



CONVEYANCE PLAT

TECHNICAL REQUIREMENTS

The following elements must be shown. Lot number shall be the same as the original tract number. Addition name shall be the same as the original survey name. Block number shall be "CP". If plat requires more than one sheet, number the sheets and provide match lines and a key map.

Staff Applicant

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|--------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | location map, north arrow, written and graphic scale |
| <input type="checkbox"/> | <input type="checkbox"/> | location and dimensions of all boundary lines (indicated by heaviest lines) and all lots |
| <input type="checkbox"/> | <input type="checkbox"/> | title block in the lower right corner that includes: <ul style="list-style-type: none">• type of plat• reference to the original survey• city, county, state• date of preparation |
| <input type="checkbox"/> | <input type="checkbox"/> | location, dimension, and purpose of all easements within or abutting the subdivision, and the recording information of all existing easements |
| <input type="checkbox"/> | <input type="checkbox"/> | the following information on adjoining property, which should be shown with dotted or dashed lines: <ul style="list-style-type: none">• if platted, subdivision name; lot, block, or tract numbers; recording information• if unplatted, current deed record ownership information• if subdivided without platting, both of the above |
| <input type="checkbox"/> | <input type="checkbox"/> | A note describing the corner tie, and a tie to a Global Positioning System (GPS) monument accepted by the City. At least one corner of the subdivision shall be tied by course and distance to a corner of a platted lot or to an original corner of the original survey of which it is a part. |
| <input type="checkbox"/> | <input type="checkbox"/> | metes and bounds description corresponding to the illustration |
| <input type="checkbox"/> | <input type="checkbox"/> | gross acreage of the subdivision |
| <input type="checkbox"/> | <input type="checkbox"/> | location of city limit lines if they traverse, form a part of the boundary, or are contiguous to the boundary of the subdivision |
| <input type="checkbox"/> | <input type="checkbox"/> | certified acreage significant to three digits for each lot, tract, or site |
| <input type="checkbox"/> | <input type="checkbox"/> | professional certification of the surveyor or engineer who prepared the plat |
| <input type="checkbox"/> | <input type="checkbox"/> | owner's certification, including recording information of warranty deed |
| <input type="checkbox"/> | <input type="checkbox"/> | the following certification: "No building permit shall be issued nor public utility service provided for land that has only received approval as a conveyance plat" |
| <input type="checkbox"/> | <input type="checkbox"/> | notary statement |
| <input type="checkbox"/> | <input type="checkbox"/> | appropriate approval block |
| <input type="checkbox"/> | <input type="checkbox"/> | cabinet/slide note |
| <input type="checkbox"/> | <input type="checkbox"/> | name, address, phone, fax, and email address of record owner, the professional preparing the plat, and the developer. |

Preparer's Signature: _____

Printed Name: _____

Date: _____