



PLAT CHECKLIST

The following checklist of requirements is provided to guide submittal preparation. This will be used by the city to insure the completeness of the application. If any of the following information is missing, inaccurate, or incomplete, the case will not be scheduled for a Planning and Zoning Commission meeting unless the requirements are waived by the Development Services Director.

Minor	Unplatted 4 or fewer parcels. Street frontage. Utilities or will-serve letters. Uncomplicated.
Preliminary	Formal detailed concept of the subdivision. Required for all major subdivisions.
Final	After preliminary plat approval.
Replat	Platted or does not meet all minor plat requirements.
Amending	Small corrections to an existing plat such as clerical errors or for clarification.
Vacating	Cancels subdivision plat any time before any lot is sold.

Date _____ Printed Preparer's Name _____

Preparer's Signature _____

Check Off	Requirement	Minor	Preliminary	Final	Replat	Amending or Vacating
	APPLICATION SUBMITTAL					
	Predevelopment meeting held		•	•	•	•
	Fee	•	•	•	•	•
	Application	•	•	•	•	•
	Checklist	•	•	•	•	•
	Letter of Intent to describe the project proposed	•	•	•	•	•
	List of proposed covenants, conditions, and restrictions if applicable.			•		
	Plat rolled 24" x 36" copies	1	2	2	1	1
	Rolled 24" x 36" copies: <ul style="list-style-type: none"> • Grading Plans • Drainage Plans • Utility Plans 		2			

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	Utility will-serve letters if outside of city limits <ul style="list-style-type: none"> • Well Water: a letter from an engineer or geoscientist licensed to practice in this state certifying that adequate groundwater is available. • Septic System: a letter from a licensed site evaluator or licensed engineer determining that a standard or non-standard system can be installed. • Other: letter(s) from the provider(s) <ul style="list-style-type: none"> ○ The utility provider letter shall state that the provider can adequately serve the development, has reviewed, and approved the utility plan, easements, and plat, will inspect proposed utilities during construction and describe all bonding requirements. Will-serve letters from water providers must indicate allowable flow. 	•		•	•	
	PDFs of all required documents	•	•	•	•	•
GENERAL FEATURES						
	North Arrow	•	•	•	•	•
	Scale (graphic and written) appropriate for the level of detail.	•	•	•	•	•
	Vicinity map, labeled “NTS,” oriented and showing at least two nearby major thoroughfares.	•	•	•	•	•
	Legend	•	•	•	•	•
	Line & Curve Table	•		•	•	•
	Adjacent Properties: <ul style="list-style-type: none"> • Platted - ownership, lot and block, subdivision name, filing volume and page. • Unplatted - ownership, tract, deed reference. 	•	•	•	•	•
	Owner and Preparer blocks. (name, address, and phone)	•	•	•	•	•
	Owner’s Certificate with legal description (metes and bounds) and notary block (signed after approval).	•	•	•	•	•
	Owner’s Dedication (roads, easements, ROW, if applicable – water & sewer) with notary block (signed after approval).	•	•	•	•	•
	Surveyor’s Certificate.	•	•	•	•	•
	City Signature Block <ol style="list-style-type: none"> 1. Planning and Zoning Commission (see below) 2. Administrative Approval Signature block (See below) 	•	•	•	•	•

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	Title Block (near bottom right): <ol style="list-style-type: none"> 1. Type of plat 2. Proposed lot and block numbers 3. Subdivision name (phase if applicable) 4. Number of lots and acreage 5. Survey name and abstract number 6. Location by City, County, State. (ETJ if applicable) 7. Date of preparation and date of latest revision. 8. Assigned Case Number 	•	•	•	•	•
	Bottom right corner blank for county filing stamp.	•	•	•	•	•
STANDARD NOTATIONS						
	“Notice – selling a portion of this addition by metes and bounds is a violation of City 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.”	•	•	•	•	•
	“The City nor County will be responsible for any damage, personal injury or loss of life or property occasioned by flooding or flooding conditions.”	•	•	•	•	•
	“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 _____ County, TX.” (if applicable)	•	•	•	•	•
	“No construction, without written approval from the county shall be allowed within an identified “FIRM” floodplain area, and then only after a detailed floodplain development permit including engineering plans and studies showing that no rise in the Base Flood Elevation (BFE) will result, that no flooding will result, that no obstruction to the natural flow of water will result; and subject to all owners of the property affected by such construction becoming a party to the request.”	•	•	•	•	•
	“Blocking the flow of water or construction improvements in surface drainage easements, and filling or obstructing the floodway is prohibited.”	•	•	•	•	•
	“All surface drainage easements shall be kept clear of fences, buildings, foundations, plantings, and other obstructions to the operation and maintenance of the drainage facility.”	•	•	•	•	

