



Planning & Zoning Commission Preliminary Plat Approval Checklist

_____ Preliminary plat signed and sealed by a surveyor and includes the following items:

- _____ a. Location map showing the location of the replat area in relation to the City.
- _____ b. Name, address, and telephone number of the subdivider, record title owner, engineer and surveyor.
- _____ c. Proposed name of the Subdivision, subject to city approval.
- _____ d. Dashed in names and approximate layouts of contiguous subdivisions and the owners of contiguous parcels of unsubdivided land, and an indication of whether or not contiguous properties are platted, within 200 feet of the request site.
- _____ e. Subdivision boundary lines indicated by heavy lines and computed acreage of the subdivision.
- _____ f. The words "Preliminary Plat" in the title block.
- _____ g. The location and approximate dimensions, description, and name of all proposed streets, subject to City and County approval, common areas, parks, public areas, playgrounds or other similar uses, reservations, easements, visibility easements or rights-of-way, blocks, lots and watercourses.
- _____ h. Date of preparation, scale of plat, and north arrow.
- _____ i. Location of City limits line, the outer border of the City's ETJ, abstract lines or independent school district boundaries where applicable, and zoning district boundaries, if they traverse the replat area, form part of the boundary of the subdivision, or are contiguous to such boundary.
- _____ j. A number to identify each lot and block, and approximate square footage of all lots which are not rectangular shaped.
- _____ k. Identify any flood plains within the subdivision.
- _____ l. All physical features of the property to be subdivided, including locations and size of all watercourses, ravines, bridges, culverts, existing structure, drainage area in acres or areas draining into the subdivision, and other features pertinent to the proposed subdivision.
- _____ m. The outline of wooded areas and the location of individual trees 18" in diameter or larger shall be shown for properties dedicated for public purposes.
- _____ n. The City signature block as seen in Attachment A.

- _____ Copy of metes and bounds description.
- _____ A survey by a licensed surveyor or engineer has been prepared for the subdivision application, including the location and size of drainage structures, and the location of all easements and set backs. (Two copies submitted.)
- _____ Certification from the appropriate representative of the Zone where the property is located stating that the replat complies with existing covenants and restrictions.
- _____ Acknowledgement from the LCRA (10,000 square feet or more of impervious cover proposed) that non-point source pollution requirements are being complied with. (Copy submitted.)
- _____ Certificate indicating approval by the _____ County 911 Coordinator of any street ranges, street names and street addresses. (Copy submitted.)
- _____ Appropriate POA (President) has been notified of the filing of this application.

Certification:

I hereby certify that the above information is true and correct.

Owner/Agent Signature	Owner/Agent Printed Name
Date	

FOR OFFICE USE ONLY:

Checklist Reviewed by: _____ Date: _____

Items to be Provided: _____

_____ By Date: _____

Applicant/Owner Notified: _____ By: _____

Date All Items Received: _____ By: _____