

PLAT SUBMITTAL CHECKLIST OUTLINE

	Preliminary Plat	Final Plat / Amended Plat / Replat	Applicant Confirmation	Staff Confirmation
APPLICATION				
Completed application form signed by all owners, including proof of signatory authority	X	X		
Application fee (See <i>adopted fee schedule</i>)	X	X		
Preliminary Plat (Major Subdivision)				
Pre-Application Conference w/ staff (sketch plan required)	X	N/A		
Preliminary Plat Submittal: Digital copy of preliminary plat	X	N/A		
Final Plat / Amended Plat / Replat (Major & Minor)				
1. Copy of approved Preliminary plat	N/A	X		
2. Digital copy for submittal and internal review by the administrative official.	N/A	X		
3. Construction Plan digital copy including drainage plans (if public improvements are to be constructed)	N/A	X		
4. Dedications	N/A	X		
5. Tax Certificate	N/A	X		
6. All formal irrevocable offers of dedication to the public of streets,	N/A	X		

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local government uses, utilities, parks and easements in a form approved by the City Manager				
7. Utility verification letters showing that electric, cable and other utility providers have reviewed the plat and take no exception	N/A	X		
8. Geotechnical report (per UDO Section 607)	N/A	X		
9. Geometric Closure Report	N/A	X		
10. Texas Dept. of Transportation driveway Permit, if applicable	N/A	X		
PRELIMINARY PLAT <i>(UDO Section 317)</i>				
Preliminary plats shall be drawn to a convenient scale of not more than one-hundred (100) feet to an inch and shall show information (on the plat or supporting document where so specified) for the area to be platted and all land within two- hundred (200) feet of the outer boundary of the subdivision and shall show the following information:	X	X		
a) Proposed name: The proposed name	X	X		

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shall not duplicate the name of any plat previously recorded within San Patricio County				
b) Project Ownership: Name and address, including telephone number, or legal owner, or agent, of property, and citation of last instrument conveying title to each parcel of property involved in the proposed subdivision, giving grantor, grantee, date and land records reference; and i. Verification of payment of property taxes ii. Existing covenants on the property, if any	X	X		
c) Adjacent ownership: Names of adjoining property owners	X	X		
d) Professional Firms: Name and address, including confirmed current professional Texas	X	X		

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credentials, telephone number, of the professional person(s) responsible for subdivision design, for the design of public improvements, surveys and any environmental reports				
e) Title Block: Graphic and numerical scale, north arrow and date	X	X		
f) Description: Legal description of the subdivision outer boundary	X	X		
g) Vegetation: Existing trees or other major plant life, if any	X	N/A		
h) Encumbrances: Location of existing property lines, existing easements, rights-of-way and water courses	X	X		
i) Topography: The plat map shall show the existing elevations at two-foot intervals	X	N/A		
Additional Information	Preliminary Plat	Final Plat		Staff Confirmation
Signature blocks for the following:				

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a) Ownership Statement & Notary Signature Block	X	X		
b) Director of Development Services	X	X		
c) Chairman of the Planning & Zoning Commission (If Required)	X	X		
d) Secretary to the Planning & Zoning Commission (Dir. Development Services, If Required)	X	X		
e) City Engineer	X	X		
f) RLS Signature block <i>(Professional Engineer (PE) signature block will be required if there are public improvements proposed)</i>	N/A	X		
g) Tax Appraisal District (San Patricio County)	N/A	X		
h) Clerk Recorders Office	N/A	X		
i) Environmental Department – San Patricio County signature block (if septic is proposed)	N/A	X		
Field notes describing property. Field notes may be a separate document and do not need to be	X	X		

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reflected on the plat document				
FINAL PLAT (<i>UDO Section 317</i>)				
The final subdivision plat (major or minor) shall be presented at the same scale and consistent with the preliminary plat (including conditions of approval). The final subdivision plat must meet the following in addition to items required by the preliminary plat	N/A	X		
a) Notation of any covenants and self-imposed restrictions, and locations of any building setback lines proposed to be established in this manner, if required by the City in accordance with this regulation	N/A	X		
b) Lots numbered as approved by the City Engineer	N/A	X		
c) Streets numbered as approved by the City Engineer	N/A	X		
d) All monuments erected, corner, and other points established in the field in accordance with Chapter 970 VTCA	N/A	X		

