

# FINAL PLAT REVIEW CHECKLIST FOR McLENNAN COUNTY

Name of Addition: \_\_\_\_\_

## GENERAL

- \_\_\_\_\_ 1. The Plat Title should read as follows “ \_\_\_\_\_  
\_\_\_\_\_ ”
- \_\_\_\_\_ 2. The plat shall state the name and address of the owner (applicant) and/or developer and be signed and notarized.
- \_\_\_\_\_ 3. The plat shall state the name and address of the surveyor and/or engineer and be signed, sealed, and dated.
- \_\_\_\_\_ 4. Indicate the total acreage and legal description of the subdivision.
- \_\_\_\_\_ 5. Provide a small scale map on the plat indicating the location of the subdivision in relation to other subdivisions major roads, towns, cities and/or topographical features.
- \_\_\_\_\_ 6. Indicate the distance to the nearest road intersection.
- \_\_\_\_\_ 7. Provide the names of the adjacent property owners and/or subdivisions and the vol./page/instrument number deed reference.
- \_\_\_\_\_ 8. Provide a monument legend.
- \_\_\_\_\_ 9. Provide North arrow and scale (both graphical and written).
- \_\_\_\_\_ 10. Indicate which school district(s) the subdivision is located in.
- \_\_\_\_\_ 11. Submit electronic media in “dwg” or “dgn” file format or \$75.00 digitizing fee.
- \_\_\_\_\_ 12. Provide original tax certificate.
- \_\_\_\_\_ 13. Indicate any lots proposed for parks, squares, greenbelts, schools or other public use facilities.
- \_\_\_\_\_ 14. After all County reviews and requirements have been satisfied, provide one (1) 18” x 24” original **mylar** plat (with all original signatures), a minimum of four (4) paper copies and one (1) 8 ½” x 11” reduced copy.

## STATEMENTS

- \_\_\_\_\_ 1. Provide a statement on the plat that all On Site Septic Systems are to comply with the requirements of the County’s rules for on-site sewage facilities and **signature** of the designated representative.
- \_\_\_\_\_ 2. Add a statement indicating approval by Commissioners Court and a signature line for the County Judge.
- \_\_\_\_\_ 3. For a private road be sure to include the phrase: ?...as recorded in Vol.\_\_\_\_ Page\_\_\_\_\_ (instrument number) of the Official Public Records of McLennan County.?

## PROPERTY TRACTS

- \_\_\_\_\_ 1. Indicate the total number of lots within the subdivision along with the minimum, average and maximum acreage of lots.
- \_\_\_\_\_ 2. Provide the acreage and dimensions (bearing and distances) of all lots, parks, greenbelts, rights-of-way, easements and reserve tracts.
- \_\_\_\_\_ 3. The property boundary needs distances and bearings.
- \_\_\_\_\_ 4. Parcels shall be assigned a lot and block number or labeled as residue tracts.

- \_\_\_\_\_ 5. Provide recording data (owner's name, vol./page deed reference/instrument number) on lots that have already been conveyed.

### **ROAD AND RIGHT-OF-WAY INFORMATION**

- \_\_\_\_\_ 1. Provide the name, location, length and right-of-way widths of all proposed road and existing roads. Provide written confirmation by 911 for proposed road name(s).
- \_\_\_\_\_ 2. Show the edges of the roadway as ingress-egress-utility-drainage easements at the front of the lots if ownership is to the centerline of the road.
- \_\_\_\_\_ 3. Show the location, size and proposed use of all proposed access easements, or shared access driveways.

### **DRAINAGE**

- \_\_\_\_\_ 1. Show all existing drainage facilities, ditches, culverts, bridges and all creeks, streams, rivers, ponds, lakes, stock tanks and other surface water features.
- \_\_\_\_\_ 2. Provide a copy of a final engineering drainage study showing derivation of drainage structure/culvert sizing, and appurtenances.
- \_\_\_\_\_ 3. Show any drainage easements required by the final drainage study.

### **FLOODPLAIN**

- \_\_\_\_\_ 1. Show the 100 year floodplain, regulatory floodway (if applicable) and base flood elevations or state that none of the subdivision lies within the 100 year floodplain. Include the FIRM community-panel number.
- \_\_\_\_\_ 2. Show the limits of the floodplain within a dedicated drainage easement.
- \_\_\_\_\_ 3. Include the following statement:  
"All development within the 100-year floodplain shall comply with all applicable orders and regulations, including but not limited to McLennan County's "Flood Damage Prevention Order." A floodplain development permit shall be obtained from the County Engineer's Office prior to the construction of any structure(s) within the floodplain."
- \_\_\_\_\_ 4. Provide a benchmark showing NGVD 29 elevation, with latitude and longitude coordinates.
- \_\_\_\_\_ 5. Indicate minimum required finish floor elevations for each lot located within the floodplain.

### **UTILITIES**

- \_\_\_\_\_ 1. Identify water supply provider, the source of the water intended to serve the subdivision and indicate the CCN number.
- \_\_\_\_\_ 2. If groundwater under the subdivision is water source, provide required certification by a registered engineer.
- \_\_\_\_\_ 3. Identify all utility providers on the plat.
- \_\_\_\_\_ 4. Provide on-site sewage facility study information.
- \_\_\_\_\_ 5. Indicate location of all existing and proposed public and private water wells and show required sanitary easement.
- \_\_\_\_\_ 6. Provide recording information on all existing utility easements.

**All required fees and information, including design calculations and construction plans, shall be received and approved by the County Engineer's office prior to submittal of the Final Plat to the Commissioners Court for consideration.**

**ADDITIONAL COMMENTS**

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DATE: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_