

# MINOR PLAT/REPLAT PLAT CHECKLIST

Items listed in this checklist must be included on the final plat provided by the applicant to the city staff. Applicants are encouraged to familiarize themselves with the requirements of the City of Aledo Code of Ordinances and to meet with a Community Development and/or Engineering staff member to determine the extent of plans needed for review. A completed copy of this checklist shall be submitted to the City Engineer with all submitted construction plans as required. Provide an explanation for all information not provided or not applicable. The following summary is provided for the applicant's benefit. However, fulfilling the requirements of this summary checklist does not relieve the applicant from the responsibility of meeting the regulations in the zoning ordinance, subdivision regulations, and other development related ordinances of the City of Aledo. Completeness of submittal information determines the official filing date.

## SUBMITTAL REQUIREMENTS

- Plat application, filled out in its entirety, including all required signatures.
- Five (5) 18"x24" paper copies of the plat drawing. Sec. 66-11(b)
- One (1) digital copy of all submittal documents (CD or USB flash drive). *Note that digital submittals via email will not be accepted.*
- Non-refundable plat application fee – See City of Aledo Fee Schedule. Sections 66-11(c) and 66-16
- Recorded copy of the Warranty Deed.
- Original Tax Certificate showing all taxes due paid. Sec. 66-93 (15)
- Notarized letter from the property owner authorizing a representative to present the request, if the property owner will not be presenting the request.

## ADDITIONAL SUPPORTING DOCUMENTS FOR PLAT APPLICATIONS

- Three (3) sets of final approved Engineering Construction Plans for required Improvements specified in Section 6 of the community facilities policy. (Final plat, replat, amending plat) Sections 66-93(16) and 66-96
- Drainage Study. Sec. 66-92 (20)
- Proof of Zoning & Approved Use.
- Community Facilities Agreement (if required). Sec. 66-51
- Approved Variance and Waiver Requests (if required). Sec. 66-15
- Completed Traffic Impact Analysis (if required).
- Floodplain Development Permit (if required). Sec. 30-6
- Geotechnical Report (if required).
- Other Entity Approval (i.e. TCEQ, Railroad, TxDOT, etc.) (if required).
- ETJ Plats – authorization for water wells/septic systems from appropriate County Authority.
- ETJ Plats – Annexation (if property is eligible).

## PLAT DRAWING REQUIREMENTS

Every plat application must be accompanied by a plat drawing and supporting documents as necessary. These may include engineering construction plans, preliminary utility plans, drainage studies, traffic impact analysis, aerial photographs or other items as requested by staff to make platting determination. Applicants will be deemed incomplete if any of the required supporting materials are not included with the application.

- Owner/Subdivider** – The property owner's name, address and telephone number. Sec. 66-92(15)
- Surveyor's Certificate and Seal** – The name, address, telephone number, registration number, and seal of the Texas Registered Professional Land Surveyor responsible for the plat. Sections 66-65, 66-92, 66-93(17)
- Subdivision Name** – The title under which the proposed subdivision is to be recorded. Subdivision names shall not be a duplication of the name of any recorded subdivision. Sec. 66-92(10)
- Title Block** – Including type of plat, name of subdivision, lot and block, total acreage, and legal description.
- Original Survey** – The original survey title and abstract number. Sec. 66-93(10)
- Location Map** – Vicinity map, showing the location of the tract by reference to existing streets or highways. Sec. 66-92(11)
- Scale, North Arrow, and Date** – The scale, north arrow and date of preparation of the plat. A graphic scale symbol shall be placed on the drawing with a north arrow indicating the approximate true north. Scale is 1" to 100'. Sections 66-92(13), 66-93(11)
- Metes and Bounds Description** – A written legal description of the entire property by metes and bounds on the face of the plat, with bearings and distances referenced to survey lines and established subdivisions. The primary control points or monuments with descriptions and "ties" to such controls to which all dimensions, angles, bearings and similar data on the plat shall be referred. Sec. 66-93(1)
- Tract Boundary Lines** – Tract boundary line sufficient to locate the exact area proposed for subdivision, right-of-way lines of streets, easements and other rights-of-way and property liens of all lots and other sites; with accurate dimensions, bearings or deflection angles and radii, arcs and central angles of all curves, the location of the city limits line, the limits of extraterritorial jurisdiction and the county line, if applicable. Sec. 66-93(2)
- Point of Beginning** – A POB must be shown on the face of the plat, consistent with that described in the metes and bounds description.
- Adjacent Properties** – The name and location of a portion of adjoining subdivisions shall be drawn to the same scale and shown in dotted lines adjacent to the tract proposed for subdivision in sufficient detail to show the actual existing streets and alleys and other features that may influence the layout and development of the proposed subdivision. Where adjacent land is not subdivided, the owner's name of the adjacent tract shall be shown. The plat or deed recording information shall be shown. Sec. 66-92(2)
- Streets** – The location of the point of intersection and points of tangency of street intersections, other than right-angle intersections. Sec. 66-93(12)
- Streets Rights-of-Way** – The location and widths of all streets, alleys and easements proposed for the subdivision, and all known rights-of-way and/or easements within or affecting the area to be subdivided. The general location and width shall be consistent with the Master Thoroughfare Plan. Sec. 66-92(4)
- Street Centerline** – Dimensions from centerline to property boundary must be shown on the face of the plat.
- Street Names** – Proposed names of subdivisions and streets shall not have the same spelling or be similarly pronounced to that of any other subdivision or street located within the city or the city's extraterritorial jurisdiction. Proposed street names shall contain no more than 12 characters. Sec. 66-92(6)
- Easements** – Location and dimension of all easements in accordance to the Subdivision Ordinance. Sec. 66-93(4)
- Lot and Block Numbering** – Each lot or block should be identified by number or letter. Sec. 66-93(6)