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e) Executed mortgage approval and acknowledgement	N/A	X		
f) The final subdivision plat shall be prepared by a land surveyor (RLS) licensed by the State of Texas	N/A	X		
Plat notes as required with the preliminary plat or identified during the review of the final plat	N/A	X		
SUBDIVISION CONSTRUCTION PLANS (Accompanying the Final Plat submittal)				
Construction plans shall be prepared for all required improvements. Plans shall be drawn at a scale of no more than one (1) inch equals fifty (50) feet, and map sheets shall be of convenient size approved by the City Engineer. Upon completion of the improvements, the engineer shall provide the City with as-built plans. The City shall be supplied plans in a format and quantity as determined by the Administrative Official. The Developer's Engineer shall also supply the City with the construction costs (labor and material) of the water, sewer, storm sewer, and	X	X		

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street improvements. In addition to the design requirements of this Section, the following shall be shown:				
a) <i>Streets.</i> Profiles showing existing and proposed elevations along the centerline of all roads. Where a proposed road intersects an existing road or roads, the elevation along the centerline of the existing road or roads within one hundred (100) feet of the intersection shall be shown. Radii of all curves, lengths of tangents, and central angles on all streets shall be shown. Plans and profiles showing the locations and typical cross section of street pavements, including curbs and gutters, sidewalks, drainage easements, servitude, rights-of-way, manholes, and catch basins. Unless otherwise allowed, all street sections shall be level and symmetrical.	X	X		

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b) <i>Other Public Improvements.</i> The locations of bicycle paths, street trees, the street lighting and electrical plan, and street signs; the location, size and invert elevations of existing and proposed sanitary sewers, storm water drains, swales, catch basins, fire hydrants showing connections to any existing or proposed utility system; and exact location and size of all water, gas or other underground utilities or structures.	X	X		
c) <i>Other Governmental Permits.</i> If the public improvement plans require permits from County, State or Federal agencies, the applicant shall obtain such permits prior to City approval of the construction plans.	X	X		
d) <i>Grading Plan.</i> Specifications and references required by the City's Construction Standards and Specifications	X	X		

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(adopted by separate Ordinance) relative to the site grading plan for the entire subdivision.				
e) <i>Engineer</i> . Title, name, address, seal, and signature of the registered professional engineer responsible for the above.	X	X		
Final Engineering Report: The final plat shall be accompanied by an engineering report bearing the signed and dated seal of a professional engineer registered in the State of Texas. The engineering report shall discuss the availability and methodology of providing water facilities and wastewater treatment service to individual lots within the subdivision. A detailed cost estimate per lot acceptable to the City shall be provided for those unconstructed water supply and distribution facilities and for wastewater collection and treatment facilities, which are necessary to serve each lot of the subdivision. The plan shall include a construction schedule for each significant element needed to provide	X	X		

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adequate water or wastewater facilities. If financial guarantees are to be provided under E below, the schedule shall include the start dates and completion dates.				
a) Public Water Systems				
i. Where water supplies are to be provided by an existing public water system, the subdivider shall furnish an executed contractual agreement in substantially the form attached in Appendix 1A between the subdivider and the retail public utility to the effect that the retail public utility has or will have the ability to supply the total flow anticipated from the ultimate development and occupancy of the proposed subdivision for a minimum of thirty (30) years and that the subdivider has provided for the payment of costs or fees for the connection of each individual lot to the	X	X		

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public water system, including water meters, water acquisition fees, or other necessary expenses required by the retail public utility. Before final plat approval, plans and specifications for the proposed water facilities shall have been approved by all entities having jurisdiction over the proposed project, which may include the TCEQ and the county health department in addition to the responsible departments of the City. If groundwater is to be the source of the water supply, the final engineering report shall include a groundwater availability study, which shall include comments regarding the long term (thirty (30) years) quantity and quality of the available groundwater supplies relative to				

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the ultimate needs of the subdivision				
ii. Where there is no existing retail public utility to construct and maintain the proposed water facilities, the subdivider shall establish a retail public utility and obtain a Certificate of Convenience and Necessity (CCN) from the TCEQ and include evidence of the CCN issuance with the plat. Before final plat approval, plans and specifications for the proposed water facilities shall have been approved by all entities having jurisdiction over the proposed project. If ground water is to be the source of the water supply, the final engineering report shall include a groundwater availability study which shall include an analysis of the long term (thirty (30) years) quantity and quality of the available	X	X		

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groundwater supplies relative to the ultimate needs of the subdivision. If surface water is the source of supply then the final engineering report shall include evidence that sufficient water rights have been obtained and dedicated, either through acquisition or wholesale water supply agreement that will provide a sufficient supply to serve the needs of the subdivision for a term of not less than thirty (30) years.				
<i>b) Non-Public Water System</i>				
i. Where individual wells are proposed for the supply of drinking water to residences, the final engineering report shall include the quantitative and qualitative results of sampling the test wells in accordance with Section 614.B.4. The results of such analyses shall be made available to the	X	X		

