



Final Plat / Replat Checklist

For Office Use Only

Project # _____

Revision Date: 10/2015

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The following is a listing of requirements for final plat and replat applications as found in Van Alstyne's development regulations and policies. A completed checklist must be submitted with each application. Applicants shall indicate compliance with standards by checking the box adjacent to the standard. An application shall not be accepted for filing until all items on the checklist are submitted and each item complies with minimum standards.

Plat Format & General Standards *(check if provided; indicate NA if not applicable)*

Plat/Replats shall comply with the following plan format and general standards:

- Sheet size shall comply with county regulations, black & white drawing on bond paper in landscape view.
- Plat is clear and legible. Use a variety of line types and line weights. Do not screen information. Indicate plat boundary/limits with heavy/bold line weight. Do not use gray-scale shading. Abandonments may be indicated by stipple or crosshatch shading.
- Permissible scale for plat are engineer scales 1" = 10', 20', 30', 40', 50', 60', or 100' scale may be used. Architectural scales are not acceptable.
- Title block shall be in the lower right-hand corner of the plat/replat. The title block shall contain: plat/replat type; project name (subdivision name, lot and block designations); gross acreage; city, county and state name; location of subdivision with reference to the original land grant or survey; and date of preparation.
- Title for replats shall reference subdivision name and recording information of the plat being revised.
- For nonresidential and multifamily development, state lot and block designations.
- For single-family and two-family residential development, state number of residential lots developed at zoning district standards and number of common open space lots.
- Label company name, preparer name, address and phone number of plat/replat preparer (e.g., surveyor, engineer, etc.) in the vicinity of the title block
- Label company name, contact name, address, and phone number of current property owner in the vicinity of the title block.
- Where more than one ownership is involved in the area being subdivided, the limits of each owner's land shall be clearly designated on the final plat.
- Orient plat/replat so that North is the top or left-hand side of sheet
- Provide north arrow, graphic scale, and written scale in close proximity to each other.
- Provide a vicinity map in the same orientation of the plat/replat showing subject property, north arrow, scale (or labeled "not to scale"), and adjacent thoroughfares with a half mile radius of site.
- Tie point of beginning to abstract corner if not previously platted or subdivision corner if platted. Indicate on graphic and/or in legal description.
- For property boundary lines, provide distances (to nearest hundredth of feet) and bearings (to nearest second).
- For property boundary curves, provide curve lengths, curve radii, and chord lengths (to nearest hundredth of feet), and internal angle and chord bearing (to nearest second). The curve data pertaining to block or lot boundary may be placed in a curve table at the base of the plat and prepared in tabular form.
- If plat/replat uses abbreviations, provide legend.
- Label boundary monuments as to type and size whether found or set for all property corners, points of intersection, and points of curvature/tangency.

City of Van Alstyne Planning Department

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Plat Format & General Standards Continued *(check if provided; indicate NA if not applicable)*

- When a subdivision contains common areas, drainage ways, screening walls or other facilities not located within the public right-of-way nor subject to city maintenance, or if landscaping, sidewalks, or other amenities are provided within the public right-of-way for which a license agreement is required by the City to ensure proper maintenance by the homeowners' association, a homeowners' agreement, as evidence by the covenants identifying the association shall be placed on the plat. Such homeowners' agreement shall be approved as part of the preliminary plat process. The City Attorney will review the homeowners' agreement as to form.

The following six (6) statements shall appear on the face of the plat and in the homeowners' agreement:

1. "The owner of fee simple title to every individual lot of land within the subdivision must be a member of the homeowners association."
2. "The homeowners' association must have the authority to collect membership fees."
3. "The homeowners' association must be responsible for the maintenance of all common areas and all screening walls both within and outside of the public right-of-way."
4. "The homeowners' association must grant the city right of access to common areas to abate any nuisances thereon, and attach a lien for the prorated cost of abatement upon each individual lot."
5. "The homeowners' association shall indemnify and hold the city harmless from any and all costs, expenses, suits, demands, liabilities, damages, or otherwise including attorney's fees and costs of suit, in connection with the city's maintenance of common areas."
6. "The homeowners' association shall enter into a license agreement with the City of Van Alstyne, where right-of-way has been dedicated for the purpose of providing landscaping, additional areas for sidewalks, walls, or other amenities, and shall be responsible for the installation and maintenance of all landscape areas that are in the public right-of-way."

