



Plat Submittal Guidelines & Requirements

Department of Planning & Development Services, 1400 Main Street, Suite 310, Southlake, TX 76092

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Basic Submittal Requirements

The following items must be received no later than 5:00 PM on the submittal deadline (refer to schedule) and are required to qualify as an adequate submittal. Upon determination of its inadequacy, the submittal will not be accepted and will be promptly returned to the applicant. For Pre-Submittals and Re-Submittals, please submit 12 copies of all items, unless otherwise noted. For Formal Submittals, please submit 27 copies of all items, unless otherwise noted. Blueprints should be 24" by 36" and folded 12" by 9". One 11" by 17" reduction and a digital copy of each plan is required with all submittals.

P P	F P	P S	P R	A P	ITEM REQUIRED IF NOTED X = Required O = Strongly Encouraged
X			X	X	<i>Preliminary Water, Sewer and Drainage Plan</i> prepared, sealed, signed, and dated by a certified engineer. This requirement may be waived <u>only</u> by the City Engineer prior to submittal of this application. Waiver approval signature: _____ Please check: ___ Water ___ Sewer ___ Drainage
	X	X			<i>Preliminary Water, Sewer and Drainage Plan</i> prepared, signed, sealed, and dated by a professional engineer. This requirement may be waived <u>only</u> by the City Engineer prior to submittal of this application. Waiver approval signature: _____ Please check: ___ Water ___ Sewer ___ Drainage
X	X	X	X		<i>Tree Conservation Analysis or Tree Conservation Plan</i> in compliance with Tree Preservation Ordinance No. 585, as amended (see the attached Tree Preservation Ordinance Requirements Checklist)
X					<i>Pedestrian Access Plan</i> in compliance with the Sidewalk Ordinance No. 683, Zoning Ordinance § 33.19, and Subdivision Ordinance § 5.06
O					<i>Retention/Detention Area Landscape Concept Plan</i> for all proposed retention/detention areas including the general schematics for all proposed landscaping, aesthetic treatments, and pedestrian amenities
X	X	X	X	X	Blueprints, folded 12" x 9"
X	X	X	X	X	Reduction, 11" x 17" (1 copy)
X	X	X	X	X	Digital copy of all plans in .dxf and .pdf format; all plans must be based on State Plan surface coordinate system, if possible use NAD83'
X	X	X	X	X	A clear and legible metes and bounds description of the property typed in 8 ½" x 11" or 14" format (1 copy)
X	X	X	X	X	Copies of written documents (1 copy)
X	X	X	X	X	<i>Payment</i> in the amount of \$ _____ (made payable to City of Southlake)
X	X	X	X	X	Application signed by Applicant, Owner or Authorized Agent

THE FOLLOWING ITEMS MUST BE SUBMITTED PRIOR TO FILING A PLAT IN THE COUNTY RECORDS. IT IS STRONGLY RECOMMENDED THAT A CHECK PRINT BE SUBMITTED TO STAFF FOR REVIEW PRIOR TO OBTAINING OWNERS' SIGNATURES OR RUNNING MYLARS. ANY MYLARS SUBMITTED NOT MEETING THE REQUIREMENTS OF THE REVIEW WILL BE RETURNED.

- _____ Additional check for fees related to two-county plats, two-page plats
- _____ OSSF Facility feasibility analysis by a State licensed professional; for lot(s) not served by public sewer
- _____ Certificate of Taxes paid from City Tax Collector
- _____ Certificate of Taxes paid from County Tax Collector
- _____ Certificate of Taxes paid from School Tax Collector
- _____ **TARRANT COUNTY** - Three (3) **blackline** mylars with original signatures and seals. Also required are two (2) copies of the legal description, owners dedication and notary (8 ½" x 11" or 14") with original signatures
- _____ **DENTON COUNTY** - Two (2) **blackline** mylars (24" x 36") and one (1) blackline mylar (18" x 24") and three blueprints (18" x 24"). All mylars and all prints must have original signatures and seals
- _____ Digital copy in .dxf and .pdf format, geo-referenced with state plan surfaces coordinate system in NAD83'.

