



Final Plat / Replat / Amending Plat Checklist

Sheet Format

- A. All sheets 24" x 36" (match lines acceptable)
- B. North arrow to the top or left of sheet
- C. Locator map
- D. Scale (1" = 20' preferred)
- E. Title block
 1. Subdivision name
 2. Address

Plat Format

- A. Property lines
 1. Bold lines
 2. Bearings and distance
 3. Point of beginning
 4. Point of commencing
 5. Property corners (use open circles)
- B. Other information
 1. Easements (use dashed lines and label)
 2. Bearings, distances, and curve data for easements
 3. Street and alley right-of-way
 - a. Street dedication within plat limits
 - b. Street names and r.o.w. width
 - c. Alley dedication within plat limits
 4. Dimensions
 - a. Curve data
 - b. Building setback lines
 5. Square footage and acreage
 6. Sight visibility easements
 7. Provide two state-plane coordinates referenced to a C.O.R. monument

Final Plat / Replat / Amending Plat Checklist (cont'd)

- C. Boundary lines outside of property being platted
 - 1. County lines, if applicable
 - 2. City limit line, if applicable
 - 3. Abstract lines and names, if applicable
 - 4. Adjacent Subdivision name
 - 5. Abutting property owners (research ownership in Tax Department)
- D. Owner's certificate
 - 1. Metes & bounds description (must tie into a corner of the original survey abstract of which it is a part as required by Texas law)
 - 2. Standard dedication statement (see Attachments "A" or "B")
 - 3. Owner
 - a. Signature
 - b. Notarization
 - 4. Surveyor
 - a. Signature
 - b. Seal
 - c. Notarization
- E. Miscellaneous
 - 1. Owner's name, address and phone number
 - 2. Name of the design/survey firm, contact person, address and phone number
 - 3. Closure calculations submitted with PDP
 - 4. Oncor Electric stamp and signature on final mylar
 - 5. Plat filing fee
 - 6. Pro-rata/escrow (due at the time of the FDP submittal)
 - 7. CAD drawing file (AutoCAD Version 11) for residential subdivision

Consult with utility companies for necessary easement dedications at least 2 weeks prior to FDP submittal to avoid last-minute delays.