



FINAL PLAT CHECKLIST

FREQUENTLY ASKED QUESTIONS

What is needed for the Final Plat Submittal?

The Final Plat Document, the Preliminary Utility, Grading and Drainage Plans & Tree Survey/Mitigation Plan (if required).

When do you accept submittals?

We accept submittals once a month per the following [schedule](#).

FEES

Residential: \$100 + \$4 per lot

Non-residential: \$100 + \$35 per acre (or portion thereof rounded up)

Example: (2.1 acres would cost \$100 + (\$35 * 3) = \$205)

Multifamily: \$100 + \$3 per unit

SUBMITTAL REQUIREMENTS

All final plat applications are done online through the City's CSS portal:

<https://energovcss.coppelltx.gov/EnerGovProd/SelfService#/home>

- Completed Application Form, signed by the property owner (scanned PDF)
- Final Plat (PDF)
- Preliminary Utility, Grading and Drainage Plans (PDFs)
- Tree Survey/Mitigation Plan (PDF)
- Traffic Impact Analysis if warranted (PDF)

CHECKLIST:

- 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
Example: ABC Addition, Lot 1R, 2 and 3, Block A
- Legend for abbreviations
- Name, address and phone and e-mail address for owner, applicant, and surveyor



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- Location/vicinity map

- North arrow and scale (generally a minimum of 1" = 50'). The scale of the plat should be same as the scale of the site and landscape plans, whenever possible. North arrow should point up or right
- Adjacent properties – subdivision name, owner name if unplatted property, and recording info
- Property boundary with dimensions and bearings
- Legal (metes and bounds) description of the property
- Monument locations, materials and size. Also, list if “set” or “found”.
- 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 and names of existing and proposed streets and alleys with centerline design radii, medians, median openings, left turn lanes with storage and transition dimensions, right-of-way widths, and names of proposed streets
- Accurate boundary and purpose of public dedications
- Fire lane easements with dimensions and bearings
- Existing and Proposed Utility Easements – water, sanitary sewer, drainage, electric, telephone, gas, cable television
- FEMA 100 year floodplain areas
- Minimum Finish Floor Elevations of all buildings
- Proposed densities and lot sizes (residential plats only)
- Surveyor’s certificate (signed and sealed) with notary block
- City approval signature blocks 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.”
- Certified Copy of Homeowner Association Documents (residential plats only)
- Flood Plain Administrators signature block
- Other information as considered essential by the Planning and Zoning Commission.
- 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.

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](#).