

Purpose

Preliminary Plats are required *only* for single-family residential and duplex subdivisions. The Preliminary Plat provides a means for review of the proposed lot configuration and street pattern in relation to the topography, natural features, and proposed uses of land within and adjacent to the subdivision. Existing vegetation, proposed street names, water and sewer services, drainage, and phasing are also reviewed.

Initial Development Submittal Requirements

- Initial Development Submittal Authorization (provided by Planner);
- Completed Plat Application;
- Twelve (12) 24" x 36" preliminary plat drawings folded to 9" x 12" with title block visible when folded (refer to Developer's Checklist for complete preliminary plat requirements);
- Eight (8) 24" x 36" tree removal/preservation plans folded to 9" x 12" with title block visible when folded; showing all existing trees 6" in diameter or larger located on the property, graphically differentiating between trees to be retained and trees to be removed (a table must also be provided indicating size, species, and existing condition of all trees, and reason for removal if proposed);
- Four (3) 24" x 36" bound and rolled sets of preliminary civil engineering plans, to include the following sheets: cover sheet, preliminary plat; preliminary grading plan; preliminary water and sewer plan; preliminary storm sewer plan; drainage area map; and tree removal/preservation plan;
- Lot area summary;
- Preliminary Plat review fee (ref. Zoning, Variance and Development Review Fees); and
- Civil Plan review fee (ref. Zoning, Variance and Development Review Fees).

Final Development Submittal Requirements

- Redline check set (provided by planner);
- Five (5) 24" x 36" preliminary plat drawings folded to 9" x 12" with title block visible when folded;
- Ten (10) 24" x 36" tree removal/preservation plans folded to 9" x 12" with title block visible when folded;
- One (1) 11" x 17" preliminary plat drawing;
- One (1) 24" x 36" color plat presentation drawing highlighting property boundaries and interior lot lines with bold yellow lines and color-coding easements, right-of-way dedications, existing vegetation, water courses, etc.;
- Electronic color plat presentation drawing file in JPEG, TIFF, EMF, WMF, or EPS format, minimum 10" wide x 8" high (landscape orientation) at minimum 150 d.p.i. resolution; and
- One (1) 24" x 36" bound and rolled set of preliminary civil engineering plans, including the sheets listed above.

After Approval

Preliminary plats are not recorded with the County Clerk(s). Upon approval by the City Plan Commission, City staff will forward copies of the approved Preliminary Plat to the appropriate City departments, school district(s), Oncor Electric Delivery, Atmos Energy, AT&T, and Time Warner Cable. However, the applicant is strongly encouraged to contact the utility service providers to ensure that adequate provisions are made for services in the proposed subdivision.

Approval of a Final Plat, Civil Plans, and Parkway/Common Area Landscape and Irrigation Plan is required prior to commencement of any construction.