



Plat Checklist

Project Name: MILLER CREEKVIEW VILLAGE

Case Number: N/A

This checklist is provided to assist in addressing the minimum requirements for [Plat](#) submissions. An application is incomplete unless all applicable information noted below is submitted to the [Community Development](#) Department. Confirm 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. **Any submittals made without this checklist attached will be returned without review. Any submittal that is missing the required exhibits will be returned without review.**

In addition to meeting all requirements in the checklist plans will be evaluated based on the listed approval criteria from [Section 77-806](#) of the [Rowlett Development Code](#).

A [Tree Survey/Preservation Plan](#) is also required as part of the submittal requirements with and at the time of Plat submittal.

APPLIES ONLY TO:							
Final Plat		Preliminary Plat	Replat	Amending Plat	Vacating Plat	Minor Plat	Conveyance Plat
No.	Included	Item Description					
1.	☐	Include <i>one</i> digital pdf version labelled with the following naming convention: (YYYYMMDD Submittal Date_ Project Name_ File Type_ Submittal #)					
2.	☐	Property boundary is indicated by a heavy solid line, intermittent with 2 dashed lines; dimensioned with bearing and distance.					
3.	☐	Location map clearly showing the location of the proposed Plat with cross streets. Indicate scale or not to scale (NTS) and north arrow.					
4.	☐	Streets are named and ROW dimensioned.					
5.	☐	Written and bar graph scale, 1”=20’ unless previously approved by staff, and north arrow are indicated. North shall be oriented to the top or left side of the sheet. The description and location of all survey monuments placed in the subdivision or immediately adjacent to it are shown.					
6.	☐	Abstract lines, survey lines, county lines, and corporate boundaries are shown and clearly labeled. Consolidated					
7.	☐	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: o Curve number o Chord o Delta o Chord direction o Radius o Tangent length o Tangent offset o Arc length					

8.	☐	A title block is provided in the lower right corner that includes large, boldly printed: (Subdivision Name) PLAT LOT(S) _____, BLOCK(S) _____ (survey, abstract and tract number) If a replat, include: REPLAT OF LOT(S) _____, BLOCK(S) _____
9.	☐	The owner and surveyor's names, addresses and phone numbers, gross and net areas as applicable, submission date, and a log of submittal/revision dates since submitted to the City.
10.	☐	Location of property lines, owner or subdivision name(s) and recording information of abutting properties is indicated. Un-platted property or any streets or alleys within a 200-ft radius of subject property are shown and identified/labeled as appropriate.
11.	☐	Abutting properties are indicated by a light solid line.
12.	☐	Existing boundary of adjacent street, alley rights-of-way and boundaries of right-of-way (ROW) dedication are indicated by a medium weight solid line; intermittent with two dashed lines, street names are labeled, and ROW widths are dimensioned.
13.	☐	Existing and proposed internal alleys and streets ROW are indicated by a medium weight solid line, intermittent with two dashed lines and dimensioned.
14.	☐	Internal lot lines are clearly indicated, shown to scale, and labeled with bearings and distances.
15.	☐	Each lot is dimensioned with bearings and distances, as applicable, and the square footage of each lot is indicated.
16.	☐	Each lot is numbered, and block groups are assigned a letter. Homeowner's Association and other open space areas are identified with tract number.
17.	☐	Existing easements are indicated by a light, dashed line and labeled indicating dimension, purpose and County recording information.
18.	☐	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. The location of floodplain boundaries and state or federally protected areas, such as wetlands, are indicated.
19.	☐	The purpose of a Replat or Amending Plat is stated on the face of the plat document.
20.	☐	Provide a separate closure report for the plat.
21.	☐	Point of Beginning shall be shown with the State Plane Coordinates NAD 83 USA, Texas, North Central Zone and tie into the City of Rowlett Geodetic network, show at least two benchmarks on Plat.
22.	☐	Sites to be reserved or dedicated for parks, playgrounds and/or other public uses are indicated and labeled.

