DEPARTMENT OF SUSTAINABLE DEVELOPMENT AND CONSTRUCTION
ENGINEERING; SURVEY PLAT REVIEW GROUP
320 E. JEFFERSON BOULEVARD, ROOM 200
DALLAS, TEXAS 75203
FRONT DESK (214) 948-4205; FAX (214) 948-4211

FINAL PLAT REVIEW CHECKLIST

City Plan File No. S________-_______ Submittal No. ___ Date: ______________
Addition Name ____________________
Surveyor's Name: ___________________________ Phone No. ____________________
Surveyor's Email: ____________________________________________________________
Owner's Name: ___________________________ Phone No. ____________________
Owner's Email: ____________________________________________________________

Required Information (Submittal is Considered Incomplete without ALL the above Information and a completed “Platting Memo of Understanding.”)

The Preliminary Plat for the referenced subdivision was approved by the City of Dallas Plan Commission. The next step in the platting process is the submittal of the Final Plat for approval. The Final Plat of the referenced subdivision should conform to the attached Final Plat Review Checklist. As required items are placed on the face of the final plat, a check mark should be placed in the blank corresponding to the item in the applicant column of the checklist. The checklist items not required for your particular plat should be labeled “N/A”. It is the surveyor-of-record's responsibility to verify that the Final Plat is in conformance to all items on the checklist to ensure quality submittals prior to City review. Multiple unaddressed or missing checklist items may result in the termination of the review and returned to the owner. Unless otherwise directed by the owner, the owner/developer will be copied on all reviews.

Return a copy of the completed checklist, along with two copies of the Final Plat and supporting documents used to construct this plat to:

City of Dallas
Department of Sustainable Development
and Construction – Engineering Div.;
Survey Plat Review Group
320 E. Jefferson Blvd, Rm 200
Dallas, Tx 75203

Upon receipt of the plat copies and supporting documents, a staff Surveyor will be assigned to review the plat for compliance with the City of Dallas Platting Requirements. Plats that conform to the City of Dallas Platting Requirements will be released for Plan Commission approval and recording, otherwise plats that do not conform will be placed on “HOLD”. In this event a copy of the checklist will be returned to the applicant with items that need to be addressed. The “HOLD” status will be removed once the required changes and/or corrections are made.

Please submit two (2) copies of the corrected plat, along with the completed checklist to the Survey Plat Review Group at the above address. The plat will then be scheduled for final review. In the event all of the requirements listed on the checklist are suitably addressed, the final plat will be released. The Staff Surveyor whose name is listed below is the Survey Plat Review Group contact concerning this final plat.

SPRG STAFF CONTACT: ___________________________
FINAL PLAT REVIEW CHECKLIST

CITY FILE NO.: $ ________________________________

ADDITION NAME: ______________________________________________________________

GENERAL REQUIREMENTS

APPLICANT  CITY  STAFF

1.) _____ _____ SIZE OF PLAT SHOULD BE 24" X 36" OR 24" X 30". 8.403 (a)(1)(A) (ii)

2.) _____ _____ PLAT MUST BE LEGIBLE.

3.) _____ _____ TEXT HEIGHT NOT LESS THAN 10 CHARACTERS PER INCH (LEGAL DESCRIPTION, NOTES, CERTIFICATIONS, ETC.) 8.403 (a)(1)(A) (ii)

4.) _____ _____ SCALE OF 1" = 30’, OR LARGEST PRACTICAL SCALE, NO SMALLER THAN 1" = 60’; 8.403 (a)(1)(A) (ii)

5.) _____ _____ IF SHARED ACCESS DEVELOPMENT, MINIMUM SCALE OF 1" = 20’ CONTACT CITY STAFF FOR SMALLER SCALE

6.) _____ _____ NORTH ARROW AND GRAPHIC SCALE ON PLAT. 8.403 (a)(1)(A) (iii)

7.) VICINITY MAP SHOWING 8.403 (a)(1)(A) (v):
   a.) _____ _____ ALL THOROUGHFARES AND EXISTING STREETS BOUNDED BY THE TWO NEAREST INTERSECTING MAJOR THOROUGHFARES.
   b.) _____ _____ NORTH ARROW ON VICINITY MAP
   c.) _____ _____ SCALE, IF ANY, OR THE STATEMENT “NOT TO SCALE”. (MAP SCALE MUST BE AT LEAST EQUAL TO 1” = 2000’)

8.) NAME AND ADDRESS OF 8.403 (a)(1)(A) (vi):
   a.) _____ _____ SURVEYOR AND/OR ENGINEERING FIRM (with phone No.)
   b.) _____ _____ ALL OWNERS, AND/OR DEVELOPER.

