

SUBDIVISION CHECKLIST-Preliminary Plat.

Preliminary Plat Concept Plan Meeting requirements:

Two (2) copies of a sketch plan of the entire subdivision.

- Drawn approximately to scale.
- Showing proposed streets, lots, utility and drainage layout.

Two (2) copies of a location map.

- Showing the subdivision in relation to existing streets or roadways.
- (i.e. City or county road map).

Preliminary Plat Requirements:

Preliminary survey (plat). Section 25-15 (c)(1)

Preliminary Plat must be prepared & sealed by a Texas registered professional land surveyor. Plotted at a scale of one inch to 100 feet or larger. Preliminary plat must conform to general requirements & minimum standards of design & requirements, & shall include the following elements as applicable:

- Cover sheet. Section 25-15 (c)(1)(a)
 - Required for all plats involving three or more sheets.
 - All plan sheet numbers placed on the cover along with the corresponding plan sheet titles.
 - Include a listing of all plan sheet numbers & plan sheet titles in the engineering drawings as well.
 - Include a vicinity map to show the project location.
- Title block shall be present on each page of the plat and includes: Section 25-15 (c)(1)(b)
 - Proposed subdivision name.
 - Phase(s), block & lot numbers.
 - Current legal description (or reference thereto).
 - Acreage.
 - Name and address of property owner.
 - Name and address of surveyor/engineer.
 - Date of survey.
 - Date of preparation and page content title.
- Index sheet for plats. Section 25-15 (c)(1)(c)
 - With more than one sheet that shows the entire subdivision.
 - Drawn to a scale of not less than one-inch equals 100 feet.
- Legal description. Section 25-15 (c)(1)(d)
 - Existing boundary of lot lines and right-of-way lines of streets and easements with accurate dimensions, bearings, deflection angles, radii and central angles of all curves.
- Lot lines. Section 25-15 (c)(1)(f)
 - Lot lines shall have line dimensions clearly displayed within the lot along with the lot's respective lot number.
 - Groups of lots that are considered within a block shall have the block number clearly displayed.
- Right-of-way lines of streets and easements. Section 25-15 (c)(1)(g) & Section 25-15 (c)(1)(h) & Section 25-15 (c)(1)(j) & Section 25-15 (c)(1)(k)
 - All right-of-way lines and easements shall be clearly displayed on the plat.
 - The plat shall clearly display the location, size and purpose of all existing and proposed easements on or adjoining the property; with accurate dimensions.
 - Location of existing and proposed streets, alleys, bikeways and sidewalks on or adjoining the site; including name, right-of-way widths, type and width of surfacing. All private streets shall be clearly labeled.
 - Easements and street stub-outs necessary to serve adjacent properties.
- Any areas reserved or dedicated for public uses. Section 25-15 (c)(1)(i)
- Phasing plan Section 25-15 (c)(1)(e)
 - (if subdivision is to be constructed in phases).
- Utilities Location. Section 25-15 (c)(1)(k)
 - size of all existing and/or proposed city utilities, & all other utilities where known.
 - All city utility lines six inches in diameter or larger within the right-of-way shall be shown on the profile view.
 - All utility lines, regardless of size, should be shown in the plan view, where known.
- Street light layout. Section 25-15 (c)(1)(l)
- Adjacent property information. Section 25-15 (c)(1)(m)
 - Legal descriptions (recorded volume and page).
 - And property lines within 100 feet.
- Primary control points or descriptions & ties to such control points to which all dimensions, angles, bearings and similar data shall be referred. Section 25-15 (c)(1)(n)

- The plat shall be located with respect to a corner of the surveyor tract, or an original corner of the original survey of which it is a part.
- Temporary benchmarks and NGS datum shall be described on each sheet.
- Scale, basis of bearing and benchmarks (datum) & description shall all be clearly displayed on the plat. **Section 25-15 (c)(1)(p)**
 - A north arrow is required on all sheets & should be oriented either upward or to the right.
 - It is the intent of this requirement that all stationing should start from cardinal points of the compass & proceed in the direction of construction.

