

PLAT SUBMITTAL CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH SUBMITTAL

* This checklist is not all-inclusive of all Town ordinances and standards.

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Indicate the type of plat being submitted:

- | | |
|---|---|
| <input type="checkbox"/> Amending Plat | <input type="checkbox"/> Preliminary Replat |
| <input type="checkbox"/> Final Plat | <input type="checkbox"/> Replat |
| <input type="checkbox"/> Minor Plat | <input type="checkbox"/> Subdivision Variance |
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Vacating Plat |

GENERAL

- | | |
|---|--|
| <input type="checkbox"/> Title block located in lower right corner with proposed subdivision name, Plat type (i.e. Preliminary Plat), block and lot numbers, survey name and abstract number, number of acres, preparation date, town, county and state, space for Town Project Number. | <input type="checkbox"/> Location of existing buildings and structures |
| <input type="checkbox"/> Legend, if abbreviations or symbols are used | <input type="checkbox"/> Conceptual detail of proposed screening and landscaping (including location, ROW, materials, description, height, etc.) and location |
| <input type="checkbox"/> North arrow and scale (1"-100' or larger – multiple pages may be required) | <input type="checkbox"/> General arrangements of land use, park and school sites, public facilities, private open space, habitat restorations and floodplains |
| <input type="checkbox"/> Entity name, contact name, address and phone number for owner, applicant, and surveyor and/or engineer | <input type="checkbox"/> Phasing lines and numbers |
| <input type="checkbox"/> Location/vicinity map – Use a single line drawing. Do not use website maps. | <input type="checkbox"/> Additional documents necessary for dedication or conveyance of easements or rights-of-way |
| <input type="checkbox"/> Overall phasing plan, if applicable, proposed phasing lines and street connectivity to separate subdivision sections. | <input type="checkbox"/> Outline of all property offered for dedication for public use or reserved in the deeds for the use of all property owners in the proposed subdivision, together with the purpose or conditions of limitations of such reservation |
| <input type="checkbox"/> Property boundary drawn with "phantom" line type | <input type="checkbox"/> Names of adjacent subdivisions or names of record of owners of adjacent parcels, the location, widths, and names of all existing or platted streets, easements or other public ways within or adjacent to tract, existing railroad rights-of-way, and other important features such as section lines, political subdivisions or corporation limits and school district boundaries |
| <input type="checkbox"/> (-- --- - - - - - - - - - -) with dimensions and bearings | <input type="checkbox"/> Show and label the layout, names, and width of proposed streets, alleys, or easements being dedicated, abandoned or modified per the plats - in such a way so that so that they stand out from the existing easements |
| <input type="checkbox"/> Legal (metes and bounds) description with total acreage. Ensure that the total acreage in the legal matches the title block. | <input type="checkbox"/> Surveyor's certificate (signed and sealed) with notary block |
| <input type="checkbox"/> Lot dimensions in feet and hundredths of feet with bearings and angles to street and alley lines. | <input type="checkbox"/> Certificate of ownership with notary block(s) |
| <input type="checkbox"/> Lots and blocks with lot and block numbers. Include a table of lot and block numbers with the square footage of each lot and the zoning designation of each lot. | <input type="checkbox"/> Dedication language for easements (fire lane esmt, access esmt, Public Way, landscape esmt, visibility, access and maintenance esmt, drainage esmt, utility/water/sanitary sewer, and drainage and detention esmt). |
| <input type="checkbox"/> List the following note on the plat: "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. | <input type="checkbox"/> Note stating which zoning or planned development standards apply to the subdivision |
| <input type="checkbox"/> Adjacent properties – subdivision name of platted properties or owner name of unplatted property with recording information | |
| <input type="checkbox"/> Building Lines (along streets) | |

- ☐ List the following note on the plat: “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.”
- ☐ List the following note on the plat: Placement of street trees shall not interfere with the placement of traffic control devices or visibility at intersections. Existing and future traffic control devices may require the removal or preclude the planting of street trees.
- ☐ For plats that have alleys, add the following note: Where alleys are provided, all driveways shall access the alleys; no driveways may access streets.
- ☐ Add the following note: Development standards of this plat shall comply with the Unified Development Code as amended.
- ☐ Necessary offsite improvements (roads, drainage, fire lanes, median openings, etc...)
- ☐ Town approval signature block located on the right side of the page. (See last page for example)
- ☐ Certificate of ownership with notary block(s)

REQUIREMENTS FOR RESIDENTIAL PROPERTIES (SINGLE FAMILY, TOWNHOME, TWO FAMILY, THREE FAMILY, FOUR FAMILY, LIVE/WORK, & MULTIFAMILY)