9.) _____ _____ LEGEND INDICATING SYMBOLS AND/OR ABBREVIATIONS USED ON PLAT. LEGEND SHOULD INCLUDE ONLY THOSE SYMBOLS APPEARING ON THE PLAT.

10.) _____ _____ DO NOT SHOW TOPOGRAPHIC FEATURES (I.E. CONTOUR LINES, UTILITIES, PARKING AREAS, TREES, SHRUBS, FENCES, PAVING, BUILDING AND STRUCTURES, ETC.)

11.) _____ _____ ADD NOTE:
    LOT TO LOT DRAINAGE WILL NOT BE ALLOWED WITHOUT CITY OF DALLAS PAVING & DRAINAGE ENGINEERING SECTION APPROVAL.
12.) Address all appropriate City Plan Commission letter comments (added easements, etc.).

**PLAT DRAWING REQUIREMENTS WITHIN BOUNDARY**

13.) Boundary drawing dimensions must agree with legal description dimensions including:
   a.) ________ POINT OF COMMENCING (if applicable)
   b.) ________ POINT OF BEGINNING
   c.) ________ COMMENCE OR BEGIN AT A STREET INTERSECTION, RECORDED ADDITION CORNER, OR LOT CORNER OF A RECORDED ADDITION.
   d.) ________ BEARINGS & DISTANCES
   c.) Curve data to include:
      1.) ________ CENTRAL ANGLE
      2.) ________ RADIUS
      3.) ________ BEARING FROM THE BEGINNING OF THE CURVE
      4.) ________ CHORD LENGTH
      5.) ________ ARC LENGTH

14.) ________ Boundary of area being platted should be outlined with a **HEAVY SOLID BOLD LINE**; all other lot lines, and adjoining property or lot lines should be a solid thin line(s). 8.403 (a)(1)(A) (vii)

15.) ________ Dash in old lot lines and ghost in old lot numbers, tract lines, tract numbers, abandoned street row, easements, etc.

16.) ________ Label each city block, lot and/or tract numbers. 8.403 (a)(1)(A) (viii)

17.) ________ Label area (square footage and acreage) of each lot; centered on lot or in table. 8.403 (a)(1)(A) (viii)

18.) ________ Label names & approximate lines for original survey/abstracts within 150-feet of platted property.

19.) ________ Label established centerline of adjoining street(s) & alley(s).

20.) ________ Label existing recorded & unrecorded additions with recording information (if applicable) and source of record (D.R.D.C.T., O.P.R.D.C.T. or other contiguous counties within Dallas City limit). 8.403 (a)(1)(A) (xviii)

21.) ________ Label and/or insert basis of bearing statement.

**SAMPLE STATEMENT**

*Basis of bearing is the north line of Frenzy Road (insert recorded bearing, i.e. being north 00 degrees 00 minutes 00 seconds east) as recorded in volume 88327, page 0235, deed records of Dallas County, Texas.*

**SAMPLE STATE PLANE STATEMENT**

22.) **SUBMIT A GEOMETRIC CLOSURE FOR THE BOUNDARY WITH SQUARE FOOTAGE & ACREAGE FOR THE AREA BEING PLATTED (THIS IS REQUIRED IN THE FINAL PLAT FILE PRIOR TO RELEASE, ATTACH TO SUBMITTAL):**
   a.) ______ ______ PRECISION OF BOUNDARY CLOSURE (MINIMUM 1:15,000)
   b.) ______ ______ INCLUDE BEARINGS AND DISTANCES
   c.) CURVE DATA TO INCLUDE:
      1.) ______ ______ CENTRAL ANGLE
      2.) ______ ______ RADIUS
      3.) ______ ______ CHORD BEARING FROM THE BEGINNING OF THE CURVE
      4.) ______ ______ CHORD LENGTH
      5.) ______ ______ ARC LENGTH

