



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

I. GENERAL

Name of Addition _____

Applicant _____

Property Owner(s) _____

Type of Plat _____

Check as applicable:	Applicant	Town
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II. REQUIRED DOCUMENTS FOR A PRELIMINARY PLAT

- | | | |
|--|--------------------------|--------------------------|
| A. Preliminary Plat Application | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Preliminary Plat Drawing | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Preliminary Drainage Analysis | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Preliminary Water, Sewer and Duct Bank Layout | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Trip Generation Data Form | <input type="checkbox"/> | <input type="checkbox"/> |

III. REQUIRED DOCUMENTS FOR A FINAL PLAT

- | | | |
|--------------------------------------|--------------------------|--------------------------|
| A. Final Plat Application | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Final Plat Drawing | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Drainage Study | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Final Construction Plans | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Taxes and Liens Paid Certificates | <input type="checkbox"/> | <input type="checkbox"/> |

IV. REQUIRED DOCUMENTS FOR A MINOR PLAT

- | | | |
|--------------------------------------|--------------------------|--------------------------|
| A. Minor Plat Application | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Minor Plat Drawing | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Taxes and Liens Paid Certificates | <input type="checkbox"/> | <input type="checkbox"/> |

V. REQUIRED DOCUMENTS FOR A REPLAT

- | | | |
|--------------------------------------|--------------------------|--------------------------|
| A. Replat Application | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Replat Drawing | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Drainage Study | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Final Construction Plans | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Taxes and Liens Paid Certificates | <input type="checkbox"/> | <input type="checkbox"/> |



Check as applicable:
Town

Applicant

VI. REQUIRED DOCUMENTS FOR AN AMENDED PLAT

- A. Amended Plat Application
- B. Amended Plat Drawing

VII. REQUIREMENTS ON ALL PLATS

- A. Adjacent property lines, streets, easements
- B. Names of all property owners within 100 feet
- C. Names of adjoining subdivisions
- D. Front building setback lines
- E. Side setback lines when side street frontage exists
- F. Town boundaries where applicable
- G. Date the drawing was prepared
- H. Location, width, purpose of all existing easements
- I. Location, width, purpose of all proposed easements
- J. Consecutively numbered or lettered lots and blocks
- K. Dimensions of all proposed and existing lots
- L. Map sheet size of 24"x36"
- M. North arrow
- N. Name, address, telephone of property owner
- O. Name, address, telephone of developer
- P. Name, Address, telephone of surveyor
- Q. Seal of registered land surveyor
- R. Consecutively numbered plat notes and conditions
- S. Location and dimensions of public use areas
- T. Graphic scale of no greater than 1" = 100'
- U. All existing and proposed street names
- V. Dimensions and alignment data of all existing and proposed right-of-way and easements
- W. Subdivision boundary in bold lines
- X. Subdivision name
- Y. Title Block identifying plat type
- Z. Vicinity location map at 1"=2000'
- AA. Surveyor's Certification of Compliance
- BB. Location of 100-year flood limits where applicable



VIII. ADDITIONAL REQUIREMENTS FOR PRELIMINARY PLAT DRAWINGS

- | | | |
|--|--------------------------|--------------------------|
| A. Location and dimensions of existing structures | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Location of all existing water, sewer and storm drain lines | <input type="checkbox"/> | <input type="checkbox"/> |
| Check as applicable: | Applicant | Town |
| C. Show all physical features including topography with contours | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Show proposed phasing plan, if applicable | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Zoning classification of all properties shown on the Plat | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Planning & Zoning Certificate of Approval (see attached) | <input type="checkbox"/> | <input type="checkbox"/> |
| G. Board of Aldermen Approval Certificate (see attached) | <input type="checkbox"/> | <input type="checkbox"/> |

IX. ADDITIONAL REQUIREMENTS FOR FINAL PLATS, REPLATS, MINOR PLATS AND AMENDED PLATS:

- | | | |
|--|--------------------------|--------------------------|
| A. Legal description of property in Dedication Certificate | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Texas NAD83 State Plane Coordinates for at least two corners | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Area in square feet for each lot | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Planning and Zoning Certificate of Approval (see attached) | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Board of Aldermen Approval Certificate (see attached) | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Note to indicate Cabinet and Slide of filed plat (see attached) | <input type="checkbox"/> | <input type="checkbox"/> |
| G. Dedication Certificate (see attached) | <input type="checkbox"/> | <input type="checkbox"/> |
| H. Printout of property boundary closure confirmation | <input type="checkbox"/> | <input type="checkbox"/> |