



# PLAT SUBMITTAL CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH SUBMITTAL

\* This checklist is not all-inclusive of all Town ordinances and standards.  
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Indicate type of plat being submitted:

- Final Plat
- Replat
- Minor Plat
- Amended Plat
- Plat Vacation

## GENERAL

- Title block located in lower right corner, above the area for filing sticker, with subdivision name, plat type (e.g. Final Plat) block and lot numbers, survey name and abstract number, number of acres, preparation date, town, county and state, and space for Town Project Number.
- North arrow, scale, and legend, if abbreviations or symbols are used
- Entity name, contact name, address and phone number for owner, applicant, and surveyor and/or engineer.
- Location/vicinity map. (Use a single line drawing. Do not use website maps.)
- Legal (metes and bounds) description with total acreage. Ensure that the total acreage in the legal matches the title block.
- Property boundary drawn with "phantom" line type (-----) with dimensions and bearings
- Lot dimensions in feet and hundredths of feet with bearings and angles to street and alley lines
- List the following note on the plat: "Notice: Selling a portion of this addition by metes and bounds is a violation of Town ordinance and state law and is subject to fines and withholding of utilities and building permits.
- Adjacent properties – subdivision name of platted properties or owner name of unplatted property with recording information
- Dedication language for easements (fire lane, landscape, Visibility, Access and Maintenance, Public Way, access, utility/water/sanitary sewer, drainage, and drainage and detention, etc.)
- Bold the labels of any easements or rights-of-way being dedicated, abandoned or modified per the plat so that they stand out from the existing easements.
- Outline of all property offered for dedication for public use
- Surveyor's certificate (signed and sealed) with notary block
- Town approval signature block located on the right side of the page.

- Certificate of ownership with notary block(s)
- Additional documents necessary for dedication or conveyance of easements or rights-of-way

## REQUIREMENTS FOR RESIDENTIAL PROPERTIES (SINGLE FAMILY, TWO FAMILY, TOWNHOME & MULTIFAMILY)

- Provide a letter-size exhibit of a table of lot and block numbers with the square footage of each lot. (Not required for Multifamily)
- Show building lines along street (single family, two family, townhome and multifamily residential uses only).
- Provide a note stating the zoning of the property and which zoning or planned development standards apply to the subdivision. Example: Zoning: PD-324- Townhome; Built to Patio Home Standards
- For plats that have alleys, add the following note: All driveways shall access the alleys; no driveways may access streets.
- List the following note on the plat: Placement of street trees shall not interfere with the placement of traffic control devices or visibility at intersections. Existing and future traffic control devices may require the removal or preclude the planting of street trees.
- Add the following note: Development standards of this plat shall comply with Appendix A of the Addison Code of Ordinances.
- Provide a typical lot detail showing all setbacks for all the applicable residential district

**REQUIREMENTS FOR REPLATS**

**For residential replats** – Provide a list of all property owners within 200 feet of the property within the subdivision to be replatted.

**For all replats** – Purpose of and justification for replat statement (i.e.: “The purpose of this replat is to add a five-foot utility easement along the front of Block A, Lots 1-9, because \_\_\_\_\_.”)

**ENGINEERING**

- The exact layout including:
  - Street names
  - The length of all arcs, radii, internal angles, points of curvature, length, and bearing of the tangents
  - All easements for rights-of-way provided for public services or utilities and any limitations of the easements
  - All lot numbers and lines with accurate dimensions in feet and hundredths of feet and with bearings and angles to street and alley lines.

Utility Easements – water, sanitary sewer, drainage, electric, telephone, gas, cable television, fire lane, etc. Show all bearing and distance information on existing and proposed easements, including separate instruments.

Filing information for all existing easements and rights-of-way

Locations, material, and size of all monuments found and set. The surveyor will construct two concrete monuments and establish grid coordinates for the monuments in reference to Town of Addison GPS Monuments using the Town of Addison Combined Scale Factor as necessary. Elevations will be established on the two monuments in reference to the Town of Addison GPS Monuments. The three-dimensional coordinates established for these monuments will be clearly shown on the face of the plat. The plat must hold grid bearings and must not be from an assumed north. All distances shown on the plat will be surface distances.

Two opposing property corners in 3D coordinates

Existing and proposed FEMA 100-year floodplain with elevation. Include minimum finished floor elevations of all lots adjacent to floodplain. If the site does not contain a floodplain, note that: “no floodplain exists on the site.”

Private restrictions

**TRAFFIC**

- Existing and proposed location of streets and alleys, right-of-way widths, and names of streets
- Dimension from the property to centerline of right-of-way
- Additional certificates to properly dedicate easements or right-of-way as may be necessary. Such easement certificates shall be in the form designated in Section IX, Appendix B, of the Town of Addison Code of Ordinances

**Preparer’s Name:** \_\_\_\_\_

**Preparer’s Signature:** \_\_\_\_\_