

CONVEYANCE PLAT CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION. FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTS, MAY RESULT IN AN INCOMPLETE SUBMITTAL AND REJECTED BY THE PLANNING DEPARTMENT.

INSTRUCTIONS:

- Use the attached list to verify the completeness of the conveyance plat request being submitted.
- Check the box next to each item that has been provided on the plans.
- If an item or section is not applicable to the given project, write "N/A". Add notes next to any items where clarification to Town staff is needed.
- Signed and complete checklist.
- Attach the completed checklist with the annexation request at the time of first submittal only.
- Electronic files in pdf format submitted to the Town for initial review.
- Each request should be directly created in Adobe or similar (no scanned versions)
- Failure to submit any required documents associated with this checklist, may result in a rejection of submittal.

Only easements where improvements exist or where improvements are proposed will be granted with a conveyance plat.

A Conveyance Plat application shall be accompanied by the following materials:

- 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 Letter of Intent (LOI) describing the project.
- A current tax certificate or statement (see Tax Certificate Request) showing there are no delinquent taxes.
- Payment of all review fees (see Schedule of Fees).
- .dwg and .pdf files of all plats.

The following checklists is not intended to be a definitive list of all information. **Items listed in bold and marked with an " * " are required information. Submittals shall be rejected if denoted items are not included.**

- Plat shall contain 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, space for the Town project number (provided at the time of case submittal), 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 and indicate the Point of Beginning***
- The Point of Beginning is to be tied to original survey and abstract corner with distance and bearing
- 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***
- Location of streets and alleys, right-of-way widths, and names of streets
- Right-of-way dedications or reservations – include dedicated to the Town of Prosper in fee simple
- Easements – water, wastewater, 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) – include all counties included in the plat
- Dedication language for easements (fire lane, landscape, visibility and maintenance, utility, access, drainage and floodway, and drainage and detention)
- Standard language and/or notations, as follows:
 - List the following note on the plat: “Notice: A conveyance plat is a record of property approved by the Town of Prosper, Texas, for the purpose of sale or conveyance in its entirety or interest thereon defined. No building permit shall be issued nor permanent public utility service provided until a Final Plat is approved and public improvements approved in accordance with the provisions of the Subdivision Ordinance of the Town of Prosper.”
 - If the site does not contain a floodplain, note that: “no floodplain exists on the site.”

- Additional documents necessary for dedication or conveyance of easements or rights-of-way

Preparer's Signature _____