Preliminary engineering drawings. Section 25-15 (c)(2)

Preliminary engineering drawings shall be prepared & sealed by a Texas licensed professional engineer. Drawings shall be plotted at a scale of one inch to 100 feet or larger. The preliminary engineering drawings shall match the features found on the preliminary plat. And shall conform to the general requirements & minimum standards of design & requirements in accordance with the most current edition of the standards for public works adopted by the city, & shall include the following elements as applicable:

- Title block, to be present on each page, including: **Section 25-15 (c)(2)(a)**
 - Proposed subdivision name.
 - Phase(s).
 - Block and lot numbers.
 - Current legal description (or reference thereto).
 - Acreage.
 - Name and address of property owner.
 - Name and address of surveyor/engineer.
 - Date of survey.
 - Date of preparation
 - Page content title.
- Water layout plan view. **Section 25-15 (c)(2)(b)**
 - Rough locations of service connections.
 - Pipe diameters.
 - Valves.
 - Hydrants.
 - Flush assemblies.
- Sanitary sewer layout plan. **Section 25-15 (c)(2)(c)**
 - Rough locations of service connections.
 - Pipe diameters.
 - Cleanouts.
 - Manholes.
- Street and sidewalk layout plan view. **Section 25-15 (c)(2)(d)**
- Storm water drainage layout plan **Section 25-15 (c)(2)(e)**
 - (drainage calculations are only necessary on major drainage structures at this step).

SUBDIVISION CHECKLIST-Final Plat.

Final Plat Concept Plan Meeting Requirements:

Two (2) copies of a sketch plan of the entire subdivision.

- Drawn approximately to scale.
- Showing proposed streets, lots, utility and drainage layout.

Two (2) copies of a location map.

- Showing the subdivision in relation to existing streets or roadways.
- (i.e. City or county road map).

Copies of previously approved preliminary plat and preliminary engineering drawings

Final Plat Requirements:

Section 25-16(a) The final plat and final engineering drawings for the subject phase of construction shall be substantially consistent per requirements in § 22-15(c)(1) with the approved preliminary plat and preliminary engineering drawings. At the option of the applicant, the final plat may constitute only that portion of the approved preliminary plat that the applicant proposes to develop and record at that time. The first phase of a subdivision shall have its final plats and final engineering drawings submitted within 24 months of approval of preliminary plat and preliminary engineering drawings after which time, a new preliminary plat and preliminary engineering drawings may be required. The applicant will furnish the city with a signed, original copy of the dedication, resolution and field notes, as applicable, at the same time the final plat and final engineering drawings are submitted for approval.

Section 25-16(b) Form and content. A complete submission for approval shall include the Final Plat Application provided by the City and all items listed and required therein. The submission shall not be considered complete until all required documents (plat and engineering documents) in their respective quantities as stated in the application are submitted.

Guarantee of performance **Section 25-16(c)(4) & Section 22-17(a) Section 22-17(c)**

In order to record an approved final plat in which public infrastructure improvements are required, the developer shall construct the improvements to the approval of the city or file a guarantee of performance in lieu of completing the infrastructure prior to recordation of the plat. All such construction shall be coordinated while in progress by the City Building Inspector(s). If the infrastructure has not been completed and no letter of credit/performance bond posted within 5 years of approval, the approved final plat is considered null and void.

Section 22-17(b)(1) Unconditional letter of credit from a local bank or other financial institution.

- Submitted in a form acceptable to the city and signed by a principal officer of the institution, agreeing to pay to the city, on demand, a stipulated sum of money to apply to the estimated costs of completion of all required improvements, cost of completion of the required improvements being verified by the city engineer.
 - Dated to expire not less than one year from the recordation of the final plat. If the required infrastructure is not complete within six months of acceptance of the letter of credit, the city shall use the funds to construct the improvements. Performance bond submitted with the city by a surety company holding a license to do business in the state of Texas
- Section 22-17(b)(2)**
- Submitted in a form acceptable to the city, in an amount equal to the estimated costs of completion of required improvements verified by the city engineer.
 - Dated to expire not less than one year from the recordation of the final plat. If the required infrastructure is not complete within six months of acceptance of the letter of credit, the city shall use the funds to construct the improvements.

