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**
**Development Services**
**Engineering Division**
**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: ________________________________**
CITY OF DALLAS

FINAL PLAT REVIEW CHECKLIST

CITY FILE NO.: __________________________

ADDITION NAME: ________________________________________________

GENERAL REQUIREMENTS

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7. VICINITY MAP SHOWING 8.403 (a)(1)(A) (a):
   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) (e):
   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 AJOINING 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. 8.403 (a)(1) (viii)

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 AJOINING STREET(S) & ALLEY(S).


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 (FEES 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) (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(6)/(A)/(c)

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

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)(ix)

32.) _____ _____ AREAS TO BE ABANDONED WITHIN THE PLATTED LOT(S) 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. 8.502 (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
   d.) _____ _____ LOT 000 (A NUMBER), BLOCK 0000 (A NUMBER). (I.E. LOTS 1-12, BLOCK A/6852). 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 SNARELY 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-____ OR DP____-

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 Engineers and Land Surveyors, 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:

_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
_____________________________________________________________________________________________________
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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: _____________________________

PLAT MUST MEET ALL STANDARDS SET FORTH IN ORDINANCE NO., 19455, PLAT REGULATIONS, 51A-8.100
COPY OF ORDINANCE MAY BE OBTAINED AT:
CITY SECRETARY'S OFFICE
CITY HALL, 5D SOUTH
1500 MARILLA STREET
DALLAS, TEXAS 75201