- Homeowners' association note shall appear as follows:

A homeowners' association covenants have been recorded in _____ (volume and page) _____. Such homeowners' association shall be responsible for the maintenance of all common areas and facilities and screening walls located in _____ (lot and block number of common area) _____, or public right-of-way, or as otherwise identified on the plat.

- Certificates of the owner, surveyor and utility companies, a dedication statement, detention and/or drainage easement, city signature block and other standard notes, if applicable, shall be placed on the final plat in accordance with the below and the City Design Manual. (Do not obtain the signatures of the utility companies until the City approves the preliminary plat.)

STANDARD NOTES

1. Selling off a portion of this addition by metes and bounds description, without a replat being approved by the city of Van Alstyne, is a violation of city ordinance and state law and is subject to fines and withholding of utilities and building permits.
2. Visibility Note. Intersection visibility triangles shall be shown and maintained in accordance with the City Design Manual.

Plat Format & General Standards Continued *(check if provided; indicate NA if not applicable)*

UTILITY CERTIFICATE

THIS PLAT CORRECTLY PRESENTS THE REQUIRED EASEMENTS FOR THIS DEVELOPMENT.

ATMOS GAS

NAME/TITLE

ONCOR ELECTRIC DELIVERY

NAME/TITLE

GRAYSON-COLLIN ELECTRIC COOPERATIVE

NAME/TITLE

SOUTH GRAYSON WATER SUPPLY

NAME/TITLE

CITY SIGNATURE BLOCK

On the _____ day of _____, 20____, this plat was duly approved by the City Council of the city of Van Alstyne.

Signed: _____
Chairman
Planning and Zoning Commission

Attest: _____
City Clerk

Signed: _____
Mayor

Attest: _____
City Clerk

SURVEYOR CERTIFICATE

STATE OF TEXAS

I, _____, Registered Public Surveyor, hereby certify that I have (Engineer/ Surveyor's printed name) prepared this plat from an actual on-the-ground survey of the land, and that the corner monuments shown thereon were properly placed under my personal supervision in accordance with the platting rules and regulations of the City of Van Alstyne, Texas.

(Professional Seal and Date)

Engineer/Surveyor's Signature, Title and
Registration Number

Plat Format & General Standards Continued *(check if provided; indicate NA if not applicable)*

DEDICATION STATEMENT

(to be used in all instances)

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS;