- **Floodplain Features** – All floodplain and floodway boundaries shall be shown on the preliminary plat. The location of the 100-year flood limits, if applicable, shall be shown on the plat. If the subdivision, or a portion thereof, is located in the 100-year floodplain area, the developer will be required to comply with the Flood Damage Prevention Ordinance. Any lots adjacent to the floodplain shall show the minimum finished floor elevations. Sec. 66-92(8)
- **Minimum Finish Floor Elevation** – Where building sites are located in the floodplain, the minimum finished floor elevation above the 100-year flood elevation shall be written on the face of the plat for every lot or building site. Also, this note shall be affixed to the face of the plat: Sec. 66-93(5)  
"The City of Aledo reserves the right to require additional minimum finished floor elevations on any lot contained within this subdivision. The minimum elevations shown are based on the most current information available at the time the plat is filed and may be subject to change."
- **Minimum building setback lines** – Building setback lines which vary from the requirements of the zoning ordinance shall be shown on all lots intended for residential, institutional, commercial or industrial use. Plats where the building setback line conforms to the zoning ordinance of the city shall state such conformance on the face of the plat. Sec. 66-93(8)
- **Public Use Areas** – Sites proposed to be reserved or dedicated for parks, schools, playgrounds or other public uses. Sec. 66-92(12)
- **Lot Dimensions** – All proposed streets, alleys, easements, blocks, lots, building lines, parks, etc., with principal dimensions. Sec. 66-92(5)
- **Lot Area** – Lot area must be included on the face of the plat for each lot, in both acres and square feet.
- **City Limits** – The location of the city limits line, the outer border for the city's extraterritorial jurisdiction and zoning district boundaries if they traverse the subdivision, form part of the boundary of the subdivision or are contiguous to such boundary. Sec. 66-92(17)
- **Plat Notes and Conditions** – When appropriate, the plat shall contain a listing of any plat notes and plat conditions in a readily identifiable location with each note numbered consecutively.
- **Owner's Certificate** – Owner's certificate or deed of dedication (to be placed on the final plat). The dedication deed or certificate of dedication shall be executed by all persons, firms or corporations owning an interest in the property subdivided or platted and shall be acknowledged in the manner prescribed by the laws for the state for conveyances or real property. The dedication deed or certificate of dedication shall, in addition to the above requirements, contain the following: Sec. 66-93(14)
  - a. An accurate description of the tract of land subdivided.
  - b. A statement and express representation that the parties joining in such dedication are the sole owners of such tract of land.
  - c. An express dedication without reservation to the public for public use; the streets, alleys, rights-of-way, parks, school site and any other public areas shown on the plat.
- **Surveyor's Certificate** – The surveyor's certificate and seal with signature, shall be placed on the mylar copies of the plat, similar to the one shown below: Sec. 66-93(18)

I, \_\_\_\_\_, do hereby certify that I prepared this plat from an actual and accurate survey of the land, and that the corner monuments shown thereon were properly placed under my supervision.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

- City Administrator Approval Block** – A certificate of approval by the city administrator (to be placed on the plat along with the date of approval): Sec. 66-93(19)

APPROVED BY THE CITY ADMINISTRATOR OF THE CITY OF ALEDO, TEXAS, on  
this \_\_\_\_\_ day of \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
City Secretary

- Commissioners' Court Approval Block** – A certificate of approval by the commissioners' court when the subdivision is outside the corporate limits; the following form is requested, unless said court has its own requirement for this certificate: Sec. 66-93(20)

Approved this \_\_\_\_\_ day of \_\_\_\_\_ / \_\_\_\_\_, by the Commissioners' Court  
of Parker County, Texas.

\_\_\_\_\_  
County Judge

## ACKNOWLEDGMENTS

I certify that the above information is correct and complete to the best of my knowledge and ability and that I am now or will be fully prepared to present the above proposal before the Planning and Zoning Commission and City Council. I understand that it is my responsibility to have the Applicant and/or Owner present at the Planning and Zoning Commission and City Council meetings.

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

- Owner
- Applicant

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