

MINOR PLAT CHECKLIST

City of Palestine

MINOR PLAT QUALIFICATIONS:	<u>Yes</u>	<u>No</u>
1. Does each lot have direct access to a Public Street (maintained by the City)?	()	()
2. Does each lot have direct access to City water?	()	()
2. Does each lot have direct access to City sewer?	()	()

****If any of the above questions are answered with no, then this will be a MAJOR PLAT. Proceed with the Preliminary Plat checklist.**

SUBDIVISION: _____ **APPLICANT:** _____

Section A: General Information	<u>Not</u> <u>Applicable</u>	<u>See</u> <u>Comments</u>	<u>Yes</u>	<u>No</u>
1. Completed Application	()	()	()	()
2. Recording Fee (Check to County Clerk)	()	()	()	()
3. Five Copies of Plat (11"x17") and Auto CAD file (DWG) FOR CITY'S REVIEW	()	()	()	()
4. Two Mylars and 2 copies (18"x24") UPON APPROVAL FROM CITY	()	()	()	()
5. Tax Certificate upon plat approval (required by County Clerk for filing)	()	()	()	()
Section B: Graphic Detail				
1. The name and address of the owner or owners of the tracts affected by the platting and the name and address of the person or firm preparing the plat.	()	()	()	()
2. The proposed Minor Plats and Development Plats at a recognized engineering scale and a size 18" x 24" suitable for filing in the files of the county clerk.	()	()	()	()
3. Boundary lines with dimensions and bearings of the tract to be partitioned (lines to be adjusted or abandoned should be fine, dashed lines and new or unchanged lines should be heavy, solid lines.	()	()	()	()
4. Date of preparation, north arrow and scale.	()	()	()	()
5. Layout of all lots -- including area of each lot and calls for all boudaries -- in heavy, solid lines.	()	()	()	()
6. Building setback lines, including a dimension line showing amount of setback.	()	()	()	()
7. Notation of existing or proposed easements, streets and utilities on or adjacent to the property showing type, location, size and recording information.	()	()	()	()
8. Notation of the type of monumentation found or set (in accordance with standards described in the City of Palestine Development Code) at all property corners.	()	()	()	()
9. Do lot sizes conform to zoning regulations?	()	()	()	()
10. Certifications for Development Services Director, City Engineer, County Clerk, County Commissioner's Court (where appropriate).	()	()	()	()
11. Owner's acknowledgement and dedication signature block.	()	()	()	()
12. Lienholder's acknowledgement and subordination statement (if applicable).	()	()	()	()
13. Certification statement by the Surveyor.	()	()	()	()
14. Public Easement Statement (Article VI., Sec. 40-151, (b).	()	()	()	()
15. Flood plain statement with Community Panel number	()	()	()	()
16. Emergency Access easements shown w. dedication statement	()	()	()	()

PRELIMINARY PLAT CHECKLIST

City of Palestine

SUBDIVISION: _____

APPLICANT: _____

Section A: General Information

	<u>Not Applicable</u>	<u>See Comments</u>	<u>Yes</u>	<u>No</u>
1. Completed Application	()	()	()	()
2. Fee Paid	()	()	()	()
3. 20 Copies of Plat (11"x17") and Auto CAD file (DWG) FOR CITY'S REVIEW	()	()	()	()
4. One Mylar and AutoCAD file (DWG) UPON APPROVAL FROM CITY	()	()	()	()
5. Variance Application (where applicable)	()	()	()	()
6. Certificate or Letter from Title Guaranty Company or Attorney	()	()	()	()

Section B: Graphic Detail

1. Proposed Name of Development.	()	()	()	()
2. A description of the proposed development.	()	()	()	()
3. Date of preparation, scale of plat and north arrow for all maps.	()	()	()	()
4. A location map showing major streets within or adjacent to property.	()	()	()	()
5. Title block with date, scale, number of lots and blocks, name of owner, engineer and surveyor.	()	()	()	()
6. Boundary lines (in heavy bold lines) with appropriate dimensions and bearings.	()	()	()	()
7. Adjacent boundary lines (in dashed lines).	()	()	()	()
8. Adjacent property owners (referenced by deed on plat).	()	()	()	()
9. Topographic features (Not more than two foot contours).	()	()	()	()
10. Existing watercourses, floodplains and storm drainage.	()	()	()	()
11. Areas subject to flooding based on the regulatory floodplain maps.	()	()	()	()
12. Location and width of all existing public streets and rights-of-way adjacent to or within the development.	()	()	()	()
13. Existing easements on or adjacent to the property showing locations, width and purpose.	()	()	()	()
14. Location and size of existing water, sanitary sewer and drainage facilities	()	()	()	()
15. Proposed streets designated according to design standards.	()	()	()	()
16. Proposed layout and capacities of water, sewer and drainage lines.	()	()	()	()
17. Proposed lots and blocks.	()	()	()	()
18. Total acreage, density and maximum dwelling units per lot.	()	()	()	()
19. Designated land uses according to Zoning regulations.	()	()	()	()
20. Estimated traffic impact of the development.	()	()	()	()
21. Proposed park land (residential developments).	()	()	()	()
22. Sequence of phased development (if applicable) and a tentative timetable for development.	()	()	()	()
23. Show Building Setback lines.	()	()	()	()
24. Proposed lot sizes conform to zoning requirements?	()	()	()	()
25. Emergency Access easements shown w. dedication statement	()	()	()	()

