

FINAL PLAT, REPLAT, AND AMENDING PLAT CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

- A fully completed application, either signed by the property owner or accompanied by a signed, notarized letter from the property owner giving the applicant and/or representative the ability to make the application on behalf of the owner.
- A current tax certificate or statement showing there are no delinquent taxes.
- Payment of all review fees (see Schedule of Fees).
- Six (6) 24" x 36" copies of the plan/plat (**unbound and folded to 9" x 12"**) and one (1) 11" x 17" copy of the plan/plat as described on the checklists for the plan/plat being submitted, as well as all other exhibits (such as civil engineering plans, legal descriptions, landscape plans, etc...) required on the checklists.
- A compact disc (CD) or flash drive with .dwg and .pdf files of all plats.
- Six (6) 24" x 36" copies (**unbound and folded to 9" x 12"**) and one (1) 11" x 17" copy of the plat containing the following information:
 - Title block located in lower right corner with subdivision name, block and lot numbers, survey name and abstract number, number of acres, preparation date, town, county and state
 - Legend, if abbreviations or symbols are used
 - Name, address and phone number for owner, applicant, and surveyor
 - Location/vicinity map
 - North arrow and scale appropriate for the level of detail – multiple sheets may be required
 - Legal (metes and bounds) description with total acreage
 - Property boundary with dimensions and bearings
 - Property is to be tied to original survey and abstract corner
 - Lot dimensions in feet and hundredths of feet with bearings and angles to street and alley lines
 - Lots and blocks with lot and block numbers.
 - A table of lot and block numbers with the square footage of each lot listed on the plat.
 - Building Lines (for residential uses only)
 - Existing and proposed location of streets and alleys, right-of-way widths, and names of streets
 - Right-of-way dedications or reservations
 - 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. Where property or easement extends into multiple counties, plats and separate instruments are to be filed in each county.
 - Existing easements and property lines within one hundred (100) feet of the subject property.
 - Filing information for all existing easements and rights-of-way
 - Complete curve data (delta, length, radius, tangent, point of curve, point of reverse curve, and point of tangent) and bearings of all tangents
 - Locations, material, and size of all monuments found and set.
 - Outline of all property offered for dedication for public use

- Adjacent properties – subdivision name of platted properties or owner name of unplatted property with recording information
- Existing and proposed FEMA 100-year floodplain and elevation. Include minimum finished floor elevations of all lots adjacent to floodplain. If the site does not contain a floodplain, note that: "No 100-year floodplain exists on the site." A floodplain reclamation study will be required with the Final Plat if necessary
- Existing and proposed Fully Developed 100-year floodplain. All floodplain data shall be for urban developed conditions upstream
- 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
- Other information as considered essential by the Town.
- Standard language and/or notations, as follows:
 - 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."
 - Dedication language for easements for fire lane, landscape, Visibility and Maintenance, utility, access, drainage and floodway, and/or drainage and detention (see easement language)
 - Note stating which single-family district standards apply to the subdivision (if applicable)
 - If the site does not contain a floodplain, note that: "no floodplain exists on the site."
 - Note stating the amount (in square feet and acres) of right-of-way dedicated. Label all right-of-way dedication as "dedicated in fee simple to the Town of Prosper".
 - Note including the number of lots, acreage, density, and average lot size (residential only).
 - Table to include the number of lots by type (if applicable) and the percentages of each type.
 - All landscape easements must be exclusive of any other type of easement.
 - **For all replats and Amending Plats** – purpose of 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.")
 - **For all plats with on-site sewage facilities (OSSF)** – Contact Collin/Denton County for all required OSSF plat notes and signature blocks.
 - **For residential plats** – This plat is subject to the additional residential zoning standards outline in Ordinance 15-55.
- Other plans and associated checklists that may be required to be submitted with a Final Plat application are:
 - Civil Engineering Plans
 - Site Plan
 - Facade Plan
 - Open Space Plan
 - Landscape Plan
 - Screening Plan
 - Detailed Tree Survey

Preparer's Signature _____