

**PLANNING AND DEVELOPMENT
DEPARTMENT**

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
Planning and Development Department
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

Planning and Development Department
Engineering Division; Survey Plat Review Group
"SPRG"

FINAL PLAT REVIEW CHECKLIST

CITY FILE NO.: S _____

ADDITION NAME: _____

GENERAL REQUIREMENTS

- Table with columns APPLICANT and CITY STAFF, followed by numbered items 1-11 detailing plat requirements such as size, legibility, text height, scale, north arrow, vicinity map, legend, and drainage 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
 - e.) 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.
- 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)

STATE PLANE COORDINATE SYSTEM, NORTH TEXAS CENTRALZONE 4202, NORTH AMERICAN DATUM OF 1983. ADJUSTMENT REALIZATION _____
1986, 1993, CORS96, 2007 OR 2011

- 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.
 - d.) _____ SHOW VOLUME AND PAGE, AND SOURCE OF RECORD (D.R.D.C.T., ETC.).
 - 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 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)

- 30.) _____ LABEL TYPE OF EASEMENT, LABEL RECORDING INFORMATION, AND LABEL EASEMENT SOURCE OF RECORD (D.R.D.C.T., ETC.). 8.403 (a)(1)(A)(ix)
- 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)(x)
- 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

SAMPLE:
FINAL PLAT

GEORGE WASHINGTON No. 3 ADDITION
LOTS 1A-4A, 1B-4B, AND 5A, BLOCK H/7884
A REPLAT OF LOTS 16 AND 17,
BLOCK H/7884, BILL FOLD ADDITION
IKE THOMPSON SURVEY, ABSTRACT No. 153
CITY OF DALLAS, DALLAS COUNTY, TEXAS
CITY PLAN FILE No. S178-123
ENGINEERING No. 311T-9999

(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-_____ 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, Δ 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) (xix):
- 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 HUNDRETHS), 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.

42.) _____ 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 Engineers and Land Surveyors.

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