THAT (OWNER'S NAME) ACTING HEREIN BY AND THROUGH ITS DULY AUTHORIZED OFFICERS, DOES HEREBY ADOPT THIS PLAT DESIGNATING THE HEREIN ABOVE DESCRIBED PROPERTY AS (SUBDIVISION NAME), AN ADDITION TO THE CITY OF VAN ALSTYNE, TEXAS AND DOES HEREBY DEDICATE, IN FEE SIMPLE, TO THE PUBLIC USE FOREVER, THE STREETS, ALLEYS, AND PUBLIC USE AREAS SHOWN HEREON, AND DOES HEREBY DEDICATE THE EASEMENTS SHOWN ON THE PLAT FOR THE PURPOSES INDICATED TO THE PUBLIC USE FOREVER, SAID DEDICATIONS BEING FREE AND CLEAR OF ALL LIENS AND ENCUMBRANCES EXCEPT AS SHOWN HEREIN. NO BUILDINGS, FENCES, TREES, SHRUBS, OR OTHER IMPROVEMENTS SHALL BE CONSTRUCTED OR PLACED UPON, OVER, OR ACROSS THE EASEMENTS ON SAID PLAT. UTILITY EASEMENTS MAY ALSO BE USED FOR THE MUTUAL USE AND ACCOMMODATION OF ALL PUBLIC UTILITIES DESIRING TO USE OR USING THE SAME UNLESS THE EASEMENT LIMITS THE USE TO A PARTICULAR UTILITY OR UTILITIES, SAID USE BY PUBLIC UTILITIES BEING SUBORDINATE TO THE PUBLIC'S AND CITY OF VAN ALSTYNE'S USE THEREOF. THE CITY OF VAN ALSTYNE AND ANY PUBLIC UTILITY SHALL HAVE THE RIGHT TO REMOVE AND KEEP REMOVED ALL OR PART OF ANY BUILDINGS, FENCES, TREES, SHRUBS, OR OTHER IMPROVEMENTS OR GROWTHS WHICH IN ANY WAY ENDANGER OR INTERFERE WITH THE CONSTRUCTION, MAINTENANCE, OR EFFICIENCY OF ITS RESPECTIVE SYSTEM ON ANY OF THESE EASEMENTS AND THE CITY OF VAN ALSTYNE ON ANY PUBLIC UTILITY SHALL AT ALL TIMES HAVE THE RIGHT OF INGRESS AND EGRESS TO AND FROM AND UPON ANY OF SAID EASEMENTS FOR THE PURPOSE OF CONSTRUCTING, RECONSTRUCTING, INSPECTING, PATROLLING, MAINTAINING, AND ADDING TO OR REMOVING ALL OR PART OF ITS RESPECTIVE SYSTEM WITHOUT THE NECESSITY AT ANY TIME OF PROCURING THE PERMISSION OF ANYONE. (OWNER'S NAME) DOES HEREBY BIND ITSELF, ITS SUCCESSORS AND ASSIGNS TO FOREVER WARRANT AND DEFEND ALL AND SINGULAR THE ABOVE DESCRIBED STREETS, ALLEYS, EASEMENTS, AND RIGHTS UNTO THE PUBLIC AGAINST EVERY PERSON WHOMSOEVER LAWFULLY CLAIMING OR TO CLAIM THE SAME OR ANY PART THEREOF. THIS PLAT APPROVED SUBJECT TO ALL PLATTING ORDINANCES, RULES, REGULATIONS, AND RESOLUTIONS OF THE CITY OF VAN ALSTYNE.

WITNESS MY HAND THIS _____ DAY OF _____, 20____ .

Signature of Owner

Position in Corporation (if applicable)

Name of Corporation (if applicable)

Lien Holder (if applicable)

If there is no lien holder, add the following statement:
To the best of my knowledge, there are no liens against this property.

Signature of Owner

Plat Format & General Standards Continued *(check if provided; indicate NA if not applicable)*

NOTARY CERTIFICATE

STATE OF _____

COUNTY OF _____

Before me, the undersigned authority, a Notary Public in and for the said County and State on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and considerations therein expressed and in the capacity therein stated and as the act and deed therein stated.

Given under my hand and seal of office, this _____ day of _____, 20__.

Notary Signature

Notary Stamp:

- The following statement shall be included when detention and/or drainage is required to be reflected on the plat:

“NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVERS’ LICENSE NUMBER.”

- If detention is required on site, the following paragraph shall be placed on the plat:

DETENTION & DRAINAGE EASEMENT (X.XX ACRES)

(BENEFITING PROJECT)

THE STATE OF TEXAS §

§ KNOW ALL MEN BY THESES PRESENTS:

COUNTY OF _____ §

THAT, _____, a _____, whether one or more, hereinafter called “Owner,” shall be subject to the following conditions which shall be binding upon the Owner, their heirs, grantees, successors and assigns. The facilities, together with all incidental improvements, and all necessary laterals in, upon and across certain real property located in the City of _____, _____ County, Texas, is more particularly described in Exhibit “A”, which is attached hereto and made a part hereof by reference as if fully set forth herein (the “Easement Property”). The Easement will remain open at all times and will be maintained in a safe and sanitary condition by the owners of the lot or lots that are traversed by or adjacent to the Easement. The city of Van Alstyne, hereinafter called “City”, will not be responsible for the maintenance and operation of said Easement or for any damage to private property or person that results from conditions in the Easement, or for the control of erosion. No obstruction to the natural flow of storm water run-off shall be permitted by construction of any type of building, fence or any other structure within the Easement, as herein above defined, unless approved by the City Manager or Designee. Provided, however, it is understood that in the event it becomes necessary for the City to erect or consider erecting any type of drainage structure in order to improve the storm drainage that may be occasioned by drainage in or adjacent to the subdivision, then in such event, the City shall have the right to enter upon the Easement at any point, or points, to investigate, survey or to erect, construct and maintain any