23.) ______ ______ AREA OF PROPOSED BOUNDARY (GROSS & NET IF APPLICABLE)

24.) ______ ______ SUBMIT DOCUMENTATION TO SUPPORT EXISTING STREET RIGHT-OF-WAY WIDTH, RAILROADS, ALLEYS (I.E. FILE RESEARCH; SEPARATE INSTRUMENT, PLAT, COUNTY R.O.W. MAP, AND SHOW HOW THE ADJOINING RIGHT OF WAY(S) WERE CREATED (FEE SIMPLE DEDICATION, EASEMENT, ETC.) WITH RECORDING INFORMATION. THIS INCLUDES ANY RIGHT OF WAY DEDICATIONS OTHER THAN THE ORIGINAL DEDICATION. THE SURVEY RECORDS VAULT IN ROOM 314 OF THE OAK CLIFF MUNICIPAL CENTER IS A VALUABLE SOURCE OF THIS DATA. 8.403 (a)(1)(A) (viii)

25.) **AREA WITHIN 150 FEET OF THE PERIMETER OF PLATTED BOUNDARY MUST BE DETAILED 8.403 (a)(1)(A) (viii):**
   a.) ______ ______ LABEL RECORDED AND UNRECORDED ADDITION NAME(S)
   b.) ______ ______ PROPERTY OWNER NAME(S) ON UNPLATTED TRACT(S) THAT HAVE PORTIONS SOLD OFF.
   c.) ______ ______ SHOW LOT(S) AND BLOCK(S), OR TRACT(S), LABEL WITH APPROPRIATE NUMBERS.
   e.) ______ ______ LABEL & DIMENSION WIDTHS OF STREETS, ALLEYS, AND EXISTING EASEMENTS LEGIBLY. LABEL RECORDING INFORMATION AND SOURCE OF RECORD. ADD DISTANCE TIES ACROSS R.O.W. AT VARIABLE WIDTH R.O.W.
   f.) ______ ______ SHOW DISTANCES WITHIN 150 FEET ON ADJOINERS FOR LOT OR TRACT LINES TAKEN FROM DEEDS, PLATS, AND BLOCK MAP RESEARCH.

26.) ______ ______ EXISTING BUILDINGS MAY NOT EXTEND ACROSS PROPOSED PROPERTY LINES (PLAT BOUNDARY OR LOT LINES). PROVIDE SEPARATE DETAIL FOR EACH EXISTING BUILDING WITHIN 5 FEET OF PROPOSED PLATTED PROPERTY LINE. SHOULD A QUESTION ARISE CONCERNING LOCATION OF THE BUILDING WITH RESPECT TO THE PROPERTY LINE, THE STAFF SURVEYOR WILL REQUIRE ADDITIONAL INFORMATION IN THE FORM OF A DIMENSIONED MAP ON 8-1/2” X 11” SHEET OF PAPER. THIS MAP SHALL BE SIGNED, SEALED AND DATED (DATE OF SURVEY). 8.503 (e) (1) ϕ (2)

**MONUMENTATION REQUIREMENTS**

27.) ______ ______ ALL MONUMENTATION MUST BE LABELED AND DESCRIBED IN FULL (ROD SIZE, MATERIAL, (IF APPLICABLE CAP DIAMETER, MATERIAL, COLOR, & STAMP) ON DRAWING AND LEGAL DESCRIPTION. (LEGEND MAY BE USED TO COMPLY DRAWING REQUIREMENT).

28.) ______ ______ COMPLIANCE WITH MONUMENTATION STANDARDS AS SET FORTH IN CITY OF CITY OF DALLAS ORDINANCE NO. 19455 SEC. 51A-8.617. 8.403(a)(6)(A)(x)

29.) ______ ______ LABEL AT LEAST TWO FOUND CONTROLLING MONUMENTS ON PLAT. SET MONUMENTS WILL NOT BE ALLOWED AS CONTROL MONUMENTS.
EASEMENT REQUIREMENTS

(The Survey Records Vault in Room 314 of the Oak Cliff Municipal Center is a valuable source of this data)


