

Final Plats Checklist

- Zero Balance Tax Certificate
- Recent Title Opinion Only if ROW is being dedicated
- All sheets shall be formatted and include the information below unless otherwise specified:
 - A title block located at the bottom right hand side to include project's name, addition's name, lot, block and phase designations, total acreage, zoning classification and address if available. A template is below:

Final Plat
Name of the Addition
Lot(s) & Block(s) & Phases(s)
Total Acreage
Zoning
Survey Abstract Number(s)

- Location map in top right corner or top left corner, one inch equals 1,000 feet (1" = 1,000') (Must use city base map).
- The date the original plans were submitted and dates of revisions for resubmittals.
- For all residential subdivisions, a plan summary table, to include total acreage per phase, total number of lots and number of lots per phase and zoning classification, minimum lot size, minimum dwelling size and density per acre.
- Name, address and phone number of contact person of developer, owner or builder, engineer or surveyor.
- Be on a sheet size that is 22 inches by 34 inches
- The maximum scale shall be 1" = 100', except that tracts in commercial developments over 100 acres may be drawn to a maximum scale of 1" = 200'.
- North point arrow (oriented to the top or right of the sheet) and date. Dates of revisions are also to be added with each modified set of plans.
- Address and phone number of contact person of developer, owner or builder, engineer or surveyor.
- Information shall be consistent and accurate on all pages of the engineering final plat.
- The following information shall be provided on the face of the plat:
 - Boundary lines, accurate in scale and with exact distances and bearings, of the subject tract and each lot within the subdivision including exact acreage per lot for all non-single-family developments. Location of corner pins and monuments, including description and whether found or set.
 - Metes and bounds description of the subdivision, with exact acreage, in reference to the deed records of the county, including the volume and page of the deed for the land being platted.
 - Lot number and block letter designations. Setback lines shall be shown or noted including setback lines from all water, sanitary sewer, and drainage easements.
 - Zoning of subject lot and adjacent property.
 - The names of adjacent subdivisions and/or the names of record owners of adjoining parcels of unsubdivided land.

- Lines or limits designating boundaries of municipalities, counties, and special districts such as municipal utility districts, road utility districts, levee districts, etc.
- Existing and proposed streets, alleys and access easements, including street names, with all curve data and widths of rights-of-way.
- Easements or encumbrances which impact development of the lot.
- Control of access lines, corner clips and clear vision areas.
- All land proposed for public use dedication or to be reserved for the common use of all property owners, together with conditions or limitations of such use. Such reservations and dedications must be identified with a lot and block designation except street and alley rights-of-way. R.O.W. dedication square footage and acreage must be listed on the plan.
- The 100-year flood plain per current FEMA Flood Insurance Rate Map (FIRM), if applicable, shall be delineated. If the floodplain is not mapped, the developer is responsible for making this determination using a FEMA approved method.
- Flowage easements, if any, pertaining to drainage including a note regarding responsibility for maintenance.
- Right-of-way and public property to be abandoned should be identified on the plat with additional information being provided separately as required by Article III, Chapter 10 Abandonment of Real Property.
- Certification by a licensed land surveyor, registered in the state, to the effect that the plan represents a survey made by him or under his direct supervision and that all the monuments and corner pins shown exist and are correctly described.
- Zoning Setbacks
- Street names shall provide continuity with existing streets. Where a development abuts or contains a street shown on the city's thoroughfare plan, the final plat shall include the dedication of right-of-way and construction of said streets in accordance with the requirements of the thoroughfare plan. Where it is determined by city staff to be impractical to construct one-half of the street, the developer shall escrow the full monetary value of these improvements prior to the approval of the final plat/replat.
 - Street Escrow must be paid prior to filing
- For all residential development, the park dedication shall be finalized at the time of approval of the final plat including all dedications and/or fees to be paid at this time. Add Note: "Parks fees paid at time of platting".
- Title Opinion ONLY needed if there is ROW dedication
 - Lien holder only needs to sign the plat if there is a ROW dedication
- Other features which impact the subject property including, but not limited to, buildings, cemeteries, parks, landfills and monuments.
- Variances from this chapter shall be listed on the face of the plat.
- 3x4" or 4x3" space at lower right-hand corner for Denton County Sticker
- Check Hike & Bike (15-foot easement for 12-foot-wide trails)
- Has it been residential in the last 5 years and is a variance requested? If so, alert staff as public hearing notices are required.
- If in the Avigation Area (refer to Avigation map), provide Avigation release

- A certification of ownership and dedication of all streets, alleys, parks, easements and public ways, signed and acknowledged before a notary public by the owner, trustee(s) or person(s) duly authorized to sign the plat. This will include any lienholder(s) on the property.