Final survey (plat). **Section 22-16(b)(1)**

Prepared and sealed by a Texas licensed professional engineer or Texas registered professional land surveyor. Plotted at a scale of one inch to 100 feet or larger. Conform to the general requirements and minimum standards of design and requirements, and shall include the following elements as applicable:

- Cover sheet. **Section 22-16(b)(1)(a)**
 - Required for all plats involving three or more sheets.
 - All plan sheet numbers shall be placed on the cover along with the corresponding plan sheet titles.
 - Cover sheet shall include all plan sheet numbers and plan sheet titles shown in the engineering drawings as well.
 - A vicinity map should always be included on the cover sheet to show the project location.
- Title block shall be present on each page of the plat and includes: **Section 22-16(b)(1)(b)**
 - Proposed subdivision name.
 - Phase(s), block and lot numbers.
 - Current legal description (or reference thereto).
 - Acreage.

- Name and address of property owner.
- Name and address of surveyor/engineer.
- Date of survey.
- Date of preparation and page content title.
- Index sheet for plats. **Section 22-16(b)(1)(d)**
 - With more than one sheet that shows the entire subdivision.
 - Drawn to a scale of not less than one-inch equals 100 feet.
- Legal description. **Section 22-16(b)(1)(c)**
 - Existing boundary of lot lines and right-of-way lines of streets and easements with accurate dimensions, bearings, deflection angles, radii and central angles of all curves.
- Lot lines. **Section 22-16(b)(1)(e)**
 - Lot lines shall have line dimensions clearly displayed within the lot along with the lot's respective lot number.
 - Groups of lots that are considered within a block shall have the block number clearly displayed.
- Right of way lines of streets and easements. **Section 22-16(b)(1)(f) & Section 22-16(b)(1)(g) & Section 22-16(b)(1)(k)**
 - All right-of-way lines and easements shall be clearly displayed on the plat.
 - The plat shall clearly display the location, size and purpose of all existing and proposed easements on or adjoining the property.
 - Location of existing and proposed streets, alleys, bikeways and sidewalks on or adjoining the site. Such information shall include name, right-of-way widths, type and width of surfacing. All private streets shall be clearly labeled.
 - Easements and street stub-outs necessary to serve adjacent properties.
- Any areas reserved or dedicated for public uses. **Section 22-16(b)(1)(h)**
- Notes addressing how lots with low wastewater service tolerances will be served. **Section 22-16(b)(1)(i)**
- Delineation of the federal emergency management association (FEMA) special flood hazard area. **Section 22-16(b)(1)(j)**
 - As well as any hazards from adjacent detention facilities or as required by the city.
- Adjacent property information including. **Section 22-16(b)(1)(l)**
 - Legal descriptions (recorded volume and page).
 - Property lines within 100 feet.
- Primary control points or descriptions and ties to such control points to which all dimensions, angles, bearings and similar data shall be referred. **Section 22-16(b)(1)(m)**
 - The plat shall be located with respect to a corner of the surveyor tract, or an original corner of the original survey of which it is a part.
 - Temporary benchmarks and NGS datum shall be described on each sheet.
- Scale, basis of bearing and benchmarks (datum) and description shall all be clearly displayed on the plat. **Section 22-16(b)(1)(n) & Section 22-16(b)(1)(o)**
 - A north arrow is required on all sheets and should be oriented either upward or to the right.
 - It is the intent of this requirement that all stationing should start from cardinal points of the compass and proceed in the direction of construction;
- Tax certificate title block. **Section 22-16(b)(1)(p)**
- Signature/certification blocks affixed to the first page of the plat sheets to be recorded. **Section 22-16(b)(1)(q)**

Final engineering documents. Section 22-16(b)(2)

Engineering drawings shall be prepared and sealed by a Texas licensed professional engineer, plotted at a scale of one inch to 100 feet or larger. The engineering drawings shall match the features found on the final plat and they shall conform to the general requirements and minimum standards of design and requirements in accordance with Gatesville's adopted standards for public works, and shall include the following elements as applicable:

- Title block, to be present on each page, including: **Section 22-16(b)(2)(a)**
 - Proposed subdivision name.
 - Phase(s), block and lot numbers.
 - Current legal description (or reference thereto).
 - Acreage.
 - Name and address of property owner.
 - Name and address of surveyor/engineer.
 - Date of survey.
 - Date of preparation and page content title.
- Lot layout showing the area in square feet of each lot proposed. **Section 22-16(b)(2)(b)**
- Water layout plan, fire flow/water design report, details. **Section 22-16(b)(2)(c)**
- Sanitary sewer layout plan. **Section 22-16(b)(2)(d)**
 - Profiles.