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	"The existing creeks or drainage channels traversing along or across the addition will remain as open channels and will be maintained by the individual property owners of the lot or lots that are traversed by or adjacent to the drainage courses along or across the lots."	•	•	•	•	•
	If subject property is located within the Lake Ray Roberts zoning jurisdiction, the required building setbacks shall be shown on the plat. The following note shall be placed on the plat: "This property is located within the Lake Ray Roberts Land Use Ordinance jurisdiction and is therefore regulated by the ordinance. This property is currently zoned _____."	•	•	•	•	•
	"The purpose of this replat (or minor plat) is to . . ."	•			•	•
	"Construction not completed within two years of the City approval shall be subject to current Subdivision Rules and Regulations."	•	•	•	•	•
	"All lots comply with the minimum size requirements of the zoning district." (ETJ plats may omit)	•	•	•	•	•
	"The owners of all corner lots shall maintain sight triangles in accordance with the city subdivision ordinance."	•		•	•	
	"Reverse frontage corner lots shall have a side yard fence setback of 15' in accordance with the city subdivision ordinance."	•	•	•	•	•
	"All common areas will be owned and maintained by the HOA / POA."	•	•	•	•	•
	"HOA CCRs to be recorded at same time of final plat."			•		
	"CO will not be issued without water or sewer."	•	•	•	•	•
	"Sanitary sewer to be approved by the County." (if outside of City limits)	•		•		
	If outside of city limits, provide: Name, address, and phone number • Water Service • Sewer Service	•	•	•	•	•
	"Water and sewer utilities services are to be owned, operated, and maintained by Mustang Special Utility District." (if applicable)	•	•	•	•	•
	"A driveway culvert permit must be obtained from the City of Pilot Point by the owner of each lot prior to the construction, installation, or placement of any driveway access improvements within the dedicated right-of-way." (if county road outside of City limits)	•	•	•	•	•
	"Sidewalks are required in all residential subdivisions with average lot sizes of less than one acre platted or replatted."	•	•	•	•	•
	"The maintenance of paving, grading and drainage improvements and/or easements show on this plat are the responsibility of the individual property owners and do not constitute acceptance of same for maintenance purposes by the City or County."	•	•	•	•	•

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	"Park dedication deed or payment in lieu of dedication will be required at time of final plat."			•		
	DEVELOPMENT FEATURES					
	Provide certified acreage significant to 3 digits for each lot, tract, or site or to 1 decimal place if square feet	•	•	•	•	•
	Provide match lines and key map. (if more than one sheet)	•	•	•	•	•
	Show FEMA 100-year flood plain zone with elevation.	•	•	•	•	•
	Show topographical information with contour lines at two-foot intervals, unless requested otherwise by city engineer. All elevations shall be referred to a Geodetic Survey.		•			
	Show location of all existing pipeline easements and information concerning the size of the pipe, type of product being transported and the pressure in the pipeline.	•	•	•	•	•
	Show location of existing railroads, and other similar transportation.	•	•	•	•	•
	Show location and dimensions as applicable of existing within or adjacent to the property: <ul style="list-style-type: none"> • recorded lots and blocks, parks, public areas, • name of streets, private streets, alleys, • public or private easements, other rights-of-way, • buildings, structures, • utility poles, power lines, communication towers, • sewers, sewage systems, absorption fields, • water mains, culverts, or other underground structures, • watercourses, ravines, bridges, wooded areas, important individual trees, and any pertinent natural features in the area affected, • and any significant information regarding property, immediately adjacent on all sides. 	•	•	•	•	•
	Show distance dimensions from overhead transmission and distribution lines to all existing or proposed buildings.	•	•	•	•	•
	Show locations, materials, and size of all monuments found and set.	•	•	•	•	•
	Provide bearings (degrees and minutes) and distances for all proposed property boundary lines.	•	•	•	•	•
	Show location and dimensions of all boundary lines, lot lines, and City limit lines or ETJ (if any). <ul style="list-style-type: none"> • internal boundary lines shall be heavy. • external lines shall be dashed. • old lot lines and numbers "ghosted" if being abandoned. 	•	•	•	•	•
	Show street dimensions, centerline, radii, and 50% dimension to centerline for adjacent rights-of-way.	•	•	•	•	•