NOTE: Mylars will not be accepted if anything has been erased on the mylars or if any original ink is on the mylars other than signatures and seals.

Legend: **PP** - Required for Preliminary Plat; **FP** - Required for Final Plat; **PS** - Required for Plat Showing;
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Plat Requirements Checklist

The following checklist is a partial summary of platting requirements required by the City of Southlake. The applicant should further refer to Subdivision Ordinance No. 483 & No. 217, Drainage Ordinance No. 605, Zoning Ordinance No. 480, amendments, and other ordinances, maps and codes available at Town Hall that may pertain to this plat submittal.

Show	N/A	P P	F P	P S	P R	A P	ITEM REQUIRED IF NOTED
GENERAL INFORMATION							
		X	X	X	X	X	Permissible scale: 1" = 50', 1" = 100' (Prefer 1" = 100') Sheet size shall be 24" x 36"
		X	X	X	X	X	North arrow, graphic & written scale in close proximity
		X	X	X	X	X	Vicinity Map
		X	X	X	X	X	Appropriate title, i.e. "Amended Plat", "Final Plat", etc.
		X	X	X	X	X	Title includes Subdivision name, City, County, State and Survey and Abstract
		X	X	X	X	X	Title includes total gross acreage, number of lots, and date of preparation
		X	X	X	X	X	Name & address of record owner & subdivider (if different).
		X	X	X	X	X	Name, address and phone of Surveyor/Engineer/Planner
			X	X	X	X	Standard approval block provided (Appendix 9)
			X	X	X	X	Proper format for owner's dedication, lienholder ratification and notary (Appendices 1 & 2)
			X	X	X	X	Proper surveying certification statement (Appendix 5)
			X	X	X	X	Courthouse filing record note provided
ADJACENT PROPERTY (within 200')							
		X	X	X	X	X	Unplatted property: Name of record owner and corresponding deed record volume and page (Denton Co. may use clerk file number) for all adjacent unplatted tracts within 200 feet, to include owners across any adjacent R.O.W.
		X	X	X	X	X	Platted property: Show the lot lines, lot & block numbers, street names, subdivision name and plat record vol. and page (or cabinet and slide, or cabinet & page)
		X	X	X	X	X	Locate City Limit or E.T.J. Lines
		X					Existing zoning labeled on adjacent property
		X	X	X	X	X	All survey lines shown and labeled
		X	X	X	X	X	Existing easements adjacent to this property (type, size, & deed or plat reference)
		X	X	X	X	X	Previously approved concept plans, preliminary or final plats
		X	X	X	X	X	Adjacent street intersections shown with street names; centerline and right-of-way widths dimensioned
GENERAL SITE INFORMATION							
		X	X	X	X	X	Legal description of the land to include: Current owners deed reference, name of survey, abstract, county, state, POB tied to survey corner, previously filed subdivision corner or USGS monument, total acreage
		X	X	X	X	X	Point of beginning labeled on plat
			X	X	X	X	Property corners labeled as to pins/rods, found or set with sizes shown
			X	X	X	X	Permanent survey monuments along existing/ dedicated perimeter R.O.W. (No.483-8.03-A, D)

