



PRELIMINARY PLAT SUBMITTAL CHECKLIST

This checklist is provided to assist developers and design professionals in the preparation of submittals for development review and is intended to be a guideline for what is needed to facilitate the review. Additional information may be required, as indicated in your pre-application meeting or upon review of the plans.

Purpose of the Preliminary Plat: *A preliminary plat is intended to allow City Staff to review overall platting of the tract and street patterns within the subdivision for conformance with the requirements of the Subdivision Ordinance and the Comprehensive Plan. A final plat, containing some or all of the lots shown on the preliminary plat, will be filed for record with the Denton County Clerk's office.*

Acceptance of plat application: *All preliminary plat applications shall be reviewed for completeness in accordance with this checklist before they are accepted by city staff. Failure by the applicant to provide required information or obtain a waiver from the Development Services Director constitutes grounds for refusal of plat submittal for processing; or staff recommendation of denial when the application is scheduled for consideration before the Planning and Zoning Commission.*

APPLICATION REQUIREMENTS:		
	Applicant	Staff
Universal Application Form: The completed application form shall include notarized signatures of the applicant and owner(s).		
Project Narrative: A narrative indicating the purpose of the development and what is being proposed, in narrative form.		
Copies of Plats: Fourteen (14) copies of plat (24" X 36") individually folded Copies of Plats: One (1) copy of plat (11" X 17") individually folded		
Fee: Fee paid as described in the current Development Services Fee Schedule.		
Waiver from Section 212.009: The Texas Municipal Government Code requires that the municipal authority responsible for approving plats must take action on a plat within thirty (30) days of the plat application being submitted. A plat is considered approved by the municipal authority unless it is disapproved within that period. Thirty (30) days is generally not enough time for a plat to be processed by city staff and forwarded to the Planning and Zoning Commission for approval, therefore a waiver for this section of the State Code has been provided on the plat application form. If the waiver on the plat application is not signed, it is likely that the plat will be forwarded to the Planning and Zoning Commission with a staff recommendation of denial within thirty (30) days of the application being accepted. The waiver shall be signed by the property owner or by the property owner's designee as noted on a letter of authorization. Signing of this waiver in no way slows the processing of the plat. Rather, it allows City Staff sufficient time to conduct a thorough review, time for the applicant to make revisions, and the necessary time to prepare the documents for approval by the Planning and Zoning Commission.		



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PLAN SPECIFICATIONS:		
	<i>Applicant</i>	<i>Staff</i>
Applicant information: The applicant is generally the principal design professional (e.g. a surveyor or engineer) preparing the plat document. The applicant shall include his/her name, name of company, company address, phone number, and personal email contact information on the application and on the plat. If the applicant and the property owner are the same, please note as such. All correspondence relating to the plat review and filing will be directed to the applicant designated on the application.		
Owner information: The plat application is required to be signed by the current property owner(s) . If the property owner is not available to sign the application, then a notarized letter of authorization from the property owner is required to be submitted which empowers a designee to sign for the property owner. The owner(s) name, address, and phone number must be shown on the plat. The plat drawing does not need to be signed and notarized until the plat has been approved.		
Legibility and scale: The scale of the drawings shall be in a scale that shows all the elements in sufficient detail to be legible so that City Staff and the Planning and Zoning Commission may conduct a thorough review.		
Notation of the scale: Engineering scale required.		
Bar or graphic scale and directional arrow are required.		
Legend: The legend shall include an explanation for all graphic symbols used on the plat.		
Date: The plat shall include the date of initial preparation and the date of any subsequent revisions.		
Project Number: After the plat has been submitted, a unique project number will be generated by City Staff. All subsequent revisions shall have this number clearly visible in subsequent title blocks.		
Title block: A title block including the following information shall be included on each page: <ul style="list-style-type: none"> Name of the proposed project, with proposed Lot and Block designations. Type of Plat: "Preliminary Plat" Current legal description (County and abstract OR the current subdivision name and lot and block designation) Acreage of the total plat. Project number 		
Location map: A location map with the subject site clearly indicated and referenced to existing major streets and/or highways. If there is no adjacent subdivision, a scaled map showing the nearest subdivision in each direction and how the streets or highways in the submitted plat connect with those of the nearest subdivision shall be provided.		
Metes and Bounds Description: Include the written legal description of the property.		
Dedication: Any rights-of-way, parks, easements or other publicly owned areas shall be dedicated to the City via the plat.		
Existing and proposed utility service: The location and size of existing water and/or sanitary sewer mains, culverts, storm drains, fire hydrants, and other underground facilities and/or infrastructure within 200 feet of the subject property shall be shown on the plat. The preliminary layout of water and sanitary sewer mains, culverts, storm drains, fire hydrants, and other underground facilities and/or infrastructure which are required to ensure adequate service and fire protection to the proposed lots shall also be shown on the plat.		



