larger than 2 MB), submitted via e-mail is preferred

✓ **DRC Meeting**

- Two (2) REVISED sets of prints, addressing DRC comments, for discussion at DRC meeting. One set will be submitted to the staff, the other set is to record any additional revisions discussed at the meeting.

Minor Plat Check List:

Applicant /Staff

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Title block located in lower right corner with subdivision name, block and lot numbers, survey name and abstract number, number of acres, date of preparation, city, county and state |
| <input type="checkbox"/> | <input type="checkbox"/> | Legend for abbreviations |
| <input type="checkbox"/> | <input type="checkbox"/> | Name, address, phone number and email address for owner, applicant, and surveyor |
| <input type="checkbox"/> | <input type="checkbox"/> | Location/vicinity map |
| <input type="checkbox"/> | <input type="checkbox"/> | North arrow and scale (generally a min. of 1" = 50') |
| <input type="checkbox"/> | <input type="checkbox"/> | Adjacent properties – subdivision name, owner name of unplatted property, and recording information |
| <input type="checkbox"/> | <input type="checkbox"/> | Property boundary with dimensions and bearings |
| <input type="checkbox"/> | <input type="checkbox"/> | Legal (metes and bounds) description of the property |
| <input type="checkbox"/> | <input type="checkbox"/> | Monument locations, materials and size |
| <input type="checkbox"/> | <input type="checkbox"/> | Lot dimensions in feet and hundredths of feet and with bearings and angles to street and alley lines |
| <input type="checkbox"/> | <input type="checkbox"/> | Lots and blocks with lot and block numbers |
| <input type="checkbox"/> | <input type="checkbox"/> | Building Setback Lines |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of existing water courses, railroads, and other drainage and transportation features |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of existing streets and alleys with centerline design radii, medians, median openings, left turn lanes with storage and transition dimensions, right-of-way widths |
| <input type="checkbox"/> | <input type="checkbox"/> | Right-of-way dedications |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire lane easements, including fire hydrant locations, with dimensions and bearings |
| <input type="checkbox"/> | <input type="checkbox"/> | Existing and Proposed Utility Easements – water, sanitary sewer, drainage, electric, telephone, gas, cable television |
| <input type="checkbox"/> | <input type="checkbox"/> | Location of proposed screening |
| <input type="checkbox"/> | <input type="checkbox"/> | FEMA 100 year floodplain areas |
| <input type="checkbox"/> | <input type="checkbox"/> | Surveyor's certificate (signed and sealed) with notary block |
| <input type="checkbox"/> | <input type="checkbox"/> | City approval signature block with notary blocks |
| <input type="checkbox"/> | <input type="checkbox"/> | Certificate of ownership with notary blocks |
| <input type="checkbox"/> | <input type="checkbox"/> | Franchise Utilities Note: "I, _____ (Surveyor or Engineer), verify that all franchise utilities have each been contacted and provided a copy of the plat and development proposal and all franchise utility easements and/or abandonments are currently shown." |
| <input type="checkbox"/> | <input type="checkbox"/> | Flood Plain Administrators signature block |
| <input type="checkbox"/> | <input type="checkbox"/> | TREE SURVEY AND MITIGATION PLAN |
| <input type="checkbox"/> | <input type="checkbox"/> | PRELIMINARY UTILITY PLANS of proposed water distribution system, including fire hydrants, sewage collection system, on-site and off-site drainage system and street improvements shall be provided. |
| <input type="checkbox"/> | <input type="checkbox"/> | Other information as considered essential by the Planning & Zoning Commission |

NOTE: This checklist is only a supplement to the Subdivision Regulations. It is the applicant's responsibility to review and comply with the requirements of the Zoning Ordinance and Subdivision Regulations.