31.) ______ ______ EASEMENTS CREATED BY THIS PLAT MUST BE LABELED AS TO TYPE, LOCATED WITH BEARINGS AND DISTANCES, AND TIED TO A PLAT OR LOT CORNER ON PLAT. IF DEDICATED BY PLAT MUST BE LABELED “BY THIS PLAT”, OR LABELED “BY SEPARATE INSTRUMENT…” IF PROPOSED AS SUCH, SHOWING RECORDING INFORMATION AND SOURCE OF RECORD. 8.403 (a)(1)(A)(vi)

32.) ______ ______ AREAS TO BE ABANDONED WITHIN THE PLATTED LOT(S) MUST BE PROCESSED BY SEPARATE INSTRUMENT AND RECORDING DATA AND/OR ORDINANCE NUMBERS MUST BE NOTED ON PLAT PRIOR TO RELEASE. 8.502 (a)

33.) LABEL ABANDONED PUBLIC AND PRIVATE EASEMENTS, RIGHT-OF-WAYS, ALLEYS, ETC., ABANDONED SINCE LAST PLAT OF AREA, TO INCLUDE: 8.502 (a):
   a.) ______ ______ ORDINANCE NUMBER AND/OR RECORDING DATA, MUST BE SHOWN PRIOR TO RELEASE
   b.) ______ ______ WIDTH

34.) TITLE BLOCK (USE THE FOLLOWING SEQUENCE FOR LAYOUT; 1-6)
   a.) ______ ______ LOCATED AT LOWER RIGHT HAND CORNER
   b.) ______ ______ CHANGE TITLE FROM PRELIMINARY PLAT TO FINAL PLAT
   c.) ______ ______ ADDITION NAME (PLUS PHASE NUMBER, SECTION NO., OR INSTALLMENT No. IF NEEDED). THERE CAN BE NO DUPLICATION OF (OR CLOSELY SIMILAR TO) ANY EXISTING SUBDIVISION NAME (THE SURVEY RECORDS VAULT IN ROOM 314 OF THE OAK CLIFF MUNICIPAL CENTER IS A VALUABLE SOURCE OF THIS DATA). ADDITION NAMES CANNOT BEGIN WITH THE WORDS “THE” OR “REPLAT” OR A NUMBER (I.E. THE BRYAN PLACE ADDITION, REPLAT OF BRYAN PLACE ADDITION, OR 2116 BRYAN PLACE ADDITION). DO NOT USE ROMAN NUMERALS OR “&” SYMBOL (I.E. No. 2 OR AND). ADDITION NAME MUST MATCH OWNER’S DEDICATION.
   d.) ______ ______ LOT 000 (A NUMBER), BLOCK 0000 (A NUMBER), (I.E. LOTS 1-12, BLOCK A/6582). CHECK LOT NO., AND BLOCK NO. FROM LETTER PROVIDED (A CONTACT IS BOBBY SELF AT 214-948-4586). SUBMIT COPY OF LETTER FROM BOBBY SELF WITH SUBMITTAL.
   e.) ______ ______ REFERENCE SOURCE (I.E. REPLAT OF LOT 00, BLOCK 000, OF THE SNARLEY ADDITION)
   f.) ______ ______ SURVEY AND ABSTRACT NO. (I.E. JAMES WINSLOW SURVEY, ABSTRACT NO. 000)
   g.) ______ ______ CITY OF DALLAS, DALLAS COUNTY, TEXAS (OR APPROPRIATE COUNTY), MUST BE ON PLAT
   h.) ______ ______ CITY PLAN FILE NUMBER (ISSUED WITH SUBDIVISION APPLICATION, I.E. S056-257).
   i.) ______ ______ ENGINEERING NUMBER 311T-

35.) OWNER’S CERTIFICATE (LABEL HEADING; OWNER’S CERTIFICATE)
   a.) ______ ______ LABEL; STATE OF TEXAS
   b.) ______ ______ LABEL; COUNTY OF DALLAS, (OR APPROPRIATE COUNTY)
   c.) ______ ______ OWNERS NAME (MUST MATCH DEED EXACTLY)
36) **LEGAL DESCRIPTION**

a.) ______ ______ DEED FOR CURRENT OWNER REFERENCED WITH COMPLETE RECORDING INFORMATION AND TYPE OF CONVEYANCE (WARRANTY DEED, ETC.) IN GENERAL DESCRIPTION OF LEGAL. A COPY OF THE RECORDED DEED/DEEDS MUST BE FURNISHED FOR PLATTED PROPERTY, ATTACH TO SUBMITTAL.

b.) **REFERENCE:**

1.) ______ ______ SURVEY, ABSTRACT NO.

