For Office Use Only

Project # _____

Final Plat/Replat Checklist

The following is a partial listing of requirements for final plat and replat applications as found in Plano's development regulations and policies. A completed checklist must be submitted with each application. Applicants shall indicate compliance with standards by checking the box adjacent to the standard. Failure to comply with standards could result in rejection of application and/or delay of final plat/replat approval.

Plat/Replat Format & General Standards *(check if provided; indicate NA if not applicable)*

Plats/Replats shall comply with the following graphic format and general standards:

- ☐ Sheet size shall be 24" x 36", black and white drawing on bond paper in landscape view. No blueline copies will be accepted.
- ☐ Plat/Replat is clear and legible. Use a variety of line types and line weights. Indicate plat/replat boundary/limits with heavy/bold line weight. Do not use grey-scale shading. Abandonments may be indicated by stipple or crosshatch shading. Offsite information and onsite existing conditions may be screened for clarity.
- ☐ Permissible scale for plat/replat are engineer scales 1" = 10', 20', 30', 40', or 50'. A 1" = 60" or 100' scale may be used with prior approval. Architectural scales are not acceptable.
- ☐ Title block shall be in the lower, right-hand corner of the plat/replat. The title block shall contain: plat/replat type; project name (subdivision name, lot and block designations); gross acreage; city, county and state name; survey and abstract name; and date of preparation.
- ☐ Title for replats shall reference subdivision name and recording information of the plat being revised.
- ☐ For nonresidential and multifamily developments, title states lot and block designations.
- ☐ For single-family and two-family residential development, title states number of residential lots developed at zoning district standards (e.g., SF-6, PH, SF-A, etc.) and number of common open space lots.
- ☐ Provide 1 1/2" x 5" blank area above title block for city approval stamps.
- ☐ Label company name, preparer name, address, and phone number of plat/replat preparer (e.g., surveyor, engineer, etc.) in the vicinity of the title block.
- ☐ Label company name, contact name, address, and phone number of current property owner in the vicinity of the title block.
- ☐ Orient plat/replat so that north is to the top or left-hand side of sheet.
- ☐ Provide north arrow, graphic scale, and written scale in close proximity to each other.
- ☐ Provide a vicinity map in the same orientation of plat/replat showing subject property, north arrow, scale (or labeled "not to scale"), and adjacent thoroughfares within a one mile radius of site.
- ☐ Point of beginning tied to abstract corner if not previously platted or subdivision corner if platted. Indicate on graphic and/or in legal description.
- ☐ For property boundary lines, provide distances (to nearest hundredth of feet) and bearings (to nearest second).
- ☐ For property boundary curves, provide curve lengths, curve radii, and chord lengths (to nearest hundredth of feet), and internal angle and chord bearing (to nearest second).
- ☐ If plat/replat uses abbreviations, provide legend.

Plat/Replat Format & General Standards Continued *(check if provided; indicate NA if not applicable)*

- ☐ Label boundary monuments as to type and size and whether found or set for all property corners, points of intersection, and points of curvature/tangency.
- ☐ If replat, state purpose of revision (e.g., "The purpose of this replat is _____.").
- ☐ Provide the following note: "Notice: Selling a portion of this addition by metes and bounds is a violation of city subdivision ordinance and state platting statutes and is subject to fines and withholding of utilities and building certificates."

Site Information *(check if provided; indicate NA if not applicable)*

For the proposed site, provide the following:

