

PRELIMINARY PLAT CHECKLIST

Omission of any of the following items from a preliminary plat may be cause for rejection of the application

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| <input type="checkbox"/> | ALL REQUIRED FEES HAVE BEEN PAID. |
| <input type="checkbox"/> | 8 ½" X 11" ZONING MAP WITH AREA OF PLAT OUTLINED IN RED. IF PLANNED DEVELOPMENT PROVIDE COPY OF THE PD OR SUBDISTRICT SECTION AS IT PERTAINS TO PLATTING WITH EXCEPTION TO PD 193 AND 298. |
| <input type="checkbox"/> | COPY OF THE RECORDED DEED & A COPY OF TITLE POLICY (IF NO TITLE INSURANCE, A COPY OF THE MOST RECENT TAX CERTIFICATE). |
| <input type="checkbox"/> | PROPOSED PLAT LEGIBLY DRAWN ON A SHEET OF PAPER 24 INCHES BY 30 OR 36 INCHES IN SIZE. |
| <input type="checkbox"/> | SCALE OF 1" = 40' OR THE LARGEST PRACTICAL SCALE APPROVED BY THE DIRECTOR OF DEVELOPMENT SERVICES |
| <input type="checkbox"/> | BOUNDARIES OF PLAT IN SOLID BOLD LINES, LOT LINES (INCLUDING ADJOINING LOT LINES) & BLOCK LINES IN THIN LINES. DASH OLD LOT LINES & GHOST OLD LOT NUMBERS, TRACT LINES & NUMBERS. |
| <input type="checkbox"/> | SURROUNDING PLATTED LOTS AND OWNERSHIP LINES FOR UNPLATTED TRACTS WITHIN 150 FEET SHOWING BLOCK NUMBERS; FOR PLATTED LOTS ALSO SHOW ADDITION NAMES & LOT NUMBERS, FOR UNPLATTED TRACTS SHOW PROPERTY OWNER NAMES(S), VOLUME & PAGE & SOURCE OF RECORD. |
| <input type="checkbox"/> | VICINITY MAP SHOWING ALL THOROUGHFARES AND EXISTING STREETS WITHIN THE TWO INTERSECTING MAJOR THOROUGHFARES NEAREST OF THE BOUNDARY OF THE PLAT. |
| <input type="checkbox"/> | PROPOSED NAME OF THE SUBDIVISION. |
| <input type="checkbox"/> | TOTAL ACREAGE OF PROPOSED PLAT. |
| <input type="checkbox"/> | THE PURPOSE OF THE PLAT INCLUDED AS A NOTE ON THE PLAT. |
| <input type="checkbox"/> | OWNERS & SURVEYORS ACKNOWLEDGMENT & DEDICATION FORMS, AND SIGNATURE BLOCK (UNSIGNED); AND PRELIMINARY PLAT STAMP "PRELIMINARY, THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE". |
| <input type="checkbox"/> | LAYOUT AND LOTS NUMBERED AND AREA OF EACH LOT NOTED; OR TABLE IDENTIFYING EACH LOT AND THE SQUARE FEET OR ACREAGE OF EACH LOT. |
| <input type="checkbox"/> | EXISTING TRACT OR LOT AND BLOCK NUMBERS LISTED IN TITLE BLOCK WITH A DESCRIPTION OF THE PURPOSE OF THE PLAT OR SUBDIVISION. |
| <input type="checkbox"/> | NAME AND ADDRESS OF EACH OWNER, DEVELOPER, ENGINEER AND/OR SURVEYOR. NOTE: THE ENGINEER AND/OR SURVEYOR OF THE PLAT CAN NOT BE THE APPLICANT UNLESS THEY ARE ALSO THE OWNER. |
| <input type="checkbox"/> | TRUE NORTH ARROW AND LEGEND INDICATING SYMBOLS USED ON THE PLAT. |
| <input type="checkbox"/> | LAYOUT, NAME AND DIMENSION OF ADJOINING OR PROPOSED STREETS AND ALLEYS (TOTAL WIDTH AND WIDTH FROM CENTERLINE) AND ALL PROPOSED STREET NAMES. |
