

Minor Plat Checklist

- Zero balance Due Tax Certificate
- All sheets shall be formatted and include the information below unless otherwise specified:
 - A title block located at top center of the cover sheet and the bottom righthand side of subsequent pages 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:

Minor 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
- 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
- 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'.
- 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.
- 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
- 3x4" or 4x3" space at lower right-hand corner for Denton County Sticker
- For Developed property, verify parking count
- If in the Avigation Area (refer to Avigation map), provide Avigation release
- All previously approved requests for variances and alternative standards and new or previously approved administrative modifications.

- 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 development review process and approved as a minor plat, meeting all requirements of the Unified Development Code as set forth by the ordinances of the City of Lewisville on the ____ day of _____, <Year>, and including acceptance of the dedication of streets, alleys, parks, easements, public places and water and sewer lines, as shown and set forth in and upon said plat, and further authorized the acceptance thereof by City Staff, aligning as hereinabove subscribed in the capacity in accordance with City ordinance.

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

<Name>, City Secretary
City of Lewisville, Texas

Staff Signature block:

CERTIFICATE OF APPROVAL BY THE CITY OF LEWISVILLE
This is to certify that the City Manager or designee of the City of Lewisville, Texas, have approved the <Name of Addition> as shown hereon.

IN TESTIMONY WHEREOF, witness the official signature of the City Manager or designee of the City of Lewisville, Texas this ____ day of _____, <Year>.

a. List all administrative modifications approved, if any.

Planning and Zoning	
Engineering	
Building Inspections	
Fire Prevention	
Public Services	

Other Notes:

- Current Officials
 - City Secretary – Thomas Harris III
- Clustered mailboxes are required by USPS for new residential subdivisions, plan a space in your construction plans