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	Show acreage or square footage of right-of-way dedications.	•	•	•	•	•
	Show proposed street names in bold, subject to review and approval and meet city regulations.	•		•	•	•
	The following notice shall be placed on the face of each preliminary plat and utility plan by the subdivider: "PRELIMINARY PLAT FOR REVIEW PURPOSES ONLY"		•			
	The proposed subdivision name shall not have the same spelling as or be pronounced similarly to the name of any other subdivision located within the City or within two miles of the City.	•	•	•	•	•
	Provide for Major Land Development: <ul style="list-style-type: none"> entire tract when a subdivision is part of a larger tract miles of new road, maintenance public/private/both water, maintenance public/private/both sewer, maintenance public/private/both setback exhibit proposed for this phase, sequential lot and block numbering and dimensions, setback lines <ul style="list-style-type: none"> If the side lines are not parallel, the approximate distance between them at the building line and at the narrowest point should be given. table lot and block numbers with the square footage, acreage, and percentage of total of proposed residential and non- residential lots. identify open spaces or HOA lots – CA Common Area table open acreage, developed acreage, building total square footage location and approximate size of sites for schools, churches, parks, commercial retail, industrial, office, multifamily, educational, medical, and other special land uses proposed plans for the remainder of the subdivision 		•	•		
ENGINEERING PLANS						
	Approved permit(s) from TxDOT to Construct Access Driveway Facilities on Highway Right of Way.			•		

CERTIFICATE OF ADMINISTRATIVE APPROVAL

APPROVED THIS _____ DAY OF _____, AD. 20____, BY THE DEVELOPMENT SERVICES DEPARTMENT OF THE CITY OF PILOT POINT, TEXAS.

DEVELOPMENT SERVICES DIRECTOR _____

APPROVED AND ACCEPTED

CITY MANAGER, CITY OF PILOT POINT, TEXAS

THE UNDERSIGNED, THE CITY SECRETARY’S OFFICE OF THE CITY OF PILOT POINT, TEXAS, HEREBY CERTIFIES THAT THE FOREGOING PLAT WAS SUBMITTED TO THE DEVELOPMENT SERVICES DEPARTMENT, AND THE ADMINISTRATION, THERE ACCEPTED THE DEDICATION OF STREETS, UTILITY EASEMENTS AND DRAINAGE EASEMENTS AS SHOWN AND SET FORTH IN AND UPON SAID PLAT, AND SAID ADMINISTRATION FURTHER AUTHORIZED THE CITY MANAGER TO NOTE ACCEPTANCE THEREFO BY SIGNING THEIR NAME AS HERIN ABOVE SUBSCRIBED.

ATTEST THIS _____ DAY OF _____, 20____.

CITY SECRETARY’S OFFICE
CITY OF PILOT POINT, TEXAS

RECOMMENDED FOR APPROVAL BY THE PLANNING AND ZONING COMMISSION

Date of Recommendation: _____

Chairman: _____

Date of City Council Approval: _____

Mayor: _____

ATTEST THIS _____ DAY OF _____, 20____.

City Secretary: _____