



# Final Plat Checklist

Case # \_\_\_\_\_ County Tax ID# \_\_\_\_\_

Development Name \_\_\_\_\_

Check One:  Final Plat  Replat  Short Form Plat  Amending Plat

Scale: The permissible scale: one (1) inch = fifty (50) feet or one hundred (100) feet. Sheet size shall be eighteen (18) inches by twenty-four (24) inches. If the plat requires more than one (1) sheet, each sheet shall be numbered as it corresponds to the total number of sheets (i.e., 1 of 2, 2 of 2). When a match line is required, a key map shall be provided.

Provided			Verified	
Yes	No		Yes	No
<input type="checkbox"/>	<input type="checkbox"/>	1	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	4	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	6	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	7	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	8	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	9	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	10	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	11	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	12	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	13	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	14	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	15	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	16	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	17	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	18	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	19	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	20	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	21	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	22	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	24	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	25	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	26	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	27	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	28	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	29	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>	30	Calculated dimensions of all lots, street ROW, easements, etc. All curve data should be labeled including delta, radius, length and tangent. All lots must meet the minimum lot width, depth, and area requirements of the zoning district.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	31	Floodway and Floodplain limit shown and labeled with dimensional ties to all lot corners from the current FEMA Flood Insurance Rate Map, The City Master Drainage Plan, or other analysis as approved by the City Engineer. The FIRM panel number and effective date shall be noted.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	32	If Drainage easements are present add the "Conditions of Acceptance of Drainage and Floodway Easement" note.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	33	Reproducible acknowledgments, owner's and lienholder's dedication and endorsements, including ratification by all lienholders expressing that all dedications are free and clear of liens and encumbrances, and surveyor's certifications in accordance with the format shown in the appendices herein.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	34	Minimum finish floor elevations shown on all lots adjacent to drainage easements, floodway, floodplain, detention or retention ponds, and open channels, set 2 feet above the BFE.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	35	For amending and replats, a statement concerning deed restrictions shown. <i>"This plat does not increase the number of lots or alter or remove existing deed restrictions or covenants, if any, on this property."</i>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	36	For Amending and Replats a note describing the purpose of the change or modification shall be shown in a framed, bold line so as to be distinctly visible on the face of the plat	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	37	Sight Visibility Easement Triangles: typically 7'x60' triangle at intersections of any 50' ROW roadway with any roadway with a ROW greater than 50'.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	38	Sight Visibility Easement note shown on plat if applicable: <i>"There shall be no tree, shrub, plant, sign, soil, fence, retaining/ screening wall or other vertical elements that obstruct the view of a vehicle having a height greater than two (2') feet within the Sight Visibility Easement."</i>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	39	Plat Notation. All final plats which depict intersections of public right-of-way shall have the following statement on the face of the plat prior to filing in the county plat records. <i>"The owners of all corner lots shall maintain sight triangles in accordance with the City's Subdivision Ordinance."</i>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	40	Driveway access limitation note provided, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	41	Common Access Easement - provide easements to adjacent land or within a commercial, industrial or multifamily development. Notes to include: <i>1. The Common Access Easement is for the use of the following properties..... No improvements shall be made that impede ingress and/or egress along this easement. 2. The common access easement shall be maintained by the property owner.</i>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	42	The following note shall appear on the face of the plat: <i>"Selling a portion of any lot within this addition by metes and bounds is a violation of state law and city ordinance and is subject to fines and withholding of utility services and building permits."</i>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	43	All lots within the extraterritorial jurisdiction of the City shall have a minimum forty (40) foot building setback line from all streets adjacent to the lot.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	44	A complete and corrected preliminary water and sewer layout. This may be combined with the drainage study and should show all intended easements and other information required by the Design Standards.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	45	A final drainage study shall be submitted to include all information specified in the Design Criteria and support the drainage improvements proposed in the final construction documents.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	46	completed Developer's Agreement, if applicable, showing the City's participation;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	47	certificate of taxes paid from the City Tax Collector;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	48	certificate of taxes paid from the Ellis County Tax Collector;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	49	certificate of taxes paid from the Local School District Tax Collector; and	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	50	any proposed or existing deed covenants/restrictions	<input type="checkbox"/>	<input type="checkbox"/>

This list is comprised of the minimum amount of information that shall be provided on the plat, additional information may be warranted.

Item # \_\_\_\_\_ Reason For Omission: \_\_\_\_\_

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