



Preliminary Plat Checklist

By signing below, the owner and/or project representative certifies that all required items have been submitted and acknowledges that the application will not be accepted by City staff until all required items are received. If all required items are not submitted by the applicable submittal date, the City will review the application for completeness at the next available submittal date. AutoCAD files must be submitted to the City within seven (7) days of City Council approval. All plat submittals are reviewed by the City. Platting four (4) or fewer lots may be approved by the City Manager. Submittals with five (5) or more lots require City Council approval. Reference the city website for submittal documents: [LAND USE APPLICATIONS – City of McLendon-Chisholm](#).

Required Documents

- ☐ Signed Preliminary Plat Application
- ☐ Signed Preliminary Plat Checklist (this document)
- ☐ Ownership Documents - Deed(s) for subject property
- ☐ Signed Landowner Authorization Form.
- ☐ Payment of all Applicable fees
- ☐ Payment of all applicable County fees

1. Drawing Standards and General Plan Information

- ☐ Sheet size: 24" x 36"
- ☐ Black and white drawing
- ☐ Vicinity map with north arrow and graphic scale
- ☐ Concept key on cover sheet if multiple sheets are provided
- ☐ Ownership and land use information of all adjacent properties and/or properties within 200' of the subject property boundary

2. Title Block and Designation Information

- ☐ Title Block located in the lower-right corner and including:
 - Plat Type
 - Proposed subdivision name
 - Block and lot designations
 - Gross acreage
 - City, county, and state
 - Survey and Abstract name
 - Preparation date
 - Purpose statement



- ☐ Company name and primary contact (authorized agent per Secretary of State filings if not an individual)
- ☐ Name, address and phone number for owner, applicant, and surveyor and/or engineer on plat sheet

3. Boundary, Legal Description, and Survey Information

- ☐ Property boundary shown with phantom line type and labeled dimensions and bearings
- ☐ Legal (metes and bounds) description with total acreage. Supporting ownership documents must match the land and ownership descriptions filed with the county.
- ☐ Total site area expressed in acres and square feet
- ☐ Survey name and Abstract number

4. Lot and Block Configuration

- ☐ Proposed subdivision name
- ☐ Block and lot layout with lot numbering
- ☐ Lot dimensions in feet with bearings and angles to street, alley, and/or mews rights-of-way
- ☐ Table listing lot and block numbers with square footage of each lot
 - ☐ Submitted as a separate PDF (8½ x 11)
 - ☐ Not required for multifamily developments
- ☐ List of proposed street names subject for approval, if applicable

5. Adjacent Property Context

- ☐ Adjacent properties within 200 feet of the subject property
- ☐ Subdivision name for platted properties
- ☐ Owner name and recording information for un-platted properties, land use of adjacent properties
Existing buildings and structures on adjacent properties (footprint only)

6. Subdivision Layout and Public Interest Features

- ☐ Proposed rights-of-way
- ☐ Existing and proposed easements, including off-site easements
- ☐ General arrangement of land uses and public features, as applicable, including common areas, parks and/or open space, floodplains or drainage features

7. Preliminary Engineering, Easements and Dedications

- ☐ Preliminary water plan (plan view only)
- ☐ Preliminary sewer plan (plan view only)
- ☐ Preliminary roadway / access plan (plan view only)
- ☐ Preliminary stormwater management plan (drainage area map, preliminary calculations, narrative describing stormwater management strategy)
- ☐ Existing easements clearly identified



- ☐ Easements and rights-of-way proposed to be dedicated, abandoned, or modified clearly identified
- ☐ Labels and linework for new or modified easements shown in bold for distinction
- ☐ Legend to include abbreviations, line types, hatching and symbols
- ☐ Applicable easement language included where required

Owner's Name (Printed) _____ **Date** _____

Owner's Name (Signed) _____ **Date** _____

Preparer's Name (Printed) _____ **Date** _____

Preparer's Name (Signed) _____ **Date** _____