2.) ______ ______ TRACT INFORMATION

3.) ______ ______ PRIOR ADDITION NAME, INCLUDE SUBJECT LOT AND BLOCK, WITH VOLUME AND PAGE, OR PREVIOUS OWNERS AND DEEDS OF REFERENCE, WITH RECORDING INFORMATION, AND COUNTY RECORD LOCATION.

c.) ______ ______ IF THE PRIOR PLAT WAS DEDICATED TO A COUNTY OR ANOTHER CITY AND ANNEXED INTO THE CITY OF DALLAS, SHOW DATE OF ANNEXATION AND ORDINANCE NUMBER. THE SURVEY VAULT IN ROOM 318 HAS THIS INFORMATION.

**SPECIFIC DESCRIPTION (METES & BOUNDS) 8.403 (a)(1)(A) (six):**

d.) ______ ______ POINT OF COMMENCING (IF APPLICABLE)

e.) ______ ______ POINT OF BEGINNING

f.) ______ ______ COMMENCE OR BEGIN AT A STREET INTERSECTION, RECORDED ADDITION CORNER, OR LOT CORNER OF A RECORDED ADDITION.

g.) PROVIDE BEARINGS AND DISTANCES (BEARINGS TO SECONDS, DISTANCES TO HUNDREDS), AND CURVE DATA TO INCLUDE:

1.) ______ ______ TANGENT OR NON-TANGENT

2.) ______ ______ DIRECTION TO THE RIGHT OR LEFT

3.) ______ ______ CENTRAL ANGLE

4.) ______ ______ RADIUS

5.) ______ ______ CHORD BEARING FROM THE BEGINNING OF THE CURVE

6.) ______ ______ CHORD LENGTH

7.) ______ ______ ARC LENGTH

h.) ______ ______ REFERENCE ADJOINER CALLS AROUND PLAT BOUNDARY WITH RECORDING INFORMATION AND SOURCE OF RECORDATION. CITY BLOCK LINES ARE NOT CONSIDERED AS ADJOINERS.

i.) ______ ______ COMPLETE MONUMENTATION DESCRIPTIONS (EXAMPLE: TO A 3 INCH METALLIC DISK STAMPED TRUEHEART ADDN., R.P.L.S. 0000 ON 5/8 INCH IRON ROD SET).

j.) ______ ______ CONCLUDE LISTING SQUARE FOOTAGE AND ACREAGE OF PLATTED AREA, I.E. AND CONTAINING 43,560 SQUARE FEET OR 1.000 ACRES OF LAND (SQUARE FEET TO WHOLE FOOT, AND ACREAGE TO THOUSANDTHS).

37) **OWNER’S DEDICATION (LABEL HEADING; OWNER’S DEDICATION) 8.602 (a)**

a.) ______ ______ NAME OF ADDITION IN DEDICATION MUST BE IN BOLD TYPE

b.) ______ ______ VARIABLE TYPES OF DEDICATION STATEMENTS USED BUT ALL OF A STANDARD FORM; CORPORATE OWNER, PRIVATE OWNER, PRIVATE STREETS, SHARED ACCESS AREA

c.) ______ ______ IF USING CORPORATE DEDICATION, PLACE AUTHORIZED AGENTS BUSINESS TITLE UNDER THE REPRESENTATIVES NAME, I.E. VICE PRESIDENT, OWNER, ETC.

d.) ______ ______ OWNER’S NAME MUST MATCH DEED

e.) ______ ______ NOTWITHSTANDING STATEMENT IF REQUIRED
38.) ______ THE FOLLOWING STATEMENT WILL BE USED FOR THE SURVEYOR'S CERTIFICATE ON THE RECORDED FINAL Plat:

“SURVEYOR'S STATEMENT:

I, ______________________, a Registered Professional Land Surveyor, licensed by the State of Texas, affirm that this plat was prepared under my direct supervision, from recorded documentation, evidence collected on the ground during field operations and other reliable documentation; and that this plat substantially complies with the Rules and Regulations of the Texas Board of Professional Land Surveying, the City of Dallas Development Code (Ordinance no. 19455, as amended), and Texas Local Government Code, Chapter 212. I further affirm that monumentation shown hereon was either found or placed in compliance with the City of Dallas Development Code, Sec. 51A-8.617 (a)(b)(c)(d)(e); and that the digital drawing file accompanying this plat is a precise representation of this Signed Final Plat.