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Storm water conveyances, stormwater routing, conveyance structures and retention/detention basins: shall be shown on the plat, as required by the Engineering Department. The location of any existing streams or waterways and/or proposed drainageways shall also be shown on the plat.		
Floodplain: The plat shall show the limits of the Ultimate Flood Plain and the FEMA 100 Year Flood Plain and clearly label both with reference to FIRM map panel number.		
Easements: The plat shall show all existing easements and include the filing information for each, including separate instruments that apply to the property. The plat shall also show all proposed easements, dimensioned, with the specific type of easement called out.		
Existing and proposed access: The location, dimension, name and description of all existing public and/or private rights-of-way and/or easements, including streets, alleys, medians, and curb cuts within the subject property shall be shown on the plat. The plat shall also show the dimensions of public and/or private rights-of-way, including streets and alleys which abut, intersect, or form part of the proposed subdivision boundary. Reference the Subdivision Ordinance, Master Thoroughfare Plan and the City's <i>Engineering Design Manual</i> for right-of-way dedication requirements.		
Street Names: Proposed street names are subject to review and approval by the GIS Department.		
Visibility triangles: Visibility triangles shall be shown at all street and alley intersections on the plat. Visibility triangles shall be in accordance with the regulations of Section 18-605 of the Zoning Ordinance.		
Proposed layout: The location, size (square footage), description and purpose of all proposed blocks, lots, parks, open spaces, common areas and/or public areas shall be included on the plat. The proposed lots shall be labeled with dimensions and bearings.		
Proposed lot and block labeling: The proposed lots shall be labeled with numbers and the proposed blocks shall be labeled with letters on the plat (e.g. Lots 1, 2, and 3, Block A). Block letters may not cross a street or alley; lot numbers must be continuous.		
City boundary lines: The plat shall show the location of city limit lines and/or the outer border of the City's extraterritorial jurisdiction (ETJ).		
Adjacent property information: If the subject property is adjacent to existing residential lots, parks, and/or public areas, the location, size, ownership and filing information shall be indicated on the plat within a minimum of 200 feet from the subject property. Each adjacent subdivision showing alleys, streets, easements, adjacent lot lines, subdivision name, ownership, filing and current zoning information shall be indicated on the plat. If the adjacent property is unplatted, the plat shall show the property lines, ownership information, County and abstract number, and the note "Not platted."		
State plane coordinates: The plat shall contain two (2) state plane coordinates on the subject property.		
Buffering/Screening: The plat shall show the location of any required and/or proposed buffering and/or screening.		
Finished floor elevations: The plat shall show the finished floor elevations for each lot on the plat.		
Contours/elevations: The preliminary plat shall show the contours (ghosted) with elevation notes at intervals of two (2) feet or less.		



