



PLAT SUBMITTAL CHECKLIST

This checklist shall be submitted as part of the application process. The engineer or surveyor who prepared the plat should complete the checklist and sign at the bottom of the document. Plat submittals shall include the following information and contents.

Applicant	Requirement	Preliminary	Final	Replat	Amending
	<u>APPLICATION CONTENTS</u>				
	Planning Application (completed)	•	•	•	•
	Plat Checklist (signed)	•	•	•	•
	Fee (see fee chart)	•	•	•	•
	Five (5) 24" x 36" sets of the plat (folded & collated)	•	•	•	•
	One (1) thumb drive with PDFs of all required plans	•	•	•	•
	<u>GENERAL FEATURES</u>				
	North Arrow	•	•	•	•
	State Plane Coordinate System		•	•	•
	Location/Vicinity Map	•	•	•	•
	Scale (graphic and written) appropriate for the level of detail	•	•	•	•
	Location and dimensions of all boundary lines, lot lines, and Town limit lines (as applicable)	•	•	•	•
	Identification of each lot by number and each block by number or letter	•	•	•	•
	Location, dimensions, and type of proposed easements, plus filing information for existing easements, within and abutting the subdivision	•	•	•	•
	Old lot lines and numbers should be "ghosted" if being abandoned	•	•	•	•
	Building setback lines (if recorded on previous plat or proposed to conflict with current zoning)	•	•	•	•
	Adjacent properties – subdivision name of platted properties (P.R.D.C.T./P.R.T.C.T.) or ownership information for unplatted properties (D.R.D.C.T./D.R.T.C.T.) with recording information	•	•	•	•
	Certified acreage significant to 3 digits for each lot, tract, or site	•	•	•	•
	Location, linear dimensions, and acreage/square footage of existing and dedicated right-of-way within and abutting the subdivision, including corner clips and deceleration lanes	•	•	•	•
	Proposed street names with dimensions to centerline		•	•	•
	Locations, materials, and size of all monuments found and set		•	•	•
	Show existing FEMA 100 year flood plain with elevation (if present)	•	•	•	•
	Match lines & key map (if property covers more than one sheet)	•	•	•	•

Applicant	Requirement	Preliminary	Final	Replat	Amending
STANDARD NOTATIONS					
	“The Town or the MUD, as applicable, shall issue no permit until the completion of all dedicated improvements, and acceptance of such improvements associated with the subdivision, are approved by the Town.	•	•	•	•
	“(Entity) shall be responsible for the operation and maintenance of any commonly held property and releases the Town of Trophy Club from such responsibility. Should the entity responsible for maintenance of common held property fail to perform the function, the Town has the authority to provide appropriate maintenance and repair and collect appropriate fees and reimbursements.”	•	•	•	•
	“Selling a portion of this addition by metes and bounds is a violation of Town ordinance and State law and is subject to fines and withholding of utilities and building permits.”	•	•	•	•
	“This plat does not alter or remove existing deed restrictions, if any, on this property.”	•	•	•	•
	“Minimum finished floor elevations are at least 18 inches above the 100 year flood plain.” (when floodplain is present)	•	•	•	•
	Flood Statement: “The subject tract lies within Zone ____, defined as “_____” according to Community Panel No. _____, dated _____, of the FEMA Flood Insurance Rate Maps for _____ County, TX.”	•	•	•	•
	Purpose Statement: “The purpose of this plat is to . . .”			•	•

Applicant	Requirement	Preliminary	Final	Replat	Amending
DOCUMENTATION					
	Legal description (metes and bounds) with total acreage		•	•	•
	Dedication statement/language		•	•	•
	Owner's certificate with notary block		•	•	•
	Surveyor's certificate (signed and sealed) with notary block		•	•	•
	Town approval block (Mayor , Town Secretary, and Planning & Zoning Commission Chairman with blank date)	•	•	•	•
	Utility certificate (AT&T, Charter, Oncor, Atmos, and MUD)		•	•	•
	Cabinet/slide note and/or designated location for recording information		•	•	•
	Line & Curve Table (if applicable)	•	•	•	•
	Legend (if abbreviations and symbols are used)	•	•	•	•
	Data table showing the numbers of proposed residential and non-residential lots and their associated acreage/square footage	•	•	•	•
	Owner's block and Preparer's block (name, address, and phone)	•	•	•	•
	Title Block (bottom right hand corner): <ol style="list-style-type: none"> 1. Number of lots and acreage 2. Type of plat 3. Subdivision name (including phase, if applicable) 4. Proposed lot and block numbers 5. Survey name and abstract number 6. Location by City, County, State 7. Date of preparation and subsequent revisions 8. Scale of drawing 	•	•	•	•

Preparer's Signature: _____

Printed Name: _____

Company Name: _____

Date: _____