23.	☐	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.
24.	☐	A legal description/metes and bounds description is included.
25.	☐	Include any notes required by the various affected agencies/utilities.
26.	☐	Residential minor streets shall be designed and platted so that no street segment shall have a straight line for more than 1,000 feet before altering its course by at least 20 degrees.
27.	☐	Location, dimension, and purpose of proposed easements are indicated by a medium-weight, dashed line. Required and proposed ingress/egress or access easements are shown, clearly labeled and tied down, as appropriate.
28.	☐	If the proposal is a replat or amending plat, the existing lot numbers and block numbers or letters are shown as light dotted lines, with lot number designation followed by R for Replats or an A for Amending Plats.
29.	☐	Medians, median openings, turn lanes, deceleration/acceleration lanes and stacking distance is indicated within 200 feet of the property. The entire median, left-turn lane and/or deceleration lane and median opening serving a site is shown.
30.	☐	The location of existing underground and above ground utilities, flood plain boundaries and state or federally protected areas, such as wetlands, are indicated.
31.	☐	Please note: Project Manager may need to include other items than required on this document per request.

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32.	☐	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.				
33.	☐	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.				
34.	☐	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.				

35.	☐	Placement of Surveyor's Certificate on the Plat: Surveyor's Certificate THAT I, _____/_____/_____ do hereby certify, that I prepared this plat from an actual on the ground survey of the land as described and that the corner monuments shown thereon were properly placed under my personal supervision in accordance with the Platting Rules and Regulations of the City of Rowlett. _____(SEAL) _____, Notary
36.	☐	Placement of Owner's Certificate on the Plat: That I/we, _____, Owners, do hereby bind themselves and their heirs, assignees and successors of title this plat designating the hereinabove described property as "_____", an addition to the City of Rowlett, and do hereby dedicate to the public use forever the streets, alleys, and right-of-way easements shown thereon, and do hereby reserve the easement strips shown on this plat for the mutual use and accommodation of garbage collection agencies and all public utilities desiring to use or using same. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths that in any way endanger or interfere with the construction, maintenance or efficiency of its respective systems on any of these easement strips, and any public utility shall at all times have the right of ingress and egress to and from and upon the said easement strips for the purpose of constructing, reconstructing, inspecting, patrolling, without the necessity at any time of procuring the permission of anyone. This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Rowlett, Texas. Owner(s) _____ State of Texas County of _____ Before me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared _____, Owners, known to me to be the persons whose names are subscribed to the forgoing instrument and acknowledged to me that they each executed the same for the purpose and considerations therein expressed. Given under my hand and seal of office, this _____ day of _____, 20____ Notary Public in and for the State of Texas Signature: _____ Seal: _____
37.	☐	Applicable notes have been added to the plat. Any change from the wording shown herein shall be approved by the City of Rowlett.

38.	☐	Homeowner Association Covenants, Conditions, and Restrictions (CCR's) are submitted for review and include statements for perpetual maintenance and provisions for maintenance by City of Rowlett should the Homeowner's Association (HOA) dissolve.
39.	☐	Letter of Substantial Completion of the Public Improvements issued by the City of Rowlett Development Services Department.
Incomplete requests can be returned without a review and marked "Incomplete"		

APPLIES ONLY TO:		
Preliminary Plat		
No.	Included	Item Description
40.	☐	Preliminary utility (water and sewer) plans are included with this submittal.
41.	☐	Contours are indicated with intervals of two (2) feet for property five acres or less and five (5) feet for property more than five acres.
42.	☐	A City Approval Certificate shall be added to the Preliminary Plat: A City Approval Certificate shall be added to the Preliminary Plat: “Preliminary Plat - For Inspection Purposes Only.” “Approved for Preparation of Final Plat” _____ Chairman, City of Rowlett, Planning and Zoning Commission _____ Date _____ Director of Development Services _____ Date
Incomplete requests can be returned without a review and marked "Incomplete"		

Preparer's Signature: _____

Date of Submittal: _____