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Show	N/A	PP	FP	PS	PR	AP	ITEM REQUIRED IF NOTED
			X		X	X	Two intervisible boundary corners geo-referenced by state plane coordinates for plat of 10 lots or more (8.03-B)
<u>GENERAL SITE INFORMATION (continued)</u>							
		X	X	X	X	X	Subdivision boundary in heavy lines; distances and bearings shown thereon that match legal description
		X	X	X	X	X	Existing R.O.W. shown, labeled and dimensioned, i.e. public streets, highways, alleys, private street/drives, railroads, etc.
		X					General outline of area embraced by tree cover
			X	X	X	X	All property corners dimensioned to centerline of adjacent streets
		X	X	X	X	X	All existing easements shown (Type, Size & Deed Record)
		X		X	X	X	Separate survey showing existing structures (note whether to remain or not)
			X	X	X	X	All zoning designations removed from plat
		X					Existing and proposed zoning noted
<u>R.O.W. AND STREET DESIGN CRITERIA</u>							
		X	X	X	X	X	Two planned points of access provided (No. 483-5.01-C)
		X	X	X	X	X	R.O.W. dedication at intersections for turn lanes (5.02-B)
		X	X	X	X	X	Curvilinear street requirements met (5.03-A)
		X	X	X	X	X	Intersecting street angles under maximums (5.03-C)
		X	X	X	X	X	Intersection offsets greater than 125'
		X	X	X	X	X	Street R.O.W. dimensioned and centerline dimensioned with bearings
			X	X	X	X	All curve data labeled (delta, radius, length, tangent)
		X	X	X	X	X	Street centerline radii greater than minimum (5.03-F)
		X	X	X	X	X	Minimum tangents between reverse curves (5.03-F)
		X	X	X	X	X	No compound curves proposed
		X	X	X	X	X	Cul-de-sac lengths appropriate (5.03-I)
		X	X	X	X	X	Sufficient street stubs into adjacent property (5.03-K-1)
<u>PROPOSED INFORMATION</u>							
		X	X	X	X	X	Utility easements: Where adjacent property is unplatted or platted showing a 5' U.E., provide a 5' U.E. along the property line; if adjacent property is platted and shows no easement, provide a 10' U.E. along the interior of the property line
		X	X	X	X	X	Minimum 10' U.E. for electric service
		X	X	X	X	X	Minimum 10' U.E. for water and sewer improvements or 10' D.E. for drainage improvements with easement located within one lot
		X	X	X	X	X	10' U.E. along S.H. 114, F.M. 1938, F.M. 1709
		X	X	X	X	X	Street names provided not similar to any existing street names

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Show	N/A	P P	F P	P S	P R	A P	ITEM REQUIRED IF NOTED
		X	X	X	X	X	R.O.W. dedication in accordance with the thoroughfare plan shown and dimensioned. Must either be from center line of apparent existing R.O.W. or full width from across R.O.W. if opposite side has dedicated their half
<u>PROPOSED INFORMATION (continued)</u>							
		X	X	X	X	X	Lots and blocks labeled with numbers in consecutive order, with open spaces, etc. included
			X	X	X	X	Square footage of each lot shown (chart format O.K.)
		X	X	X	X	X	Drainage and utility easements labeled and dimensioned, tie down along property lines, bearing and distance on easement where needed.
		X	X	X	X	X	Lot lines perpendicular or radial to street R.O.W.
		X	X	X	X	X	Front building setback lines labeled or noted
		X	X	X	X	X	50' setback line shown on S.H. 114, S.H. 26, F.M. 1709, F.M. 1938, and East R.O.W. on N. Carroll Ave. between S.H. 114 and F.M. 1709
		X	X	X	X	X	Lots to be dedicated for public use, labeled as such i.e. school, parks, flood plains, open spaces, etc., showing acreage and perimeter dimensions
		X	X	X	X	X	Parcels reserved for private use shown as described above
		X	X	X	X	X	Calculated dimensions for all lots, street R.O.W. and centerline easements, etc.
		X					Quantitative land use schedule provided (No. 483-3.02-C-30)
		X	X	X	X	X	Flood plain limit shown. Floodway shown and labeled with dimensional ties
			X	X	X	X	Avigation note shown, if applicable (Appendix 3)
			X	X	X	X	Minimum finish floor elevations (No. 483-3.03-D-33)
			X	X	X	X	Note regarding sale of property by metes and bounds (3.03-D-38)
					X	X	Deed Restriction Statement (No. 483-3.05-C & 483-3.06-C) (Amended Plat & Plat Revision Only)
						X	Note describing correction in bold box (3.05-B) (Amended Plat Only)
			X	X	X	X	Flowage easement note (483-3.03-D-35) (Note also provided in Appendix 5)
			X	X	X	X	Sight triangle note (No. 483-8.02)
			X	X	X	X	Driveway access limitation note (No. 483-5.01-H)
		X	X	X	X	X	Any easements to be abandoned (No. 483-3.07-C)
		X	X	X	X	X	Minimum lot width of 125' on certain lots (No. 483-A-8.01-E and F)
		X	X	X	X	X	30,000 sq. ft. min. lot area on certain lots (No. 483-A-8.01-G)
		X	X	X	X	X	Common access easements labeled and dimensioned (No. 483-3.07-E)