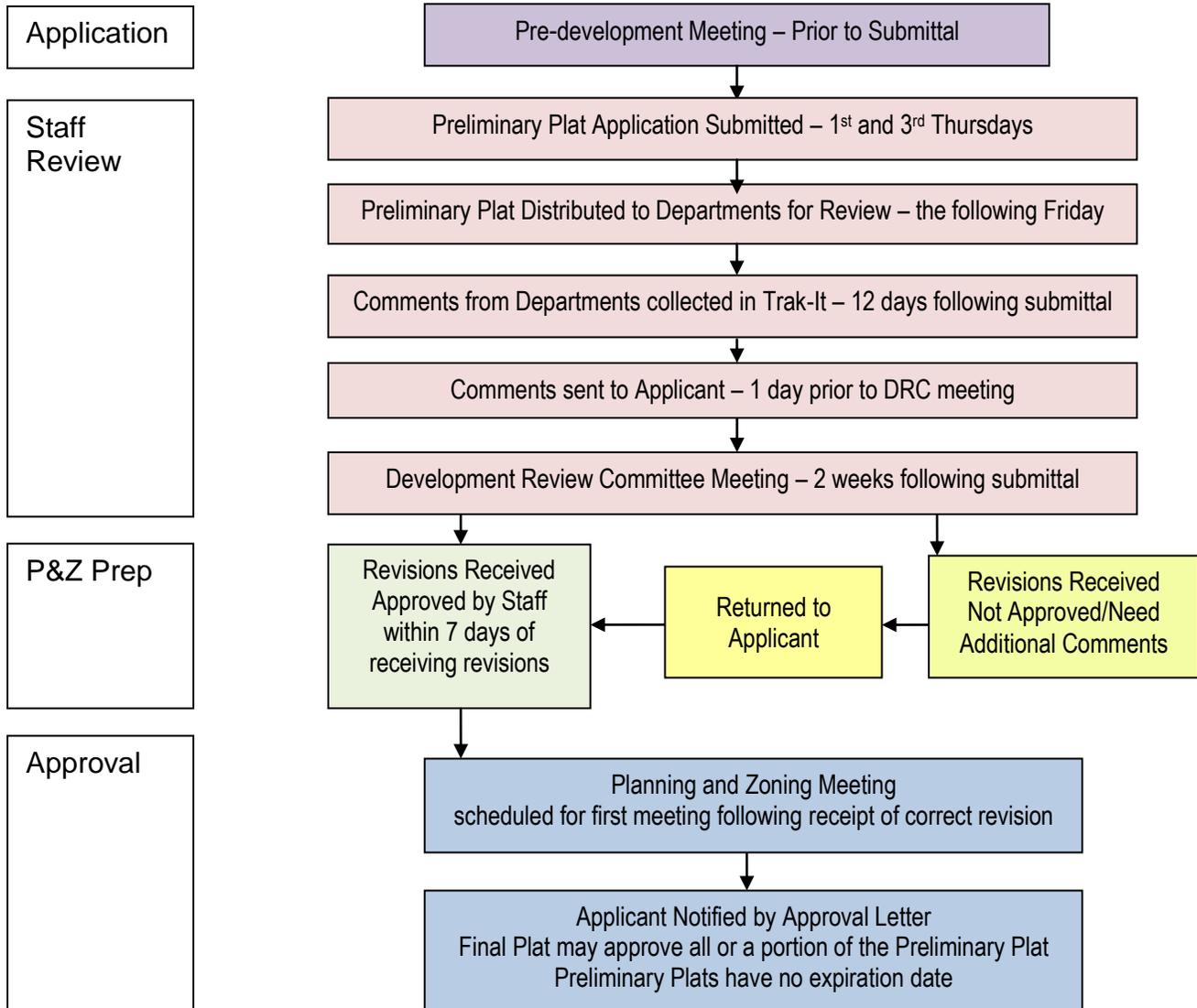
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<p>Acreage detail: The final plat shall show net and gross acreage for each lot on the plat, the proposed number of residential lots, the area in residential use, the approximate area in parks and the area in other non-residential uses.</p>		
<p>Setback Exhibit: If the plat includes residential lots, a separate exhibit showing the required setbacks shall be submitted to aid the review of residential building plans. In addition, a table showing the square footage of each lot shall be included in the setback exhibit to ensure that minimum lot sizes have been achieved, according to Section 11, Area Regulations, of the Zoning Ordinance.</p>		

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PRELIMINARY PLAT TIME LINE

Time Line: The following chart gives a “best case scenario” for the platting process. From submittal to Planning and Zoning approval is typically 1½ to 2 months.



DEVELOPMENT SERVICES DEPARTMENT

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