

PRELIMINARY PLAT CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

- A compact disc (CD) with .dwg and .pdf files of all plats.
- Six (6) copies of a 24" x 36" and one (1) copy of a 11" x 17" plat containing the following information:
 - Location map, north arrow, scale and title block (titled as a preliminary plat and listing the subdivision name, acreage, survey name and abstract number, town, county, and preparation date)
 - Legend, if abbreviations or symbols are used
 - Name, address and phone number for owner, applicant, and surveyor
 - North arrow and scale appropriate for the level of detail - multiple pages may be required
 - Property boundary with dimensions and bearings
 - Legal (metes and bounds) description with total acreage
 - Property is to be tied to original survey and abstract corner
 - Lot dimensions in 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
 - Location of existing water courses, railroads, and other similar drainage and transportation features
 - Location of existing buildings and structures
 - Location of existing and proposed streets and alleys with centerline design radii, medians, median openings, turn lanes with storage and transition dimensions, right-of-way widths, and names of proposed streets. Submit letter requesting street name approval with application.
 - Right-of-way dedications or reservations
 - Existing and proposed utilities and easements - water, sanitary sewer, drainage, electric, telephone, gas, cable television, fire lane, etc.
 - Filing information for all existing easements and rights-of-way. Provide all bearing and distance information on existing easements, including separate instruments. Where property or easement extends into multiple counties, plats and separate instruments are to be filed in each county.
 - Conceptual detail of proposed screening and landscaping showing height, materials, and location of berms and walls in relation to the right-of-way and the lots
 - Length of all arcs, radii, internal angles, points of curvature, length, and bearings of all tangents
 - Finished floor elevation – FFE shall be two (2) feet above the 100-year flood elevation
 - 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
 - Existing and proposed topography at two (2) foot contours or less, including drainage channels and creeks
 - General arrangements of land use, park and school sites, public facilities, private open space, and floodplains
 - Phasing
 - Locations, material, and size of all monuments

- Outline of all property offered for dedication for public use
- Adjacent properties - land use, zoning, subdivision name, owner name of un-platted property, and recording information
- Surveyor's certificate (signed and sealed) with notary block
- Town approval signature block
- Certificate of ownership with notary block(s)
- Other information as considered essential by the Town
- Standard language and/or notations, as follows:
 - Dedication language for easements for fire lane, landscape, Visibility and Maintenance, utility, access, drainage and floodway, and/or drainage and detention (see easement language).
 - If preliminary plat contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat."
 - 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."
 - Note stating which single-family district standards apply to the subdivision, if applicable
 - If the site does not contain a floodplain, note that: "No 100-year 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.
- In addition, the following plans shall be submitted with a preliminary plat application:
 - General Tree Survey
 - Preliminary Utility Plan
 - Preliminary Drainage Plan

Preparer's Signature _____