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Tree Preservation Ordinance Requirements[§]

C P / D P	S P	P P R E S	P P R E S	F P P R / P S	ITEM REQUIRED IF NOTED
Identification of all Critical Environmental Features of the site					
	X	X		X	All individually protected trees (<i>all trees over 6" DBH</i>)
X	X	X	X	X	All protected tree stands (trees that are at a density of at least one protected tree per 325 square feet of land, where the branches and leaves form a continuous canopy, and which consists of at least five (5) trees)
X			X		All grades over 5%
X	X	X	X	X	Existing streams, drainage creeks, ponds, and other water bodies and their buffers (if any)
X	X	X	X	X	Areas identified for preservation in the city's Environmental Resource Protection (ERP) map (if any)
X	X	X	X	X	View sheds (if any)
Other Requirements					
	X	X		X	Tree survey [♦] (an alternative to a tree survey is not acceptable for a final plat application)
X			X		Alternative to a tree survey ^f
	X	X		X	2-foot contour map of the site
X	X	X	X	X	Critical root zones of groups of trees
	X	X		X	Critical root zoned of individual trees
X	X	X	X	X	Identify all areas of environmental constraints not suitable for development
X	X	X	X	X	Identify all areas of minimal environmental constraints that are suitable for development
X	X	X	X	X	Identify all areas of development encroachment into environmentally sensitive areas of the site as identified
X			X		Concept plan of all proposed improvements including building pads, parking areas, detention/retention areas, and streets
	X			X	Detailed site plan of all proposed improvements
		X		X	Location of residential building pads, driveways, streets, and easements
	X	X		X	Setbacks, building lines, buffer yards
	X	X		X	Clear delineation of the status [*] of all protected trees after the proposed development is constructed
	X	X		X	Preliminary grading, clearing, and trenching plans
					Final grading plans
	X	X		X	Tree protection measures as required by Ordinance 585-C
	X	X		X	Replanting/reforestation areas (if any)
	X	X		X	Demonstrate compliance with City Council approved Tree Conservation Analysis (if any)
				X	Demonstrate compliance with City Council approved Tree Conservation Plan (if any)

[§] These tree preservation ordinance requirements only apply to all development proposals submitted after the adoption of Ordinance 585-C (April 18, 2006). However, if you have an approved plan or plat before the adoption date or before September 1, 2005, you will need to comply with Ordinance 585-B. (See Section 20 of Ord. 585, as amended)

[♦] An alternative to the tree survey may be used in heavily wooded areas, however, a detailed tree survey may be required for smaller, specific areas based upon the environmental sensitivity of the property being developed.

^f See Supplement to the Tree Preservation Ordinance -2 for information on an alternative to the tree survey.

^{*} Status of the protected trees shall be based upon trees that are to be preserved, trees to be altered due to proposed improvements, and trees that could potentially be saved based on site specific conditions. **On the plan, staff recommends that green be used to indicate trees to be preserved, red be used to indicate trees to be altered/removed, and yellow be used to indicate trees that could potentially be saved.**

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Standard Approval Blocks

The required approval block will vary according to the type of plat (and in some cases the number of lots being platted) due to the differing approval authorities. Shown below are the types of plats and their corresponding approval blocks. Approval blocks should not be shown on preliminary plats.

Plat Showing (1 lot) and Amended Plat

APPROVED BY THE CITY OF SOUTHLAKE

Date: _____

Mayor: _____

City Secretary: _____

Plat Showing (2 or more lots) and Plat Revisions

APPROVED BY THE PLANNING & ZONING COMMISSION

Date: _____

Chairman: _____

P&Z Secretary: _____

APPROVED BY THE CITY COUNCIL

Date: _____

Mayor: _____

City Secretary: _____

Final Plats

APPROVED BY THE PLANNING & ZONING COMMISSION

Date: _____

Chairman: _____

City Secretary: _____