Plat Format & General Standards Continued *(check if provided; indicate NA if not applicable)*

drainage facility deemed necessary for drainage purposes. Each property owner shall keep the Easement clean and free of debris, silt, and any substance which would result in unsanitary conditions or obstruct the flow of water, and the City shall have the right of ingress or egress for the purpose of inspection and supervision of maintenance work by the property owner to alleviate any undesirable conditions which may occur. The drainage through the Easement is subject to storm water overflow and natural bank erosion to an extent which cannot be definitely defined. The City shall not be held liable for any damages of any nature resulting from the occurrence of these natural phenomena, or resulting from the failure of any structure or structures, within the Easements.

SIGNED my hand this _____ day of _____, 20____

GRANTOR'S NAME HERE IN BLACK

By: _____
Name: _____
Title: _____
Address: _____

ACKNOWLEDGMENT

THE STATE OF TEXAS §

§

COUNTY OF _____ §

This instrument was acknowledged before me on the _____ day of _____, 20____ by _____ its _____ of the _____, a _____ corporation, on behalf of said corporation.

Notary Public in and for the State of Texas

AFTER RECORDING, PLEASE RETURN TO:
City Clerk
City of Van Alstyne
P.O. Box 241
Van Alstyne, Texas 75495-0247

Site Information *(check if provided; indicate NA if not applicable)*

For proposed site, please provide the following:

- Plat/Replat is consistent with valid plans and plats approved for this site
- Plat/Replat integrates with valid plans and plats approved for adjacent contiguous sites.
- Plat/Replat depicts proposed layout of lots, streets, easements and rights-of-way (R.O.W.).
- Do not show or label existing or proposed topography.
- Show the subdivision boundary in heavy lines. Label line and curve data to match legal description.
- Show the true bearings and distances to the nearest established street lines, official monuments, or subdivision corner, which shall be accurately described on the plat.
- Show and label the location and width of existing streets, alleys, easements, right-of-ways, buildings and structures to be retained.

Site Information Continued *(check if provided; indicate NA if not applicable)*

- Show current and proposed property boundaries/lot lines. Label line and curve data. Provide ties and/or intermediate distances as appropriate. The location of minimum building setback lines from all streets on lots and other sites shall conform to the provisions of the Zoning Ordinance for the specific use assigned to the project area.
- Label proposed lot and block designations.
- Label lot area for each lot in acres and square feet for non-single-family residential development. For single-family residential development, label lot area in square feet only.
- Show and label the description and location of all permanent survey monuments and control points.
- Show and label suitable primary control points to which all dimension, bearings, and similar data shall be referred. Dimensions shall be shown in feet and decimals of a foot.
- Show and label existing easements. Provide line and curve data for easement boundaries and tie down easements. Provide recording information. If all or portion of an existing easement is to be abandoned, label "To be abandoned by this plat."
- For single-family residential development only, show and label front yard building setbacks (within city limits).
- Show and label fire lane, access and utility easements. Provide line and curve data for easement boundaries and tie to property lines / easements.
- Show and label easements for water, sanitary sewer, and storm sewer utilities. Provide line and curve data for easement boundaries and tie to property lines / easements.
- Show and label easements for visibility access maintenance (VAM). Provide line and curve data for easement boundaries and tie to property lines / easements.
- Show and label floodway and drainage easements including access and maintenance easements. Provide line and curve data for easement boundaries and tie to property lines / easements.
- For lots adjacent to or containing floodway and drainage easements, label minimum finish floor elevation.
- Show and label storm water quality easements for structural and nonstructural storm water controls / best management practices. Provide line and curve data for easement boundaries and tie to property lines / easements.
- Show and label the location of existing water courses and other similar drainage features, flood prone land, railroads, highways, and other transportation features.
- Label distances along the side lot lines from the front lot line or the high bank of a stream.
- A traverse line should be provided along the edge of all large water courses in a convenient location, preferably along a utility easement, if paralleling the drainage easement or stream.
- Show and label wall maintenance easements for required screening walls. Provide line and curve data for easement boundaries and tie down easements.
- Show and label corner clip R.O.W. dedications. Provide line and curve data for dedications.
- For sidewalks not within R.O.W., show and label sidewalk easements. Provide line and curve data for easement boundaries and tie down easements.
- For electrical/communication utilities not within R.O.W., show and label electrical/communication easements. Provide line and curve data for easement boundaries and tie down easements.
- Show public street and alley R.O.W. Label as existing or proposed. Dimension R.O.W. width. Show street centerline and provide line and curve data.
- Label street names (as approved by the City of Van Alstyne), and show street name breaks with a diamond shape.
- Show and label the use and property dimensions of all special reservations identified for the project, including sites for schools, churches, and parks. The Master Plan for the public sites, school sites, and park sites shall be followed or may be amended to conform to the conditions established by the City Council.