Now therefore, know all persons by these presents:

That <Owner name>, the undersigned authority, do/does hereby adopt this plat designating the herein above described property as <Name of Addition, (Phase, Lot, Block)> and addition to the City of Lewisville, Denton/Dallas County, Texas, and does hereby dedicate to the public use forever the streets and alleys shown hereon; and does hereby dedicate the easements shown on the plat for mutual use and accommodation of the City of Lewisville and all public utilities desiring to use, or using same. No buildings, fences, trees, shrubs, signs, or other improvements shall be constructed or placed upon, over, or across the easements on said plat. The City of Lewisville and any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, signs, or other improvements or growths which in any way endanger or interfere with the construction, maintenance, or efficiency of its respective system on any of these easements, and the City of Lewisville and any public utility shall at all times have the right of ingress and egress to and from and upon any of said easement strips for the purposes of constructing, reconstructing, inspecting, patrolling, maintaining and adding to or removing all or part of its respective system without the necessity at any time of procuring the permission of anyone. A blanket easement of a five (5) foot radius from the center point of all fire hydrants and a five (5) foot radius from the center point of all other appurtenances (fire hydrant valves, water meters, meter boxes, street lights) is hereby granted to the City of Lewisville for the purpose of constructing, reconstructing, inspecting and maintaining the above named appurtenances.

We do further dedicate, subject to the exceptions and reservations set forth hereinafter, to the public use forever, all public use spaces shown on the face of the plat.

All lots in the subdivision shall be sold and developed subject to the building lines shown on the plat.

<Name, Title>

<Company>

<Name, Title>

<Company>

NOTE: In more than one owner, all will have to sign the plat. Add lien holder signature, if any. All signatures must be notarized.

City signature blocks

Signature Block for City Secretary:

The undersigned, the City Secretary of the City of Lewisville, Texas, hereby verifies that the foregoing final plat of the <Name of Addition> Addition to the City of Lewisville was submitted to the appropriate Planning & Zoning Commission or City Council as required by the ordinances of the City of Lewisville on the ____ day of _____, <Year>, and such body by formal action, then and there authorized the acceptance of the streets, alleys, parks, easements public places and water and sewer lines, as shown and set forth in and upon said plat.

Witness by my hand this ____ day of _____, <year>

<Name>, City Secretary
City of Lewisville, Texas

Board Approval Signature block

If Alternative Standards are Requested with the Plat that require Council approval:

Variiances Requested:

a. List all administrative modifications or alternative standards requested

Recommended for Approval

Insert Name, Chair, Planning & Zoning Commission Date

Approved

Insert Name, Mayor, City of Lewisville, Texas Date

If Alternative Standards or Administrative Modification are Requested with the Plat that only require staff or P&Z approval:

Variances Requested:	
<i>a. List all administrative modifications or alternative standards requested</i>	
Approved	
_____	_____
Insert Name, Chair, Planning & Zoning Commission	Date

If no Alternative Standards or Administrative Modifications are Requested:

Approved	
_____	_____
Insert Name, Chair, Planning & Zoning Commission	Date

Informational Notes:

- Do not label the fire lane on the plat, only on the ESP – a fire lane designated by a plat can only be changed by replating
- ROW Dedication information formatting:
123 Acres/SF GROSS
- 123 Acres/SF ROW DEDICATION
123 Acres/SF NET

The title block will still show the GROSS

- Current Officials
 - PZ Chair – MaryEllen Miksa
 - City Secretary – Thomas Harris III
 - Mayor – TJ Gilmore
- Clustered mailboxes are required by USPS for new residential subdivisions, plan a space in your construction plans