| <input type="checkbox"/> | LOCATION AND IDENTIFICATION OF ANY STRUCTURE OR OBJECT WITHIN THE BOUNDARIES OF THE PROPERTY TO BE PLATTED; LOCATION AND IDENTIFICATION OF ANY SIGNIFICANT TOPOGRAPHIC FEATURES LOCATED ON THE PROPERTY OR WITHIN 150 FEET OF THE PROPERTY TO BE PLATTED. NOTE: ANY OF THESE ITEMS WHICH ARE TO BE REMOVED OR ALTERED MUST BE SO IDENTIFIED ON THE PLAT. IF NO STRUCTURES ON THE SITE, PLEASE INDICATE VIA A NOTE THAT NO STRUCTURES EXIST. |
| <input type="checkbox"/> | LOCATION AND PURPOSE OF PROPOSED EASEMENTS AND COMMON AREAS. |
| <input type="checkbox"/> | APPROPRIATE LANGUAGE OF DEDICATION AND ACKNOWLEDGMENT FORMS. |
| <input type="checkbox"/> | FOR ALL REPLATS, A CERTIFIED COPY OF THE ORIGINAL SUBDIVISION OF THE AREA FILED WITH THE COUNTY CLERK & A CERTIFIED COPY OF THE LATEST REPLAT OF THE PROPERTY FILED WITH THE COUNTY CLERK. |
| <input type="checkbox"/> | LOCATION, PURPOSE, AND GRANTEE OF EXISTING EASEMENTS, WITH THE VOLUME AND PAGE OF THE COUNTY RECORD(S) WHERE THE INSTRUMENT MAY BE FOUND. |
| <input type="checkbox"/> | LAYOUT OF PLATTED LOTS, UNPLATTED TRACTS, STREETS, STORM DRAINAGE, WATER & WASTEWATER FACILITIES, PUBLIC RIGHT-OF-WAY, OTHER AREAS OFFERED FOR DEDICATION TO PUBLIC USE, & PERTINENT FEATURES WITHIN 150' OF THE PLAT. |
| <input type="checkbox"/> | (5) FOOT OR LESS CONTOUR INTERVALS. NOTE: THE DIRECTOR OF THE DEVELOPMENT SERVICES DEPARTMENT MAY REQUIRE CONTOUR INTERVAL LESSTHAN 5 FEET WHERE THE SLOPE OF THE LAND IS LESS THAN 1 TO 100. |
| <input type="checkbox"/> | TREE SURVEY SHOWING THE LOCATION, CALIPER AND NAMES (BOTH COMMON AND SCIENTIFIC) OF ALL TREES NEAR PROPOSED CONSTRUCTION (TREES IN CLOSE PROXIMITY THAT ALL HAVE A CALIPER OF LESS THAN EIGHT INCHES MAY BE DESIGNATED AS A "GROUP OF TREES" WITH ONLY THE NUMBER NOTED). |
| <input type="checkbox"/> | METES AND BOUNDS DESCRIPTION AND LOT & BLOCK NUMBER OF THE PROPERTY INCLUDED IN THE PLAT (INCORRECT DESCRIPTION MAY RESULT IN DENIAL OF THE APPLICATION). |
| <input type="checkbox"/> | COPY OF ANY SPECIFIC USE PERMIT, ZONING CHANGE ORDINANCE, BOARD OF ADJUSTMENT DECISION, OR PLANNED DEVELOPMENT DISTRICT ORDINANCE REGULATING THE PROPERTY; ALSO A COPY OF ANY DEED RESTRICTIONS ON THE PROPERTY IN WHICH THE CITY OF DALLAS IS A PARTY. |
| <input type="checkbox"/> | COPY OF ESCARPMENT PERMIT IF THE PROPOSED PLAT LIES WITHIN THE ESCARPMENT AREA OR GEOLOGICALLY SIMILAR AREA. |
| <input type="checkbox"/> | (35) BLUE OR BLACK LINE PRINTS FOLDED IN ACCORDANCE WITH ATTACHED DIAGRAM. |
| <input type="checkbox"/> | (30) 11" X 17" BLACK LINE PRINTS FOLDED TO 8 1/2" X 11" IN ACCORDANCE WITH ATTACHED DIAGRAM (EXCLUDING PAGES WITH ONLY OWNERS' CERTIFICATE, DEDICATION, & ACKNOWLEDGEMENTS). |
| <input type="checkbox"/> | (1) 11"X17" BLACK LINE PRINT OF THE FACE OF THE PLAT (EXCLUDING OWNERS' CERTIFICATE, OWNERS' DEDICATION, ETC.). |
| <input type="checkbox"/> | (1) CD CONTAINING THE PLAT IN A MICROSTATION COMPATIBLE FORMAT AS SPECIFIED BY THE CITY SURVEYOR. |
| <input type="checkbox"/> | IF THE PLAT INVOLVES ONLY PART OF A PLATTED LOT & THERE IS A STRUCTURE ON THE REMAINDER PORTION OF THE LOT, PROVIDE A COPY OF THE BUILDING PERMIT(S) FOR THE STRUCTURE ON THE REMAINDER LOT. |