



## MINOR PLAT

### TECHNICAL REQUIREMENTS, p. 1 of 2

The following elements must be shown. Each lot shall comply with the requirements specified in the Zoning Chapter for width, depth, and area. Please see the Subdivision Rules and Regulations for easements, rights-of-way, and public areas required. If plat requires more than one sheet, number the sheets and provide match lines and a key map.

Staff    Applicant

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <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"/> | a number or letter identifying each lot, block, and site   |
| <input type="checkbox"/> | <input type="checkbox"/> | title block in the lower right corner that includes: <ul style="list-style-type: none"><li>• type of plat</li><li>• proposed name of subdivision, with section or phase if applicable</li><li>• proposed lot and block numbers</li><li>• reference to the original survey and previous plat including recording information</li><li>• city, county, state</li><li>• date of preparation</li><li>• number of lots</li></ul> |
| <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"><li>• if platted, subdivision name; lot, block, or tract numbers; recording information</li><li>• if unplatted, current deed record ownership information</li><li>• if subdivided without platting, both of the above</li></ul>  |
| <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"/> | acreage significant to three digits or the square footage of the rights-of-way dedicated for major collectors and arterials, including corner clips  |
| <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 note: "This property may be subject to charges related to impact fees, and the applicant should contact the City regarding any applicable fees due."   |
| <input type="checkbox"/> | <input type="checkbox"/> | if the plat includes previously platted property, the following certification: "This plat does not alter or remove deed restrictions, if any, on this property."   |
| <input type="checkbox"/> | <input type="checkbox"/> | dedication statement   |
| <input type="checkbox"/> | <input type="checkbox"/> | notary statement   |

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**TECHNICAL REQUIREMENTS, p. 2 of 2**

- appropriate approval block
- document number recording note
- name, address, phone, fax, and email address of record owner, the professional preparing the plat, and the developer.

Preparer's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_