



Preliminary Plat / Replat Checklist

For Office Use Only

Project # _____

Revision Date: 08/2015

Page 1 of 4

The following is a listing of requirements for preliminary 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 be 24"x36", 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; survey and abstract name; and date of preparation.
- Title for preliminary replats shall reference subdivision name and recording information of the plat being revised.
- For nonresidential and multifamily development, title states lot and block designations.
- For single-family and two-family residential development, state number of residential lots developed, zoning district standards (e.g., SF-60, TF, SF-Z, etc.) 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.
- 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 within 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).
- 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.
- Provide the following note: "Notice: Selling a portion of this addition by metes and bounds is a violation of city subdivision ordinance and state platting statutes and is subject to fines and withholding of utilities and building permits."

City of Van Alstyne Planning Department

242 E. Jefferson Street | Van Alstyne, Texas | 903-482-5426 | www.cityofvanalstyne.us

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

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

Signed: _____
Mayor

Signed: _____
Chairman Planning and Zoning Commission

Preliminary Plat 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.).
- Show and label the location and width of existing streets, alleys, easements, buildings and structures, sewers, water mains, culverts, or other underground structures within or adjacent to the tract.
- Include topographical information with contour lines at ten (10) foot intervals, unless otherwise required or permitted by the Zoning Administrator due conditions of terrain involved. All elevations shall be referred to a Geodetic Survey or a City Survey.
- Show the subdivision boundary in heavy lines. Label line and curve data to match legal description.
- Show current and proposed property boundaries/lot lines. Label line and curve data. Provide ties and/or intermediate distances as appropriate. Label the approximate width and depth of all lots. If the side lines are not parallel, the approximate distance between them at the building line and at the narrowest point should be given.
- 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 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 down easements.
- Show and label easements for water, sanitary sewer, and storm sewer utilities. Provide line and curve data for easement boundaries and tie down easements.
- Show and label easements for visibility access maintenance (VAM). Provide line and curve data for easement boundaries and tie down easements.
- Show and label floodway and drainage easements including access and maintenance easements. Provide line and curve data for easement boundaries and tie down 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 down easements.
- Show and label the location of existing water courses, railroads and other similar drainage and transportation features.
- Label proposed street names.

City of Van Alstyne Planning Department

242 E. Jefferson Street | Van Alstyne, Texas | 903-482-5426 | www.cityofvanalstyne.us

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

- Show and label wall maintenance easements for required screening walls. Provide line and curve data for easement boundaries and tie down easements.
- 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.
- Show and label corner clip R.O.W. dedications. Provide line and curve data for dedications.
- Show and label the location and approximate size of sites for schools, churches, parks, including commercial retail, industrial, office, multifamily, educational, medical, and other special land uses.
- Show and label the outline of wooded area or the location of important individual trees (as required).

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.
- Do not show or label existing or proposed improvements including buildings, utilities, landscape areas, or parking lots.
- Show and label pipe lines and water courses.
- Show all easements. Label as existing or proposed. If existing, provide recording information. Provide a written statement as to how the easement shall be used.
- 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.
- Closure calculations on separate 8.5"x11" sheets.

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

City of Van Alstyne Planning Department

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

- Submit a list of proposed street names to the City Clerk. Street names must be approved prior to preliminary plat/replat approval.
- 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.
- For residential preliminary plats/replats proposing common open space lots and/or common property improvements, provide homeowners association (HOA) conditions, covenants, and restrictions (CCR) for review by Van Alstyne's City Attorney.
- Submit ten (10) copies of a letter of transmittal, stating briefly the type of street surfacing, drainage, sanitary facilities, and water supply proposed, and the name and address of the owner or agent, engineer, and surveyor.
- Preliminary subdivision plats shall provide sites for parks, open space, or other public areas as set out in the City's Comprehensive Plan. 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.