



Final Plat Checklist

Project Name: _____ Case # _____

This checklist is provided to assist you in addressing the minimum requirements for Final Plat submission. An application is incomplete unless all applicable information noted below is submitted to the Department of Development Services. Confirm that all information is included on the submitted plans by checking the box next to the required information. Checking the box certifies to the City that you have completely and accurately addressed the issue. This completed form must be returned at the time of application submittal.

If an exception or modification to the regulations is requested, the reason and/or request for each shall be provided both directly on the plan and on a separate letterhead with sufficient details so as to allow a determination to be made by the appropriate approving body. Reference shall be made to the specific requirement and or corresponding Code/Ordinance section.

Applications for Final Plats will not be accepted by the Development Services Department until public improvements are deemed “substantially complete” by the City of Sachse Engineering Department.

Plans are expected to be submitted complete in all detail as shown by the checklist. Should plans be determined to be incomplete, they may either be returned to the applicant without further review or returned marked with needed changes. In addition to meeting all requirements in the checklist plans will be evaluated based on the appropriate approval criteria in the City of Sachse Code of Ordinances.

FINAL PLAT REQUIREMENTS	
Included	Item Description
<input type="checkbox"/>	I have made the decision NOT to waive the statutory time limits (30 days) in accordance with Section 212 of the Texas Local Government Code. I understand and acknowledge that the City may DENY my Plat Application if not complete as determined by staff within the 30-day time period.
<input type="checkbox"/>	Property boundary is indicated by a heavy solid line, intermittent with 2 dashed lines; dimensioned with bearing and distance.
<input type="checkbox"/>	Location map clearly showing the location of the proposed Final Plat with cross streets is included. Indicate scale or Not To Scale (NTS) and provide north arrow.
<input type="checkbox"/>	Written and bar graph scale, 1" =50' unless previously approved by staff, and north arrow are indicated. North shall be oriented to the top or left side of the sheet.
<input type="checkbox"/>	Provide Closure Sheet
<input type="checkbox"/>	Provide the following note: “Selling a portion of this addition by metes and bounds is a violation of City Subdivision Ordinance and State of Texas statutes and is subject to fines and withholding of utilities and building permits.”
<input type="checkbox"/>	Abstract lines, survey lines, corporate boundaries are shown and clearly labeled.

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FINAL PLAT REQUIREMENTS (continued)	
Included	Item Description
<input type="checkbox"/>	A title block is provided in the lower right corner that includes large, boldly printed (SUBDIVISION NAME) FINAL PLAT (or REPLAT, AMENDING PLAT, MINOR PLAT as applicable) LOT(S) _____, BLOCK(S) _____ (survey, abstract and tract number) (total property area in ACRES and SQUARE FEET) If a replat, include: REPLAT OF LOT(S) _____, BLOCK(S) _____
<input type="checkbox"/>	The owner and surveyor's names, addresses and phone numbers, gross and net areas (acres and square feet) as applicable, submission date, and a log of submittal/revision dates since submitted to the City.
<input type="checkbox"/>	Location of property lines, owner or subdivision name(s) and recording information of abutting properties is shown.
<input type="checkbox"/>	Abutting properties are indicated by a light solid line.
<input type="checkbox"/>	Existing boundary of street rights-of-way adjacent to the property and boundaries of right-of-way dedication are indicated by a medium weight solid line, intermittent with two dashed lines, and widths are dimensioned.
<input type="checkbox"/>	Existing and proposed internal alleys and street ROW's are indicated by a medium weight solid line, intermittent with two dashed lines.
<input type="checkbox"/>	Streets are named and ROW's dimensioned.
<input type="checkbox"/>	Street and alley ROW's within 200 feet of the subject property boundary are accurately located, dimensioned, and named/labeled.
<input type="checkbox"/>	The length and bearing of all straight lines, radii, arc lengths, tangent length and central angles of all curves are indicated along the lines of each lot. 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 a tabular form with the following information: <ul style="list-style-type: none"> ▪ Curve number ▪ Delta ▪ Radius ▪ Tangent length ▪ Tangent offset ▪ Arc length ▪ Chord ▪ Chord direction
<input type="checkbox"/>	The description and location of all survey monuments placed in the subdivision or immediately adjacent to it are shown.
<input type="checkbox"/>	In all subdivisions, corners are established at the corner of each block in the subdivision consisting of an iron rod or pipe not less than three-quarter inches (3/4") in diameter and twenty-four inches (24") deep, flush with the top of the sidewalk or other paving, surface, etc. All lot corners shall be installed prior to the final inspection of the subdivision.
<input type="checkbox"/>	Lot corner monuments are placed at all lot corners except corners which are also block corners, consisting of iron rods or pipes of a diameter of not less than one-half inch (1/2") and eighteen inches (18") deep set flush with the top of the sidewalk. All lot corners shall be installed prior to the final inspection of the subdivision.
<input type="checkbox"/>	Curve point markers are established using the same specifications as lot corners. All lot corners shall be installed prior to the final inspection of the subdivision.
<input type="checkbox"/>	Internal lot lines are clearly indicated and shown to scale.
<input type="checkbox"/>	Each lot is dimensioned with bearings and distances, as applicable, and the square footage of each lot is indicated.

