



Minor and Amending Plat Check List *P&Z Approval*

Pursuant to Section 212.0065 of the Local Government Code, **Minor Plats** *may be* administratively approved by the Director of Planning if they meet the following criteria:

- Involves 4 or fewer lots;
- Fronts on a dedicated street;
- Does not require the creation of any new street; and
- Does not require the extension of municipal facilities

The administrative approval of a Minor and Amending Plats by the Director of Planning will be determined on a case by case basis. If it is determined that the Minor or Amending Plat *cannot* be approved administratively, then Planning & Zoning Commission approval will be required.

Submission Requirements:

- ✓ Completed Application Form, signed by the owner of the property.
- ✓ Filing Fee
- ✓ Transmittal Letter

The following sets of prints will be required thought the review process:

- ✓ Mandatory Pre-Application
 - One (1) 24"x36" print of the plat and the preliminary utility plan to be submitted for Staff's pre-review
- ✓ Filing Deadline
 - Seven (7) 24"x36" prints (FOLDED) of the plat
 - Four (4) 24"x36" prints (FOLDED) of the tree survey/mitigation plan, if required
 - One (1) 24"x36" print of the Preliminary Utility Plan
 - PDF version of all exhibits (no larger than 2 MB), submitted via e-mail is preferred
- ✓ DRC Meeting
 - Two (2) REVISED sets of prints, addressing DRC comments, for discussion at DRC meeting. One set will be submitted to the staff, the other set is to record any additional revisions discussed at the meeting.
- ✓ For Planning and Zoning Commission Packets
 - Twelve (12) 24"x36" black line prints of the plat, and tree survey/mitigation plan, if required. Do not resubmit Utility Plans, unless requested.
 - One (1) 8½"x11" paper copy of the plat
 - PDF version of all exhibits (no larger than 2 MB), submitted via e-mail is preferred

ALL PRESENTATIONS TO THE PLANNING COMMISSION ARE VIA POWER POINT PRESENTATIONS. APPLICANT'S POWER POINT PRESENTATIONS (IF DESIRED) MUST BE SUBMITTED TO STAFF NO LATER THAN NOON, THE DAY OF THE PUBLIC HEARING.

Minor Plat Check List:

Applicant /Staff

- Title block located in lower right corner with subdivision name, block and lot numbers, survey name and abstract number, number of acres, date of preparation, city, county and state
- Legend for abbreviations
- Name, address, phone number and e-mail address for owner, applicant, and surveyor
- Location/vicinity map
- North arrow and scale (generally a min. of 1" = 50')
- Adjacent properties – subdivision name, owner name of unplatted property, and recording information
- Property boundary with dimensions and bearings
- Legal (metes and bounds) description of the property
- Monument locations, materials and size
- Lot dimensions in feet and hundredths of feet and with bearings and angles to street and alley lines
- Lots and blocks with lot and block numbers
- Building Setback Lines
- Location of existing water courses, railroads, and other drainage and transportation features
- Location of existing streets and alleys with centerline design radii, medians, median openings, left turn lanes with storage and transition dimensions, right-of-way widths
- Right-of-way dedications
- Fire lane easements, including fire hydrant locations, with dimensions and bearings
- Existing and Proposed Utility Easements – water, sanitary sewer, drainage, electric, telephone, gas, cable television
- Location of proposed screening
- FEMA 100 year floodplain areas
- Surveyor's certificate (signed and sealed) with notary block
- City approval signature block with notary blocks
- Certificate of ownership with notary blocks
- Franchise Utilities Note: "I, _____ (Surveyor or Engineer), verify that all franchise utilities have each been contacted and provided a copy of the plat and development proposal and all franchise utility easements and/or abandonments are currently shown."
- Flood Plain Administrators signature block
- TREE SURVEY AND MITIGATION PLAN**
- PRELIMINARY UTILITY PLANS** of proposed water distribution system, including fire hydrants, sewage collection system, on-site and off-site drainage system and street improvements shall be provided.
- Other information as considered essential by the Planning & Zoning Commission

NOTE: This checklist is only a supplement to the Subdivision Regulations. It is the applicant's responsibility to review and comply with the requirements of the Zoning Ordinance and Subdivision Regulations.