City of Van Alstyne Planning Department

Adjacent Property Information *(check if provided; indicate NA if not applicable)*

For properties contiguous to the site and for properties across R.O.W. contiguous to the site, provide the following information within 50 feet of the site boundary and 50 feet of R.O.W. contiguous to the site boundary:

- All lines outside of subdivision boundaries are to be dashed lines.
- Show and label properties. For platted properties, show lot lines and label subdivision name, lot and block designation, and plat record information for each lot. For unplatted properties, show parcel lines and label record owner and deed record information for each parcel.
- Show all easements. Label as existing or proposed. If existing, provide recording information.
- Show public street and alley R.O.W. Label as existing or proposed. Dimension R.O.W. width.
- Label street names.
- Show and label city limit lines, county limit lines, and/or survey (abstract) lines.

Legal Description and Plat / Replat Language *(check if provided; indicate NA if not applicable)*

Provide legal description of the land including the following:

- Name of record owner and corresponding deed reference.
- Name of survey, abstract, county, and state.
- Metes and bounds legal description for subdivision boundary. Calls and monumentation match plat/replat graphic.
- Total area of the plat/replat in acres and square feet.

Provide standard City of Van Alstyne plat/replat language for the following (available online):

- General owner's certificate and dedication language.
- Owner signature block and notary block for owner signature.
- Certificate of approval language with signature block and notary block.
- Surveyor certificate language with signature block and notary block.
- City Council approval verbiage per subdivision ordinance

Other *(check if provided; indicate NA if not applicable)*

- For offsite easement and/or R.O.W. dedication (as approved by the City Engineer), provide field notes and other documents necessary for dedication or conveyance.
- Accompanying the Final Plat shall be an original and two (2) true copies of a Dedication Deed or certificate of dedication executed by all persons, firms, or corporations owning an interest in the property subdivided or platted, and acknowledged in the manner prescribed by the laws of the State of Texas for conveyance of real property. Details about what should be included in the Dedication Deed can be found in the Subdivision Ordinance.
- For offsite easement and/or R.O.W. dedication (as approved by the City Engineer), provide field notes and other documents necessary for dedication or conveyance.
- Accompanying the Final Plat shall be an original and two (2) true copies of a Dedication Deed or certificate of dedication executed by all persons, firms, or corporations owning an interest in the property subdivided or platted, and acknowledged in the manner prescribed by the laws of the State of Texas for conveyance of real property. Details about what should be included in the Dedication Deed can be found in the Subdivision Ordinance.
- The developer shall install all survey monuments and markers, street paving, curbs and gutters, alley grading, storm drainage, water and sanitary sewer mains and laterals, fire hydrants, water valves, traffic signs, street lights, street signs and sidewalks, within and adjacent to the subdivision, or shall provide cash deposit or other guarantee acceptable to the City for the payment of the cost of such installations prior to the final approval by the City Council.

