



PRELIMINARY PLAT CHECKLIST

FREQUENTLY ASKED QUESTIONS

What is needed for the Preliminary Plat Submittal?

The Preliminary 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: \$500 + \$20 per lot

Non-residential: \$500 + \$35 per acre (or portion thereof rounded up)

Example: (2.1 acres would cost \$500 + (\$35 * 3) = \$605)

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)
- Preliminary Plat (PDF)
- Preliminary Utility, Grading and Drainage Plans (PDFs)
- Tree Survey Mitigation Plan, if required (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
- Location/vicinity map



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- 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
- City and County Limit Lines, as applicable
- Existing Structures and site features, noting if structures are to remain or be removed
- 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
- Existing and proposed street names
- Right-of-way dedications
- Fire lane easements with dimensions and bearings
- Existing and Proposed Utility Easements – water, sanitary sewer, drainage, electric, telephone, gas, cable television
- Draft of Homeowners Association Documents (residential plats only)
- Location and elevations of proposed screening walls
- Landscaping proposed for common areas
- FEMA 100-year floodplain areas
- Existing and proposed topography at five (5) foot contours or less, including drainage channels and creeks
- Minimum Finish Floor Elevations of all buildings
- Proposed densities and lot sizes (residential plats only)
- City approval signature blocks
- Letter requesting any variances to the subdivision regulations
- Other information as considered essential by the Planning and Zoning Commission.
- 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](#).