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FINAL PLAT REQUIREMENTS (continued)	
Included	Item Description
<input type="checkbox"/>	Each lot is numbered and block groups are assigned a letter.
<input type="checkbox"/>	The location of floodplain boundaries and state or federally protected areas, such as wetlands, are indicated.
<input type="checkbox"/>	Existing easements are indicated by a light, dashed line and labeled indicating dimension, purpose, and County recording information.
<input type="checkbox"/>	Proposed easements are indicated by a medium weight, dashed line and labeled indicating dimension and purpose.
<input type="checkbox"/>	Required cross access or ingress/egress easements are shown, dimensioned, labeled, and properly tied down.
<input type="checkbox"/>	Existing zoning of the subject property is indicated.
<input type="checkbox"/>	Location and area of parks, drainage ways, and open space is indicated. Open Space/Homeowner's Association (HOA) areas are to be labeled with tract number/s.
<input type="checkbox"/>	A legal description/metes and bounds description is included.
<input type="checkbox"/>	Include any notes required by the various affected agencies/utilities.
<input type="checkbox"/>	Sites to be reserved or dedicated for parks, playgrounds and/or other private or public use are indicated.
<input type="checkbox"/>	A note is included that states whether or not the property is in the 100-year flood plain, with the F.I.R.M. Community Panel reference number and map date indicated.
<input type="checkbox"/>	Applicable notes have been added to the plat. Any change from the wording shown herein shall be approved by the City of Sachse.
<input type="checkbox"/>	The purpose of a Replat or Amending Plat is specifically noted on the face of the drawing.
<input type="checkbox"/>	Written verification of substantial completion of public improvements by the City of Sachse Engineering Department.
<input type="checkbox"/>	Letter of Intent including the following information: <ul style="list-style-type: none"> ▪ Specify the type of plat ▪ Acreage of the subject property ▪ Location of the property in relation to adjacent thoroughfares ▪ Identify phase(s) of development ▪ Include the proposed number of lots and common areas including acreage of each ▪ Include reasons for proposed common areas (i.e., to accommodate screening and buffering, develop a private recreation facility, etc.) ▪ Is the applicant requesting consideration of an Improvement Agreement for deferment of public improvements or other requirement? ▪ Special considerations or variances being requested ▪ Specify if the proposed plat is a Single-Family Residential Replat or another type of Replat
STANDARDS FOR APPROVAL (<i>Chapter 8, Subdivisions, Section 8-11. B</i>). No Final Plat shall be approved unless the following standards have been met:	
<ol style="list-style-type: none"> 1. The Final Plat substantially conforms to the Preliminary Plat; 2. Required public improvements have been constructed and are ready to be accepted, and/or an Improvement Agreement has been approved by the City for the subsequent completion of the public improvements; 3. The Final Plat conforms to the applicable zoning and all other requirements of this chapter; 4. Provisions have been made for adequate public facilities under the terms of this chapter; and 5. All required fees have been paid. 	

Preparer's Signature: _____