



PRELIMINARY PLAT CHECKLIST

Project Name: _____ **Case #** _____

This checklist is provided to assist you in addressing the minimum requirements for Preliminary Plat submission. 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.

Plans are 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 listed approval criteria in the City of Sachse Code of Ordinances.

A Tree Management Plan is also required to be approved prior to the approval of the Preliminary Plat.

PRELIMINARY 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"/>	Proposed building lines shown in conformance per the applicable zoning designation.
<input type="checkbox"/>	Location map clearly showing the location of the proposed Preliminary Plat with cross streets. Indicate scale or not to scale (NTS) and 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"/>	Abstract lines, survey lines, county lines, and corporate boundaries are shown and clearly labeled.
<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"/>	A title block is provided in the lower right corner that includes large, boldly printed: (SUBDIVISION NAME) PRELIMINARY PLAT LOT(S) _____, BLOCK(S) _____ (survey, abstract and tract number) If a replat, include: REPLAT OF LOT(S) _____, BLOCK(S) _____
<input type="checkbox"/>	The owner and surveyor's names, addresses and phone numbers, gross area, submission date, and a log of submittal/revision dates since submitted to the City.

Preliminary Plat Checklist (page 2)

PRELIMINARY PLAT REQUIREMENTS (continued)	
Included	Item Description
<input type="checkbox"/>	A note that states whether or not the property is in the 100-year flood plain, with the FIRM Community Panel reference number and map date.
<input type="checkbox"/>	Provide Closure Sheet.
<input type="checkbox"/>	The purpose of a Replat or Amending Plat is stated on the face of the plat document (if applicable).
<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"/>	A note shall be added to the face of the Preliminary Plat stating: "Preliminary Plat - For inspection purposes only and in no way official or approved for record purposes."
<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 ▪ Specify name of subdivision at time of Preliminary Plat approval, if applicable ▪ 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
PRELIMINARY GRADING/DRAINAGE PLAN	
Included	Item Description
<input type="checkbox"/>	Show Property Lines and all Existing and Proposed Easements
<input type="checkbox"/>	Show all adjacent public Right-of Way
<input type="checkbox"/>	Label all adjacent Public Roads <ul style="list-style-type: none"> ▪ Road name ▪ Road material type ▪ Road width
<input type="checkbox"/>	Show Existing and Proposed Contours (2' maximum intervals) <ul style="list-style-type: none"> ▪ On-site contours ▪ Off-site contours on surrounding property to a minimum of 100' beyond the Subject Property

Preliminary Plat Checklist (page 3)

PRELIMINARY GRADING/DRAINAGE PLAN (continued)	
Included	Item Description
<input type="checkbox"/>	Show Proposed Drainage Patterns & Calculations <ul style="list-style-type: none"> ▪ Drainage Flow Arrows for On-site and Off-site areas to demonstrate drainage patterns ▪ Note: A drainage easement from the downstream property owner is required for all lot-to-lot drainage. ▪ Existing Drainage Calculations for each on-site Drainage Area (pre-development) ▪ Proposed Drainage Calculations for each on-site Drainage Area (post-development)
<input type="checkbox"/>	Show Existing and Proposed Building Locations <ul style="list-style-type: none"> ▪ Show Finished Floor Elevations for Existing and Proposed Buildings
<input type="checkbox"/>	Show Proposed Drainage Improvements <ul style="list-style-type: none"> ▪ Proposed Storm Inlet Size/Location ▪ Proposed Culvert Size/Location ▪ Proposed Detention Pond Size/Location
PRELIMINARY WATER/SEWER PLAN	
Included	Item Description
<input type="checkbox"/>	Show Property Lines and all Existing and Proposed Easements
<input type="checkbox"/>	Show all adjacent public Right-of Way
<input type="checkbox"/>	Label all adjacent Public Roads <ul style="list-style-type: none"> ▪ Road name ▪ Road material type ▪ Road width
<input type="checkbox"/>	Label all adjacent public water and sanitary sewer systems <ul style="list-style-type: none"> ▪ Size ▪ Material Type ▪ Location ▪ Structures (valves, manholes, fire hydrants)
<input type="checkbox"/>	Label all proposed public and private water and sanitary sewer system improvements <ul style="list-style-type: none"> ▪ Size ▪ Material Type ▪ Location ▪ Structures (valves, manholes, fire hydrants, fire department connections, meters) ▪ Septic System (if required); show size and location
<input type="checkbox"/>	<p>Please note: All proposed septic systems that are permitted by the current Ordinances in the City of Sachse are to be designed by a Registered Professional Engineer or Registered Sanitarian licensed and experienced in the design of septic systems and knowledgeable in OSSF design. Any proposed septic system must be permitted through Dallas County. Any proposed septic system must meet all County and State requirements, including all TCEQ requirements.</p> <p>A copy of the Dallas County OSSF Application is provided on the Dallas County website, at: http://www.dallascounty.org/department/hhs/media/WebSepticApplicationMay2008.pdf</p> <p>Please contact the Dallas County Environmental Health Services Department at 214-819-2115 for more information.</p>