- Wastewater design report, details, specifications, lift station capacity
 - Detailed engineering estimate.
- Street plan and profiles. [Section 22-16\(b\)\(2\)\(e\)](#)
 - Paving details.
 - Traffic control plan (if applicable).
- Street light layout. [Section 22-16\(b\)\(2\)\(f\)](#)
- Natural ground profiles of each right-of-way or easement line. [Section 22-16\(b\)\(2\)\(g\)](#)
 - Centerline profiles will be satisfactory for right-of-way or easements, except where there is a difference of 0.50 foot or more from one right-of-way or easement line to the other line measured parallel at any point along the right-of-way or easement.
- Storm water plan and profiles of culverts and channels. [Section 22-16\(b\)\(2\)\(h\)](#)
 - Grading plan with two-foot contours.
 - Drainage report.
 - Erosion and sedimentation control plan.
 - Delineated drainage basins.
 - Details for all structures.
 - Specifications and a detailed engineering estimate.
- Existing contours at intervals of two feet. [Section 22-16\(b\)\(2\)\(i\)](#)
 - For grades up to 5% and not more than five feet for grades over 5%.
- Drainage information and calculations required by the city of Gatesville drainage criteria manual, including, but not limited to: [Section 25-16\(b\)\(2\)\(j\)](#)
 - Drainage channel and detention pond locations and approximate size of facilities.
 - Flow line elevations shall be shown along with direction of flow of all existing or proposed drainage features.
- Drainage structures, 100-year floodplain, floodway, watercourses, railroad, structures and other physical features on or adjacent to the site. [Section 25-16\(b\)\(2\)\(k\)](#)
- Location and size of all existing and/or proposed city utilities, and all others where known. [Section 22-16\(b\)\(2\)\(l\)](#)
 - All city utility lines six inches in diameter or larger within the right-of-way shall be shown on the profile view.
 - All utility lines, regardless of size, should be shown in the plan view, where known.
- Major thoroughfare plans and profiles. [Section 22-16\(b\)\(2\)\(m\)](#)
 - Shall be drawn at a scale of one-inch equals two feet vertically and one-inch equals 20 feet horizontally.
 - Minor streets and easement plan and profiles shall be drawn at a scale of one-inch equals five feet vertically and one-inch equals 50 feet horizontally or one-inch equals four feet vertically and one-inch equals 40 feet horizontally.
 - Label each plan sheet as to street widths, right-of-way widths, pavement width and thickness, type of roadway materials, curbs, intersection radii, curve data, stationing, existing utilities type and location.
 - Stationing must run from left to right, except for short streets or lines originating from a major intersection where the full length can be shown on a single plan and profile sheet.
- Texas Department of Transportation (TXDOT) approvals. [Section 22-16\(b\)\(2\)\(n\)](#)
 - (if applicable) for driveway and drainage into their jurisdiction.
- Existing conditions such as: [Section 22-16\(b\)\(2\)\(o\)](#)
 - Marshes.
 - Wooded areas.
 - Buildings.
 - Other significant features.
- Significant features on adjacent properties such as: [Section 22-16\(b\)\(2\)\(p\)](#)
 - Slopes.
 - Structures.
 - Power lines.
- Grading, erosion and sedimentation control plan. [Section 22-16\(b\)\(2\)\(q\)](#)
- Details of all special structures and standard details shall be drawn with the vertical and horizontal scales equal to each other; including but not limited to: [Section 22-16\(b\)\(2\)\(r\)](#)
 - Drainage features.
 - Streams.
 - Gully crossing.
 - Special manholes.
- Station all point of curvature (P.C.'s), point of tangency (P.T.'s) radius returns and grade change point of intersection (P.I.'s) in the profile with their respective elevations. [Section 22-16\(b\)\(2\)\(s\)](#)

SUBDIVISION CHECKLIST-Replat.