- ☐ Plat/Replat is consistent with valid plans and plats approved for site.
- ☐ Plat/Replat integrates with valid plans and plats approved for adjacent contiguous sites.
- ☐ Plat/Replat depicts proposed layout of lots, streets, easements, and rights-of-way (R.O.W.).
- ☐ Do not show or label existing or proposed improvements including buildings, utilities, landscape areas, parking areas, etc.
- ☐ Do not show or label existing or proposed topography.
- ☐ Do not show, label, or dimension (width) required landscape edge.
- ☐ Show the subdivision boundary in heavy lines. Label line and curve data to match legal description.
- ☐ Show current and proposed property boundaries/lot lines. Label line and curve data. Provide ties and/or intermediate distances as appropriate.
- ☐ Label proposed lot and block designations.
- ☐ Label lot area for each lot in acres and square feet for non-single-family residential development. For single-family residential development, label lot area in square feet only.
- ☐ Unless replat, provide two standard City of Plano monuments with horizontal and vertical control geo-referenced to N.A.D. 1983 State Plane coordinates. (Refer to City of Plano Monumentation Handbook.)
- ☐ Show and label existing easements. Provide line and curve data for easement boundaries and tie down easements. Provide recording information. If all or portion of an existing easement is to be abandoned, label "To be abandoned by this plat."
- ☐ For single-family residential development only, show and label front yard building setbacks.
- ☐ Show and label fire lane, access, and utility easements. Provide line and curve data for easement boundaries and tie down easements.
- ☐ Show and label easements for water, sanitary sewer, and storm sewer utilities. Provide line and curve data for easement boundaries and tie down easements.
- ☐ Show and label easements for visibility access maintenance (VAM). Provide line and curve data for easement boundaries and tie down easements.
- ☐ Show and label floodway and drainage easements including access and maintenance easements. Provide line and curve data for easement boundaries and tie down easements.
- ☐ For lots adjacent to or containing floodway and drainage easements, label minimum finish floor elevation.
- ☐ Show and label storm water quality easements for structural and nonstructural storm water controls/best management practices. Provide line and curve data for easement boundaries and tie down easements.

Site Information Continued *(check if provided; indicate NA if not applicable)*

- ☐ Show and label wall maintenance easements for required screening walls. Provide line and curve data for easement boundaries and tie down easements.
- ☐ For sidewalks not within R.O.W., show and label sidewalk easements. Provide line and curve data for easement boundaries and tie down easements.
- ☐ For electrical/communications utilities not within R.O.W., show and label electrical/ communications easements. Provide line and curve data for easement boundaries and tie down easements.
- ☐ Show public street and alley R.O.W. Label as existing or proposed. Dimension R.O.W. width. Show street centerline and provide line and curve data.
- ☐ Label street names (as approved by City of Plano).
- ☐ Show and label corner clip R.O.W. dedications. Provide line and curve data for dedications.
- ☐ Show, label, and provide line and curve boundary data for park land dedications. Label area of dedications.

Adjacent Property Information *(check if provided; indicate NA if not applicable)*

For properties contiguous to the site and for properties across R.O.W. contiguous to the site, provide the following information within 50 feet of the site boundary and 50 feet of R.O.W. contiguous to the site boundary:

- ☐ Show and label properties. For platted properties, show lot lines and label subdivision name, lot and block designation, and plat record information for each lot. For unplatted properties, show parcel lines and label record owner and deed record information for each parcel.
- ☐ Do not show or label existing or proposed improvements including buildings, utilities, landscape areas, and parking areas.
- ☐ Show all easements. Label as existing or proposed. If existing, provide recording information.
- ☐ Show public street and alley R.O.W. Label as existing or proposed. Dimension R.O.W. width.
- ☐ Label street names.
- ☐ Show and label city limit lines, county limit lines, and/or survey (abstract) lines.

Legal Description and Plat/Replat Language *(check if provided; indicate NA if not applicable)*

Provide legal description of the land including the following:

- ☐ Name of record owner and corresponding deed reference.
- ☐ Name of survey, abstract, county, and state.
- ☐ Metes and bounds legal description for subdivision boundary. Calls and monumentation match plat/replat graphic.
- ☐ Total area of the plat/replat in acres and square feet.

Legal Description and Plat/Replat Language Continued *(check if provided; indicate NA if not applicable)*

Provide standard City of Plano plat/replat language for the following (available online):

- ☐ General owner's certificate and dedication language.
- ☐ Owner signature block and notary block for owner signature.
- ☐ Certificate of approval language with signature block and notary block.
- ☐ Surveyor certificate language with signature block and notary block.
- ☐ Specific dedication language for fire lane, access, visibility access maintenance (VAM), and/or floodway and drainage easements.
- ☐ Specific language for private streets for private street subdivisions.
- ☐ Specific language for storm water quality easements.
- ☐ Specific encroachment and maintenance easement language for improvements associated with single-family attached (townhouse) and patio home residential developments.
- ☐ Specific access easement language for shared ingress/egress associated with single-family attached (townhouse) and patio home residential developments.

Other *(check if provided; indicate NA if not applicable)*

- ☐ If public utilities have not been constructed and accepted, provide subdivision improvement agreement and associated surety.
- ☐ For offsite easement and/or R.O.W. dedication (as approved by the City Engineer), provide field notes and other documents necessary for dedication or conveyance.