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prospective property owners. If the water quality of the test well required pursuant to Section 614.B.4 does not meet the water quality standards as set forth in that section without treatment by an identified and commercially available water treatment system, then the final report must state the type of treatment system that will treat the water produced from the well to the specified water quality standards, the location of at least one (1) commercial establishment within the county at which the system is available for purchase, and the cost of such system, the cost of installation of the system, and the estimated monthly maintenance cost of the treatment system. The engineer				

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shall issue a statement concerning the availability of groundwater supplies to serve the fully developed subdivision over the next thirty (30) years. Such statement may be based on information available from the Texas Water Development Board's Office of Planning. The description of the required sanitary control easement shall be included.				
c) <i>Organized Sewerage Facilities</i>				
i. Where wastewater treatment is to be provided by an existing retail public utility, the subdivider shall furnish evidence of a contractual agreement in substantially the form attached in Appendix 1B between the subdivider and the retail public utility to the effect that the retail public utility has or will have the	X	X		

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ability to treat the total flow anticipated from the ultimate development and that the subdivider has paid the cost of all fees associated with connection to the wastewater collection and treatment system have been paid so that service is immediately available to each lot. Before final plat approval, an appropriate permit to dispose of wastes shall have been obtained from the TCEQ and plans and specifications for the proposed wastewater collection and treatment facilities shall have been approved by all entities having jurisdiction over the proposed project.				
ii. Where there is no existing retail public utility to construct and maintain the proposed sewerage facilities, the subdivider shall establish a retail	N/A	X		

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public utility and obtain a CCN from the TCEQ. Before final plat approval, a wastewater treatment permit authorizing the treatment of the wastewater for the ultimate build-out population of the subdivision shall have been obtained from the TCEQ and plans and specifications for the proposed sewerage facilities shall have been approved by all entities having jurisdiction over the proposed project.				
d) <i>On-Site Sewerage Facilities.</i>				
i. Where private on-site sewerage facilities are proposed, the final engineering report shall include planning materials required by 30 TAC, § 285.4(c), or as amended, including the site evaluation described by 30 TAC, § 285.30, or as amended, and all other information required by	N/A	X		

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applicable OSSF regulations.				
Nonresidential Subdivision				
Nonresidential subdivisions are governed by the standards of this section in concert with other applicable City Ordinances.				
a) Driveways and other points of access to and from arterial, and collectors must be approved and shall be designed in accordance with sound planning and engineering principles which promote the public health, safety and general welfare.	N/A	X		
b) Pedestrian ways, sidewalks and fencing are required improvements for public safety.	N/A	X		
Subdivision Design & Improvements (UDO Chapt 6)				
Lot Standards	N/A	X		
Street Standards	N/A	X		
Parking & Construction Standards	N/A	X		
Block Standards	X	X		
Sidewalk and Bike Paths	X	X		
Pollution Plan and Silt Runoff Control	N/A	X		
Flood Prone Areas (Area of Special Flood Hazard)				

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A. Filing B. Overflow C. Natural Storage Area	N/A	X		
Drainage: A. Drainage Plan Review: A drainage plan, based upon a 100-year flood event, as addressed by the Federal Emergency Management Agency (FEMA), shall be submitted to the City Engineer for review and approval by the San Patricio Drainage District prior to City approval B. Drainage Easements	N/A	X		
Water Facilities Development A. Public System B. Standards 1. Acreage restriction's 2. Public Water Systems 3. Non-Public Water Systems 4. Transportation of Potable Water C. Plat Requirements	N/A	X		
Fire Protection A. Mains B. Residential Subdivisions	N/A	X		

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C. All Other Subdivisions D. Fire Hydrant Access E. Hydrant Specifications F. Hydrant Protection				
Sanitary Sewer Facilities A. General Requirements B. Subdivisions C. Lift Stations & Manholes D. Standards 1. Organized Sewer Facilities 2. On-Site Facilities 3. Grey Water Systems for Reuse of Treated Wastewater 4. Sludge Disposal E. Sanitary Sewer Line Inspections	N/A	X		
Gas Utility Standards	N/A	X		
Street Light Standards	N/A	X		
Other Utility Standards (gas, electric, cable etc.)	N/A	X		
Park Site Dedication	N/A	X		
Commercial & Industrial Subdivisions A. General 1. Streets 2. Special Requirements 3. Buffers	N/A	X		
Easements	N/A	X		
Private Streets	N/A	X		
Setbacks	N/A	X		

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Number of Dwellings per Lot	N/A	X		
Criteria for Subdivisions that Occurred Prior to September 1, 1989 A. Authority and Scope B. Required Plat C. Special Criteria D. Final Determination	N/A	X		