Dated this the__________ day of __________________________, 20__

(Signature)
(Surveyor's Typed Name)
Texas Registered Professional Land Surveyor No. ______

39.) NOTARY STATEMENTS FOR ALL SIGNING PARTIES

a.) _____ _____ OWNER/OWNERS, OWNER'S AGENT

b.) _____ _____ LAND SURVEYOR

40.) FLOODWAY REQUIREMENTS, ETC. 8.611 (d); 8.617(d); 8.707

a.) _____ _____ AREA MUST MEET A MINIMUM CLOSURE STANDARD OF 1 IN 5000

b.) _____ _____ “NOTWITHSTANDING” PARAGRAPH WILL BE NEEDED IN DEDICATION

c.) _____ _____ STANDARD TYPE OF FLOODWAY STATEMENT; DETENTION AREA EASEMENT, FLOODWAY EASEMENT, AND/OR FLOODWAY EASEMENT WITHIN COMMON AREA.

d.) _____ _____ FLOODWAY EASEMENTS MUST BE MONUMENTED WITH FLOODWAY MARKERS, PER FILE NO. 424-109.

e.) _____ _____ ESCARPMENT ZONES MUST BE MONUMENTED.

f.) _____ _____ DETENTION AREA EASEMENTS MUST BE MONUMENTED.

g.) _____ _____ CONSERVATION EASEMENTS MUST BE MONUMENTED.

h.) _____ _____ REQUIRED MONUMENTATION SHALL BE SET AT ALL EASEMENT CORNER'S (POINT OF CURVE, POINT OF TANGENCY AND POINT OF INTERSECTION), TO BE SHOWN ON THE PLAT DRAWING.

41.) SHARED ACCESS AREA (FOR SHARED ACCESS DEVELOPMENTS ONLY) 8.512

a.) _____ _____ A METES AND BOUNDS DESCRIPTION TRAVERSING THE PERIMETER OF THE SHARED ACCESS AREA WILL BE PREPARED AND FILED AS AN EXHIBIT TO THE SHARED ACCESS AREA DOCUMENT (CONTACT CITY ATTORNEY OFFICE AT 214-670-1332)

b.) _____ _____ SHOW VOLUME AND PAGE OF FILED SHARED ACCESS AREA DOCUMENT ON PLAT.

c.) _____ _____ THE OWNER'S DEDICATION SPECIFIC TO SHARED ACCESS AREA WILL BE USED FOR THE PLAT.

d.) _____ _____ “NOTWITHSTANDING” PARAGRAPH WILL BE NEEDED IN DEDICATION

e.) _____ _____ SHARED ACCESS AREA EASEMENT STATEMENT ON PLAT.

f.) _____ _____ GUEST PARKING TO BE INCLUDED IN THE SHARED ACCESS AREA EASEMENT.
LIEN HOLDER'S SUBORDINATION (FOR PLATS WITH STREET OR ALLEY DEDICATIONS)

ADDITIONAL COMMENTS:
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

THIS COMPLETED AND SIGNED LIST MUST ACCOMPANY THE FINAL PLAT SUBMITTAL. COMPLETE ALL APPLICABLE ITEMS. PLACE A CHECK MARK IN THE SPACE LABELED “APPLICANT”. ITEMS THAT ARE NOT APPLICABLE TO YOUR SITUATION SHOULD BE LABELED “N/A”. THE CITY SURVEYOR RESERVES THE RIGHT TO MAKE ADDITIONAL COMMENTS.

I, the Surveyor of Record, understand and agree that the City Staff Surveyor will require that the Final Plat be resubmitted for review and approval if it is determined that this checklist contains incorrect information.

By review of this plat, this Department does not assume any liability for this plat nor does this review releases the surveyor of the record from her/his responsibilities as a surveyor set forth by the Texas Board of Professional Land Surveying.

Signature: ___________________________ Date: __________________

Printed Name: ___________________________