

CHECKLIST

SUBDIVISION NAME: _____

DATE INFORMATION RECEIVED: _____

Preliminary Plat Requirements:

- _____ City approval (if in E.T.J.)
- _____ 3 copies of plat & 2 sets of construction plans
- _____ Name of Owner or Subdivider
- _____ P.E. or Surveyor
- _____ Name of Subdivision
- _____ Plat size 24" X 36"
- _____ Key map – (if future additions are planned)
- _____ Master Plat – (if on more than 1 sheet)
- _____ North Arrow
- _____ Date
- _____ Scale (use 1" = 100')
- _____ Bench Mark information
- _____ Vicinity or Project Location Map
- _____ Contours – 5' interval
- _____ Description by metes and bounds
- _____ Dimensions – Roads, Streets, Lots
- _____ Typical Section – All Dimensions
- _____ Type of Pavement
- _____ Soils Report
- _____ Drainage and Sizes of entrance pipes
- _____ Construction Schedule
- _____ Surveyors Certificate – Survey
- _____ P.E. certificate – Drainage Design
- _____ Seals
- _____ Health Dept. Approval – Sanitary
- _____ Water-Servicing Entity Approval Or adequate groundwater certification
- _____ Tax Certificate (plat certificate and individual document)
- _____ 9-1-1 Approved

Utility Easements:

- _____ Water
- _____ Electric
- _____ Telephone
- _____ Cable

Checked by

Date

If final plat is being presented, see next page

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Additional Final Plat Requirements:

- _____ One reproducible plat (Mylar Sepia) and four (4) blue prints of plat
- _____ Lot and block numbers
- _____ Acreage and length contained in Streets and Roads
- _____ Street Names
- _____ All ground dimensions to lay out
- _____ All survey monuments (pin) and bench mark(s)
- _____ Dedication instrument (Subdivision)
- _____ Protective or restrictive covenants
- _____ Dedication of roads, alleys – (public use)
- _____ Location of 100 year Flood Plain (if applicable)
- _____ County Judge approval block
- _____ Notary Public block
- _____ Tax Certificate Statement
- _____ Owners responsibilities note (204.10)
- _____ Letter of compliance (204.16)
- _____ Survey ties across existing ROW
- _____ Lien free right of way (204.13)
- _____ Road Widening Easements (204.9)
- _____ Utility company approvals (Electric, Water, Telephone)
- _____ Performance or Construction Bond/Letter of Credit
- _____ Actual cost of roads & drainage (copy of contract furnished)
- _____ Or
- _____ Amount determined by County Engineer as adequate to cover Cost of road and drainage construction
- _____ County Judge or Successors
- _____ Texas Company
- _____ Warranty Bond or Letter of Credit
- _____ 10% of cost of road (w/o curb & gutter)
- _____ 5% of cost of road (w/curb & gutter)
- _____ County Judge or Successors
- _____ Texas Company
- _____ Payment for road signs and traffic control devices (Para. 305)

_____ checked by

_____ Date

Developer Phone # _____

Developer Address _____