Replat Concept Plan Meeting Requirements:

Two (2) copies of a sketch plan of the entire subdivision.

- Drawn approximately to scale.
- Showing proposed streets, lots, utility and drainage layout.

Two (2) copies of a location map.

- Showing the subdivision in relation to existing streets or roadways.
- (i.e. City or county road map).

Copies of previously filed original plat.

Replat Requirements:

A replat that requires the construction of new public infrastructure shall follow the same procedures as are required for a New Subdivision Plat and shall comply with Tex. Loc. Gov't. Code, Ch. 212, including requirements for public hearings and notifications. The proposed replat shall depict all the information as required for final plats as presented in Section § 22-16. A copy of the original plat shall be provided or the original approved lot lines shall be shown as dashed lines on the new plat. The applicant will furnish the city with a signed, original copy of the dedication, resolution and field notes, as applicable, at the same time the replat survey map and replat engineering drawings are submitted for approval.

Guarantee of performance (Applicable if replat requires construction of public infrastructure.)

Unconditional letter of credit from a local bank or other financial institution.

- Submitted in a form acceptable to the city and signed by a principal officer of the institution, agreeing to pay to the city, on demand, a stipulated sum of money to apply to the estimated costs of completion of all required improvements, cost of completion of the required improvements being verified by the city engineer.
- Dated to expire not less than one year from the recordation of the final plat. If the required infrastructure is not complete within six months of acceptance of the letter of credit, the city shall use the funds to construct the improvements.

Performance bond submitted with the city by a surety company holding a license to do business in the state of Texas,

- Submitted in a form acceptable to the city, in an amount equal to the estimated costs of completion of required improvements verified by the city engineer.
- Dated to expire not less than one year from the recordation of the final plat. If the required infrastructure is not complete within six months of acceptance of the letter of credit, the city shall use the funds to construct the improvements.

Replat survey (plat). [Section 22-14\(b\)\(3\)](#)

Prepared and sealed by a Texas licensed professional engineer or Texas registered professional land surveyor. Plotted at a scale of one inch to 100 feet or larger. Conform to the general requirements and minimum standards of design and requirements, and shall include the following elements as applicable:

- Cover sheet. [Section 22-16\(b\)\(1\)\(a\)](#)
 - Required for all plats involving three or more sheets.
 - All plan sheet numbers shall be placed on the cover along with the corresponding plan sheet titles.
 - Cover sheet shall include all plan sheet numbers and plan sheet titles shown in the engineering drawings as well.
 - A vicinity map should always be included on the cover sheet to show the project location.
- Title block shall be present on each page of the plat and includes: [Section 22-16\(b\)\(1\)\(b\)](#)
 - Proposed subdivision name.
 - Phase(s), block and lot numbers.
 - Current legal description (or reference thereto).
 - Acreage.
 - Name and address of property owner.
 - Name and address of surveyor/engineer.
 - Date of survey.
 - Date of preparation and page content title.
- Index sheet for plats. [Section 22-16\(b\)\(1\)\(d\)](#)
 - With more than one sheet that shows the entire subdivision.
 - Drawn to a scale of not less than one-inch equals 100 feet.
- Legal description. [Section 22-16\(b\)\(1\)\(c\)](#)