Other (check if provided; indicate NA if not applicable)

- A dedication of five percent (5%) of the total tract acreage shall be required and used as park land. In lieu of the dedication, the subdivider may pay to the City an amount equal to the value of five percent (5%) of the total tract acreage. Said value shall be determined by an independent certified property appraiser, to be selected by the City, in the event that the subdivider and the City cannot agree on the value of the property. It shall be the City's decision whether dedication of acreage or cash payment or a combination thereof shall be required. The dedication and/or payment shall be made upon approval of the final plat and prior to the construction of any infrastructure improvements.
- Final Plats may be approved on portions of a large area for residential or other uses for which a preliminary plat has been approved, provided that the required improvements for said portion are developed as part of the required improvements for the entire area. Water mains, storm sewers, trunk sewers, and any sewage treatment plant shall all be designated and built to serve the entire area owned by the subdivider or designed and built in such a manner that they can easily be expanded or extended to serve the entire area. Construction plans as required in Section 4.4 will be designed to serve the entire area shown on the preliminary plat.
- For subdivisions in Collin County using septic, an on site sewage facility (OSSF) review is required. This includes submitting an application fee, an overall site plan with a topographical map overlay, a 100 year floodplain map or surveyor floodplain certificate statement on the plat itself, a site evaluation by a Registered Sanitarian (R.S.) or Professional Engineer (P.E.), water well locations (if applicable), location all easements on the site plan, a complete report detailing the types of on site sewage facilities to be considered and their compatibility with area wide drainage and ground water (provided by an R.S. or P.E.), and an electronic copy of the plat. For more information or to submit your OSSF review, please contact the Collin County Development Services office. A copy of your submission also needs to be submitted to the City of Van Alstyne's Public Works Director.
- For subdivisions in Collin County, the County requires:
 - An application, which must be completely filled out with proper contact information.
 - Application fee (see County for current fee schedule)
 - Overall Site Plan (a plat showing the proposed lots to be subdivided)
 - A topographical map or surveyor floodplain certificate statement on the plat itself stating that the property is not located within the 100 year floodplain.
 - A site evaluation by a Registered Sanitarian (R.S.) or Professional Engineer (P.E.). If the plan is for less than 10 lots, then all lots must be evaluated. If the plan is for 10 or more lots, 25% of the lots must be evaluated.
 - Water Well Locations (if applicable)
 - The location of all easements on the overall site plan
 - A complete report detailing the types of on-site sewage facilities to be considered and their compatibility with area wide drainage and ground water (provided by the R.S. or P.E.).
 - Electronic copy of plat.
 - Tax certificate for the property(s) showing that all taxes are paid to date.
- For subdivisions in Grayson County, the County requires:
 - Eight (8) copies of a final plat, one (1) of which is reproducible, with each sheet measuring 18" x 24" and drawn to a scale not exceeding 1" = 200'.
 - A Certificate of Compliance for the County Clerk.
 - A Certificate Acceptance of Dedication for the County Clerk.
 - Space for the signature of the County Judge to attest approval of the plat.

Other (check if provided; indicate NA if not applicable)

- A certificate bearing the signature and seal of the surveyor
 - For subdivisions with lots located within the 100 yr. floodplain a statement on the plat: A floodplain development permit will be required from Grayson County for any construction in the floodplain.
 - Numbers/letters to identify all blocks and lots on the plat.
 - A name for each street
 - The location of all permanent monuments and control points.
 - The location, size and flow line of all existing and proposed drainage structures on the land being subdivided and on adjoining tracts affecting the subdivision.
 - A Tax Certificate will need to be submitted with the final plat to certify that there are no delinquent taxes on the property. This certificate is available from the Tax Assessor office at the Grayson County Courthouse.
 - Engineered construction plans are also required for road and drainage improvements along with construction bonds or other financial guarantees, if required.
 - Filing Fee (see County for current fee schedule)