Note: Plats receiving a check in the "NO" column will be considered incomplete and subject to disapproval by the City. If a variance is requested, a variance request form must accompany preliminary plat submittal.

Note: Approval of the Preliminary Plat by the Planning and Zoning Commission is approval of the general concept of the development proposal. Final Plat approval is subject to substantial conformance with the preliminary plat and a complete engineering design and analysis.

FINAL PLAT CHECKLIST

City of Palestine

SUBDIVISION: _____ **APPLICANT:** _____

Section A: General Information	<u>Not Applicable</u>	<u>See Comments</u>	<u>Yes</u>	<u>No</u>
1. Completed Application	()	()	()	()
2. Recording Fee (Check to County Clerk)	()	()	()	()
3. 20 Copies of Plat (11"x17") and Auto CAD file (DWG) FOR CITY'S REVIEW	()	()	()	()
4. Two Mylars and 2 copies (18"x24") UPON APPROVAL FROM CITY	()	()	()	()
5. Tax Certificate upon plat approval (required by County Clerk for filing)	()	()	()	()
Section B: Conformance of Preliminary Plat				
1. The plat conforms to the approved Preliminary Plat	()	()	()	()
Section C: Graphic Detail				
1. Proposed Name of Development and location map.	()	()	()	()
2. Date of preparation, scale of plat and north arrow for all maps.	()	()	()	()
3. Name and address of owner, developer and licensed public surveyor.	()	()	()	()
4. The entire subdivision, tract, parcel or section thereof, proposed for immediate development at a recognized engineering scale.	()	()	()	()
5. Total acres, total number of lots created, density and maximum d.u./ lot.	()	()	()	()
6. Accurate legal description/designation of monuments placed on ground.	()	()	()	()
7. Adjacent property owners (referenced by deed on plat).	()	()	()	()
8. Locations & dimensions of all existing and proposed:				
a. Street Rights-of-Way	()	()	()	()
b. Utility Easements and Drainage Ways	()	()	()	()
c. All other regulations affecting building and lot layout	()	()	()	()
9. Boundary of the platted area, block boundary, street and ROW lines with distances, angles/bearings, and geometric data.	()	()	()	()
10. Accurate dimensions of all property to be offered for dedication for public use, and all property owners with the development, with purposes indicated.	()	()	()	()
11. Dimensions of all lots and lot lines, and the bearings of those lot lines along with setbacks and/or other building lines.	()	()	()	()
12. All easements denoted by fine dashed lines, clearly identified, and if already of record, recorded reference, width of the easement with sufficient ties to locate it definitely to corners of the lot, tract or sub.	()	()	()	()
13. Any easements located outside boundaries of the plat required for plat approval	()	()	()	()
14. All lots and blocks consecutively numbered.	()	()	()	()
15. A certificate of ownership and dedication.	()	()	()	()
16. A certificate with a seal by a registered professional land surveyor that all details of the plat are correct.	()	()	()	()
17. Spaces for certifications by the Mayor, Chairman of the Planning Commission, City Engineer, Director of Public Works, County Clerk, County Commission, (where appropriate).	()	()	()	()
18. List of all approved variances to the Plat and date of City approval.	()	()	()	()
19. Any other information as may be necessary for full and proper consideration of the proposed subdivision.	()	()	()	()
20. Public Easement Statement (Article VI., Sec. 40-151, (b).	()	()	()	()
21. Lienholder's acknowledgement and subordination statement (if applicable)	()	()	()	()
22. Floodplain statement with Community Panel number.	()	()	()	()
23. Emergency Access easements shown w. dedication statement	()	()	()	()
Section D: Engineering Plans				
1. The engineering design plans have been approved by the City Engineer	()	()	()	()

Note: Plats receiving a check in the "NO" column will be considered incomplete and subject to disapproval by the Planning Commission.

Note: Final Plat approval is subject to substantial conformance with the preliminary plat and a complete engineering design/ analysis.