- Existing boundary of lot lines and right-of-way lines of streets and easements with accurate dimensions, bearings, deflection angles, radii and central angles of all curves.
- Lot lines. [Section 22-16\(b\)\(1\)\(e\)](#)
 - Lot lines shall have line dimensions clearly displayed within the lot along with the lot's respective lot number.
 - Groups of lots that are considered within a block shall have the block number clearly displayed.
- Right of way lines of streets and easements. [Section 22-16\(b\)\(1\)\(f\)](#) & [Section 22-16\(b\)\(1\)\(g\)](#) & [Section 22-16\(b\)\(1\)\(k\)](#)
 - All right-of-way lines and easements shall be clearly displayed on the plat.
 - The plat shall clearly display the location, size and purpose of all existing and proposed easements on or adjoining the property.
 - Location of existing and proposed streets, alleys, bikeways and sidewalks on or adjoining the site. Such information shall include name, right-of-way widths, type and width of surfacing. All private streets shall be clearly labeled.
 - Easements and street stub-outs necessary to serve adjacent properties.
- Any areas reserved or dedicated for public uses. [Section 22-16\(b\)\(1\)\(h\)](#)
- Notes addressing how lots with low wastewater service tolerances will be served. [Section 22-16\(b\)\(1\)\(i\)](#)
- Delineation of the federal emergency management association (FEMA) special flood hazard area. [Section 22-16\(b\)\(1\)\(j\)](#)
 - As well as any hazards from adjacent detention facilities or as required by the city.
- Adjacent property information including. [Section 22-16\(b\)\(1\)\(l\)](#)
 - Legal descriptions (recorded volume and page).
 - Property lines within 100 feet.
- Primary control points or descriptions and ties to such control points to which all dimensions, angles, bearings and similar data shall be referred. [Section 22-16\(b\)\(1\)\(m\)](#)
 - The plat shall be located with respect to a corner of the surveyor tract, or an original corner of the original survey of which it is a part.
 - Temporary benchmarks and NGS datum shall be described on each sheet.
- Scale, basis of bearing and benchmarks (datum) and description shall all be clearly displayed on the plat. [Section 22-16\(b\)\(1\)\(n\)](#) & [Section 22-16\(b\)\(1\)\(o\)](#)
 - A north arrow is required on all sheets and should be oriented either upward or to the right.
 - It is the intent of this requirement that all stationing should start from cardinal points of the compass and proceed in the direction of construction;
- Tax certificate title block. [Section 22-16\(b\)\(1\)\(p\)](#)
- Signature/certification blocks affixed to the first page of the plat sheets to be recorded. [Section 22-16\(b\)\(1\)\(q\)](#)

Replat engineering documents

If a replat does not require the construction of new infrastructure, the City may waive the required engineering drawings, described in §22-16 (b)2, for the application submission to be considered complete and become eligible to be acted upon by the Municipal Authority or Governing Body. Engineering drawings shall be prepared and sealed by a Texas licensed professional engineer, plotted at a scale of one inch to 100 feet or larger. The engineering drawings shall match the features found on the final plat and they shall conform to the general requirements and minimum standards of design and requirements in accordance with Gatesville's adopted standards for public works, and shall include the following elements as applicable:

- Title block, to be present on each page, including: [Section 22-16\(b\)\(2\)\(a\)](#)
 - Proposed subdivision name.
 - Phase(s), block and lot numbers.
 - Current legal description (or reference thereto).
 - Acreage.
 - Name and address of property owner.
 - Name and address of surveyor/engineer.
 - Date of survey.
 - Date of preparation and page content title.
- Lot layout showing the area in square feet of each lot proposed. [Section 22-16\(b\)\(2\)\(b\)](#)
- Water layout plan, fire flow/water design report, details. [Section 22-16\(b\)\(2\)\(c\)](#)
- Sanitary sewer layout plan. [Section 22-16\(b\)\(2\)\(d\)](#)
 - Profiles.
 - Wastewater design report, details, specifications, lift station capacity
 - Detailed engineering estimate.
- Street plan and profiles. [Section 22-16\(b\)\(2\)\(e\)](#)
 - Paving details.