- ☐ Provide a letter-size exhibit of a table of lot and block numbers with the square footage of each lot. (Not required for Multifamily)
- ☐ Show building lines along street.
- ☐ Provide a note stating the zoning of the property and which zoning or planned development standards apply to the subdivision. Example: Zoning: PD-324- Townhome; Built to Patio Home Standards
- ☐ For plats that have alleys, add the following note: All driveways shall access the alleys; no driveways may access streets.
- ☐ List the following note on the plat: Placement of street trees shall not interfere with the placement of traffic control devices or visibility at intersections. Existing and future traffic control devices may require the removal or preclude the planting of street trees.
- ☐ Add the following note: Development standards of this plat shall comply with the Unified Development Code.

REQUIREMENTS FOR REPLATS

- ☐ **For residential replats** – Provide a list of all property owners within 200 feet of the property within the subdivision to be replatted.
- ☐ **For all replats** – Purpose of and justification for replat statement (i.e.: “The purpose of this replat is to add a five-foot utility easement along the front of Block A, Lots 1-9, because _____.”)

ENGINEERING

- ☐ Existing and proposed utilities and easements – water, sanitary sewer, drainage, electric, telephone, gas, cable television, fire lane, etc. within the tract and immediately adjacent thereto with pipe sizes and locations indicated. Show all bearing and distance information on existing and proposed easements, including separate instruments.
- ☐ Filing information for all existing easements and rights-of-way. Provide all bearing and distance information on existing easements, including separate instruments. Where property or easement extends into multiple counties, plats and separate instruments are to be filed in each county.
- ☐ Locations, material, and size of all monuments found and set. The surveyor will construct two concrete monuments and establish grid coordinates for the monuments in reference to Town of Addison GPS Monuments using the Town of Addison Combined Scale Factor as necessary. Elevations will be established on the two monuments in reference to the Town of Addison GPS Monuments. The three-dimensional coordinates established for these monuments will be clearly shown on the face of the plat. The plat must hold grid bearings and must not be from an assumed north. All distances shown on the plat will be surface distances.
- ☐ Length of all arcs, radii, internal angles, points of curvature, length, and bearings of all tangents.
- ☐ Two opposing property corners in 3D coordinates
- ☐ Private restrictions
- ☐ Location of existing water courses, railroads, and other similar drainage and transportation features
- ☐ Existing and proposed FEMA 100-year floodplain and elevation. Include minimum finished floor elevations of all lots adjacent to floodplain. If the site does not contain a floodplain, note that: “No floodplain exists on the site.” A floodplain reclamation study will be required with the final plat if necessary.
- ☐ Existing and proposed topography at two (2) foot contours or less, including drainage channels and creeks
- ☐ Locations, material, and size of all monuments.

- ☐ In addition, the following plans shall be submitted with a preliminary plat application; approval is necessary prior to final authorization for development:
- ☐ Any necessary offsite easements (by plat or separate easement in accordance with the Subdivision Ordinance)
- ☐ Preliminary Utility Plan, showing proposed water and sanitary sewer lines with sizes indicated and valves, fittings, manholes, and other appurtenances shown
- ☐ Preliminary Drainage Plan, showing proposed storm sewer pipes or culverts with sizes indicated and manholes, inlets, culverts, bridges, and other appurtenances or structures shown, including storm water retention basins as required
- ☐ Landscape Plan Cross Section showing location of tree plantings along street, sidewalk, easements, right-of-way, etc.

TITLE BLOCK EXAMPLE

CERTIFICATE OF APPROVAL

Approved and accepted by the Planning and Zoning Commission of the Town of Addison dated this _____ day of _____, 20__.

Planning and Zoning Commission Chair

City Secretary, Town of Addison

TRAFFIC

- ☐ Location and dimensions of existing and proposed streets and alleys with centerline design radii, medians, median openings, turn lanes with storage and transition dimensions, right-of-way widths, and names of proposed streets (submit letter requesting street name approval with application).
- ☐ Additional certificates to properly dedicate easements or right-of-way as may be necessary. Such easement certificates shall be in the form designated in the Subdivisions Section of the Administrative Manual.
- ☐ Dimension of property to centerline of right-of-way
- ☐ Typical Street Section Detail showing dimensions for paving section, parkway, street tree placement, and sidewalk.
- ☐ Right-of-way dedications
- ☐ If preliminary plat contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."

Preparer's Name: _____

Preparer's Signature: _____