



Town of Westlake Plat Review Checklist

** This checklist must be submitted with the plat application **

Name of Plat: _____

Applicant: _____

Property Owner(s): _____

Type of Plat: _____

Check boxes where applicable.

Required documents for a Preliminary Site Evaluation:

- Preliminary Plat Application
- Preliminary Plat Drawing (.pdf / .shp / .dwg)
- Preliminary Drainage Analysis
- Preliminary Water, Sewer and Duct Bank Layout
- Trip Generation Data Form

Required documents for a Final Plat:

- Final Plat Application
- Final Plat Drawing (.pdf / .shp / .dwg)
- Drainage Study
- Final Construction Plans
- Taxes and Liens Paid Certificates

Required documents for a Minor Plat:

- Minor Plat Application
- Minor Plat Drawing (.pdf / .shp / .dwg)
- Taxes and Liens Paid Certificates

Required documents for a Replat:

- Replat Application
- Replat Drawing (.pdf / .shp / .dwg)
- Drainage Study
- Final Construction Plans
- Taxes and Liens Paid Certificates

Required documents for an Amended Plat:

- Amended Plat Application
- Amended Plat Drawing (.pdf / .shp / .dwg)

Requirements for all Plats:

- Adjacent property lines, streets, easements
- Names of all property owners within 100 feet
- Names of adjoining subdivisions
- Front building setback lines
- Side setback lines when side street frontage exists
- Town boundaries where applicable
- Date the drawing was prepared
- Location, width, purpose of all existing easements
- Location, width, purpose of all proposed easements
- Consecutively numbered or lettered lots and blocks
- Dimensions of all proposed and existing lots
- Map sheet size 24"x36"
- North arrow
- Name, address, and telephone # of property owner
- Name, address, and telephone # of developer
- Name, address, and telephone # of surveyor
- Seal of registered land surveyor
- Consecutively numbered plat notes and conditions
- Location and dimensions of public use areas
- Graphic scale of 1' = 100'
- All existing and proposed street names
- Dimensions and alignment data of all existing and proposed right-of-way and easements
- Subdivision boundary in bold lines
- Subdivision name
- Title Block identifying plat type
- Vicinity location map 1" = 2000'
- Surveyor's Certification of Compliance
- Location of 100-year flood limits where applicable

Additional requirement for Preliminary Site Evaluations:

- Location and dimensions of existing structures
- Location of all existing water, sewer and storm drain lines
- Show all physical features including topography with contours
- Show proposed phasing plan, if applicable
- Zoning classification of all properties shown on the Plat
- Planning & Zoning Certificate of Approval
- Town Council Approval Certificate

Additional requirements for Final Plats, Minor Plats, Replats, and Amended Plats:

- Legal description of property in Dedication Certificate
- Texas NAD83 State Plane Coordinates for at least two corners
- Area in square feet for each lot
- Planning & Zoning Certificate of Approval
- Town Council Approval Certificate
- Note to indicate Cabinet and Slide of filed plat
- Dedication Certificate
- Printout of property boundary closure confirmation