- Traffic control plan (if applicable).
- Street light layout. [Section 22-16\(b\)\(2\)\(f\)](#)
- Natural ground profiles of each right-of-way or easement line. [Section 22-16\(b\)\(2\)\(g\)](#)
 - Centerline profiles will be satisfactory for right-of-way or easements, except where there is a difference of 0.50 foot or more from one right-of-way or easement line to the other line measured parallel at any point along the right-of-way or easement.
- Storm water plan and profiles of culverts and channels. [Section 22-16\(b\)\(2\)\(h\)](#)
 - Grading plan with two-foot contours.
 - Drainage report.
 - Erosion and sedimentation control plan.
 - Delineated drainage basins.
 - Details for all structures.
 - Specifications and a detailed engineering estimate.
- Existing contours at intervals of two feet. [Section 22-16\(b\)\(2\)\(i\)](#)
 - For grades up to 5% and not more than five feet for grades over 5%.
- Drainage information and calculations required by the city of Gatesville drainage criteria manual, including, but not limited to: [Section 25-16\(b\)\(2\)\(j\)](#)
 - Drainage channel and detention pond locations and approximate size of facilities.
 - Flow line elevations shall be shown along with direction of flow of all existing or proposed drainage features.
 - Drainage structures, 100-year floodplain, floodway, watercourses, railroad, structures and other physical features on or adjacent to the site.
- Location and size of all existing and/or proposed city utilities, and all others where known. [Section 22-16\(b\)\(2\)\(l\)](#)
 - All city utility lines six inches in diameter or larger within the right-of-way shall be shown on the profile view.
 - All utility lines, regardless of size, should be shown in the plan view, where known.
- Major thoroughfare plans and profiles. [Section 22-16\(b\)\(2\)\(m\)](#)
 - Shall be drawn at a scale of one-inch equals two feet vertically and one-inch equals 20 feet horizontally.
 - Minor streets and easement plan and profiles shall be drawn at a scale of one-inch equals five feet vertically and one-inch equals 50 feet horizontally or one-inch equals four feet vertically and one-inch equals 40 feet horizontally.
 - Label each plan sheet as to street widths, right-of-way widths, pavement width and thickness, type of roadway materials, curbs, intersection radii, curve data, stationing, existing utilities type and location.
 - Stationing must run from left to right, except for short streets or lines originating from a major intersection where the full length can be shown on a single plan and profile sheet.
- Texas Department of Transportation (TXDOT) approvals. [Section 22-16\(b\)\(2\)\(n\)](#)
 - (if applicable) for driveway and drainage into their jurisdiction.
- Existing conditions such as [Section 22-16\(b\)\(2\)\(o\)](#)
 - Marshes.
 - Wooded areas.
 - Buildings.
 - Other significant features.
- Significant features on adjacent properties such as: [Section 22-16\(b\)\(2\)\(p\)](#)
 - Slopes.
 - Structures.
 - Power lines.
- Grading, erosion and sedimentation control plan. [Section 22-16\(b\)\(2\)\(q\)](#)
- Details of all special structures and standard details shall be drawn with the vertical and horizontal scales equal to each other; including but not limited to: [Section 22-16\(b\)\(2\)\(r\)](#)
 - Drainage features.
 - Streams.
 - Gully crossing.
 - Special manholes.
- Station all point of curvature (P.C.'s), point of tangency (P.T.'s) radius returns and grade change point of intersection (P.I.'s) in the profile with their respective elevations. [Section 22-16\(b\)\(2\)\(s\)](#)

SUBDIVISION CHECKLIST-Amended Plat.

Amended Plat Concept Plan Meeting Requirements:

Two (2) copies of a sketch plan of the entire subdivision.

- Drawn approximately to scale.
- Showing proposed streets, lots, utility and drainage layout.

Two (2) copies of a location map.

- Showing the subdivision in relation to existing streets or roadways.
- (i.e. City or county road map).

Copies of previously filed original plat.

Amended Plat Requirements:

A plat may be considered an amending plat solely for the purposes established in Tex. Loc. Gov't. Code, § 212.016. The proposed Amended Plat shall depict all the information as required for final plats as presented in Section § 22-16 except for engineering documents described in §22-16 (b)2. A copy of the original plat shall be provided or the original approved lot lines shall be shown as dashed lines on the new plat. The applicant will furnish the city with a signed, original copy of the dedication, resolution and field notes, as applicable, at the same time the Amended Plat Survey are submitted for approval.

Guarantee of performance (Only applicable if replat requires construction of public infrastructure.)

Unconditional letter of credit from a local bank or other financial institution.

- Submitted in a form acceptable to the city and signed by a principal officer of the institution, agreeing to pay to the city, on demand, a stipulated sum of money to apply to the estimated costs of completion of all required improvements, cost of completion of the required improvements being verified by the city engineer.
- Dated to expire not less than one year from the recordation of the final plat. If the required infrastructure is not complete within six months of acceptance of the letter of credit, the city shall use the funds to construct the improvements.

