

# PRELIMINARY PLAT CHECKLIST

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

## PRELIMINARY PLAT SUBMITTAL DOCUMENTS

- 8 1/2" X 11" ZONING MAP WITH AREA OF PLAT OUTLINED IN RED **AND** MEMO OF UNDERSTANDING.
- 1 ORIGINAL COPY OF RECORDED DEED.
- 1 COPY OF TITLE INSURANCE POLICY **OR** MOST RECENT TAX CERTIFICATE(S).
- 2 COPIES OF PROPOSED PLAT LEGIBLY DRAWN ON A SHEET OF PAPER 24"X 36" IN SIZE, FOLDED TO 8.5 BY 11 INCHES.
- FOR ALL REPLATS, A CERTIFIED COPY OF THE ORIGINAL SUBDIVISION AND ALL REPLATS OF THE ADDITION TO BE REPLATTED, FILED WITH THE COUNTY CLERK: 2 COPIES, 1 NEEDS TO BE CERTIFIED.
- 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).
- ZONING CHANGE ORDINANCE, BOARD OF ADJUSTMENT DECISION, OR PLANNED DEVELOPMENT DISTRICT ORDINANCE REGULATING THE PROPERTY; ALSO, A COPY OF ANY DEED RESTRICTIONS IN WHICH THE CITY OF DALLAS IS A PARTY.
- COPY OF ESCARPMENT PERMIT FOR PROPOSED PLAT WITHIN THE ESCARPMENT AREA OR GEOLOGICALLY SIMILAR AREA.
- ONLY FOR RESIDENTIAL REPLATS: (2) 8 1/2"X 11" BLACK LINE PRINT OF THE FACE OF THE PLAT (EXCLUDING OWNERS' CERTIFICATE, OWNERS' DEDICATION, ETC.)
- EMAIL A PDF OF THE ACCEPTED PRELIMINARY PLAT WITH THE ASSIGNED S# IN THE TITLE BLOCK.
- IF THE PLAT INVOLVES ONLY PART OF A PLATTED LOT & THERE IS A STRUCTURE ON THE REMAINDER PORTION OF THE LOT. PROVIDE AN APPROVAL MEMO STATING, "THE REMAINDER IS A LEGAL BUILDING SITE" FROM THE ZONING SECTION OF B.I.

## REQUIREMENT OF FACE OF PRELIMINARY PLAT

- SCALE OF 1" = 40' OR THE LARGEST PRACTICAL SCALE APPROVED BY THE DIRECTOR OF DEVELOPMENT SERVICES
- 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.
- 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.
- VICINITY MAP SHOWING ALL THOROUGHFARES AND EXISTING STREETS WITHIN THE TWO INTERSECTING MAJOR THOROUGHFARES NEAREST TO THE BOUNDARY OF THE PLAT.
- PROPOSED NAME OF THE SUBDIVISION AND TOTAL ACREAGE OF PROPOSED PLAT.
- THE PURPOSE OF THE PLAT INCLUDED AS A NOTE ON THE PLAT. SHOULD STATE WHAT YOU ARE CREATING AND FROM.
- OWNERS & SURVEYORS ACKNOWLEDGMENT & DEDICATION FORMS, AND SIGNATURE BLOCK (UNSIGNED); AND **PRELIMINARY PLAT STATEMENT**: "PRELIMINARY, THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE AND SHALL NOT BE USED OR VIEWED OR RELIED UPON AS A FINAL SURVEY DOCUMENT".
- LAYOUT AND LOTS NUMBERED, AND AREA OF EACH LOT NOTED; AND TABLE IDENTIFYING EACH LOT AND THE SQUARE FEET OR ACREAGE OF EACH LOT. (NET AND GROSS)
- EXISTING TRACT OR LOT AND BLOCK NUMBERS LISTED IN TITLE BLOCK WITH A DESCRIPTION OF THE PURPOSE OF THE PLAT OR SUBDIVISION.
- 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.
- TITLE BLOCK SHOULD BE IN LOWER RIGHT-HAND CORNER, AND CERTIFICATE OF APPROVAL DIRECTLY ABOVE IT ON SIGNATURE SHEET.
- TRUE NORTH ARROW AND LEGEND INDICATING SYMBOLS USED ON THE PLAT (PLAT SHOULD BE DRAWN LANDSCAPE).
- LAYOUT, NAME AND DIMENSION OF ADJOINING OR PROPOSED STREETS AND ALLEYS (TOTAL WIDTH AND WIDTH FROM CENTERLINE INCLUDING VOL. & PAGE OF THE COUNTY RECORD(S)) AND ALL PROPOSED STREET NAMES.
- LOCATION AND IDENTIFICATION OF ANY STRUCTURE OR IMPROVEMENT 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 SPECIFY THAT NO STRUCTURES EXIST.
- LOCATION AND PURPOSE OF PROPOSED EASEMENTS AND COMMON AREAS.
- APPROPRIATE LANGUAGE OF DEDICATION AND ACKNOWLEDGMENT FORMS.
- LOCATION, PURPOSE, AND GRANTEE OF EXISTING EASEMENTS, WITH THE VOLUME AND PAGE OF THE COUNTY RECORD(S) WHERE THE INSTRUMENT MAY BE FOUND.
- LAYOUT OF PLATTED LOTS, UNPLATTED TRACTS, STREETS, STORM DRAINAGE, WATER & WASTEWATER FACILITIES, PUBLIC RIGHT-OF-WAY, AREAS OFFERED FOR DEDICATION TO PUBLIC USE, & PERTINENT FEATURES WITHIN 150' OF THE PLAT.
- (5) FOOT OR LESS CONTOUR INTERVALS. NOTE: THE DIRECTOR OF THE DEVELOPMENT SERVICES DEPARTMENT MAY REQUIRE CONTOUR INTERVAL LESS THAN 5 FEET WHERE THE SLOPE OF THE LAND IS LESS THAN 1 TO 100.
- METES AND BOUNDS DESCRIPTION AND LOT & BLOCK NUMBER OF THE PROPERTY INCLUDED IN THE PLAT (INCORRECT LEGAL DESCRIPTION MAY RESULT IN DENIAL OF THE APPLICATION).

## PARK LAND DEDICATION REQUIREMENT

- LABEL PARK AREA ON THE PLAT (IF DEDICATING VIA PLAT).
- DISPLAY LOT TABLE LISTING ALL LOT #'S RECEIVING CREDIT FOR DEDICATING PARK LAND (IF DEDICATING VIA PLAT).