Performance bond submitted with the city by a surety company holding a license to do business in the state of Texas,

- Submitted in a form acceptable to the city, in an amount equal to the estimated costs of completion of required improvements verified by the city engineer.
- Dated to expire not less than one year from the recordation of the final plat. If the required infrastructure is not complete within six months of acceptance of the letter of credit, the city shall use the funds to construct the improvements.

Amended Plat Survey. Section 22-14(a)(2)

Prepared and sealed by a Texas licensed professional engineer or Texas registered professional land surveyor. Plotted at a scale of one inch to 100 feet or larger. Conform to the general requirements and minimum standards of design and requirements, and shall include the following elements as applicable:

- Cover sheet. **Section 22-16(b)(1)(a)**
 - Required for all plats involving three or more sheets.
 - All plan sheet numbers shall be placed on the cover along with the corresponding plan sheet titles.
 - Cover sheet shall include all plan sheet numbers and plan sheet titles shown in the engineering drawings as well.
 - A vicinity map should always be included on the cover sheet to show the project location.
- Title block shall be present on each page of the plat and includes: **Section 22-16(b)(1)(b)**
 - Proposed subdivision name.
 - Phase(s), block and lot numbers.
 - Current legal description (or reference thereto).
 - Acreage.
 - Name and address of property owner.
 - Name and address of surveyor/engineer.
 - Date of survey.
 - Date of preparation and page content title.
- Index sheet for plats. **Section 22-16(b)(1)(d)**
 - With more than one sheet that shows the entire subdivision.
 - Drawn to a scale of not less than one-inch equals 100 feet.
- Legal description. **Section 22-16(b)(1)(c)**
 - Existing boundary of lot lines and right-of-way lines of streets and easements with accurate dimensions, bearings, deflection angles, radii and central angles of all curves.
- Lot lines. **Section 22-16(b)(1)(e)**

- Lot lines shall have line dimensions clearly displayed within the lot along with the lot's respective lot number.
 - Groups of lots that are considered within a block shall have the block number clearly displayed.
- Right of way lines of streets and easements. [Section 22-16\(b\)\(1\)\(f\)](#) & [Section 22-16\(b\)\(1\)\(g\)](#) & [Section 22-16\(b\)\(1\)\(k\)](#)
 - All right-of-way lines and easements shall be clearly displayed on the plat.
 - The plat shall clearly display the location, size and purpose of all existing and proposed easements on or adjoining the property.
 - Location of existing and proposed streets, alleys, bikeways and sidewalks on or adjoining the site. Such information shall include name, right-of-way widths, type and width of surfacing. All private streets shall be clearly labeled.
 - Easements and street stub-outs necessary to serve adjacent properties.
- Any areas reserved or dedicated for public uses. [Section 22-16\(b\)\(1\)\(h\)](#)
- Notes addressing how lots with low wastewater service tolerances will be served. [Section 22-16\(b\)\(1\)\(i\)](#)
- Delineation of the federal emergency management association (FEMA) special flood hazard area. [Section 22-16\(b\)\(1\)\(j\)](#)
 - As well as any hazards from adjacent detention facilities or as required by the city.
- Adjacent property information including. [Section 22-16\(b\)\(1\)\(l\)](#)
 - Legal descriptions (recorded volume and page).
 - Property lines within 100 feet.
- Primary control points or descriptions and ties to such control points to which all dimensions, angles, bearings and similar data shall be referred. [Section 22-16\(b\)\(1\)\(m\)](#)
 - The plat shall be located with respect to a corner of the surveyor tract, or an original corner of the original survey of which it is a part.
 - Temporary benchmarks and NGS datum shall be described on each sheet.
- Scale, basis of bearing and benchmarks (datum) and description shall all be clearly displayed on the plat. [Section 22-16\(b\)\(1\)\(n\)](#) & [Section 22-16\(b\)\(1\)\(o\)](#)
 - A north arrow is required on all sheets and should be oriented either upward or to the right.
 - It is the intent of this requirement that all stationing should start from cardinal points of the compass and proceed in the direction of construction;
- Tax certificate title block. [Section 22-16\(b\)\(1\)\(p\)](#)
- Signature/certification blocks affixed to the first page of the plat sheets to be recorded. [Section 22-16\(b\)\(1\)\(q\)](#)