

# Hondo-Final Plat Checklist

## PROCEDURE FOR FINAL PLAT REVIEW

- All Plat Application exhibits shall be provided electronically (Metes and Bounds in MS Word and exhibits in PDF format)
- Applicant shall submit three (3) white background prints of the plat to the Development Officer at least twenty-four (24) days prior to the meeting at which the final plat is to be considered. Planning and Zoning Commission meeting dates and plat submittal deadlines are listed in the schedule provided by the Development Officer. The Final Plat application fees, which are listed in a schedule provided by the Development Officer, are payable at the time of the plat submittal.
- All required documents shall be submitted before the final plat may be considered by the Planning and Zoning Commission.
- Development Officer shall review the final plat and coordinate its review with the appropriate city departments and other agencies.
- A final plat must be in substantial compliance with the approved preliminary plat in order to be considered by the Planning and Zoning Commission. A revised preliminary plat shall be required if the final plat deviates from the approved preliminary plat.
- Substantial deviations included
  - 1) Changes in typical/average lot dimensions
  - 2) Changes resulting in higher density
  - 3) Changes in the traffic circulation network
  - 4) Changes in the drainage patterns
  - 5) Changes in relationship between uses of land
  - 6) Changes in Land Use
- A final plat not meeting all the requirements of the UDO may be submitted, provided the applicant presents, with the final plat, a written request for specific variances and enumerates in detail the reasons thereof in conformance with the Variance regulations of the UDO.
- Final Plat shall be returned to Applicant, after review by the Development Officer, with written analysis and commentary.
- The applicant shall make corrections to the final plat in accordance with the Development Officer's written analysis and commentary, and the applicant shall submit five (5) white background prints of the final plat and copies of the original submittal with the Development Officer's analysis and commentary to the Development Officer not less than ten (10) days prior to the Planning and Zoning Commissions meeting date at which the final plat is to be considered.
- In no case shall permanent public improvements commence until submission and approval of all construction plans and specifications have been given by the Development Officer.
- The Planning and Zoning Commission shall make its determination to approve, approve conditionally or disapprove a plat within thirty (30) days after the plat submittal deadline on which the plat is presented to the Development Officer.
- No building permit shall be issued by the City until the Development Officer has received the 1) reproducible Mylar (24" x 36") of the approved final plat 2) five (5) true to scale 18" x 24" copies of the final plat 3) tax certificates stating that no taxes are delinquent against the property 4) appropriate filing fees and 5) an agreement waiving any claim for damages against the City occasioned by the alteration by the subdivider of the surface of any portion of existing streets and alleys.

## FINAL PLAT REQUIREMENTS

- The final plat and all supporting maps shall be prepared at a minimum scale of one hundred (100) feet to one (1) inch on one (1) or more twenty-four inch by thirty-six inch (24" x 36") sheets. Final plat sheet size of 18" x 24" is also acceptable for purposes of submitting copies of the final plat. The Mylar sheet(s) shall be 24" x 36" in size. If more than one (1) sheet is required, they shall be match-line sheets. An index sheet of the same dimensions, or a map insert showing the entire subdivision, shall accompany the final plat. The drawing surface of the plat shall have a binding margin of two inches at the left side of the plat, a margin of not less than one inch at the right side and a margin of not less than one-half inch at the top and bottom of the drawing surface. Plats in which all lots contain a net area in excess of forty thousand (40,000) square feet may be drawn to a scale of two hundred (200) feet to one (1) inch on one (1) or more twenty-four-inch by thirty-six-inch (24" x 36") sheets. If more than one sheet is required, an index sheet of the same dimensions or a map insert showing the entire subdivision must be filed with the final plat.
- The final plat shall be accompanied by a statement signed by the registered engineer or surveyor preparing the plat that he has, to the best of his ability, designed the subdivision in accordance with the Master Plan or other general plans of the City of Hondo, with which he is completely familiar, and in accordance with the ordinances and regulations governing the subdivision of land, except where a variance is requested in writing and the reasons for which are clearly stated.

## **FINAL PLAT CONTENTS**

A title block in lower right corner, including subdivision name, block(s), lot(s), acreages, name of city, county, and state, and the location and description of the property referenced to in the original legal description. The subdivision name shall not duplicate any existing subdivision name.

- The name, address, telephone number and signature of the legal owner(s) of the property included in the proposed subdivision.
- The name, address, telephone number and signature of the applicant for the proposed subdivision
- The name, address, telephone number and signature of the registered professional land surveyor and registered professional engineer, as applicable, responsible for preparing and designing the plat, surveys and public improvements.
- A location / vicinity map at a scale of not more than one thousand (1000) feet to the inch, showing existing streets, subdivisions, and general land uses in the area surrounding the site; legend if abbreviations or symbols are used.
- The scale, north arrow, and date of original and all revisions.
- The proposed land use for all lots. The designations to be used when indicating land use on a plat are defined by the Hondo UDO
- The locations and description of all permanent survey monuments in or near the tract, at least one of which the subdivision shall be referenced.
- The length of all required lines dimensioned in feet and decimals thereof, and the value of all required true bearings and angles dimensioned in degrees and minutes.
- Adjacent and abutting properties, including land use; zoning; subdivision name; all parcel owner names and deed references, unplatted property owner names and recording information.
- The boundary lines of the land being subdivided fully dimensioned by lengths and bearings and the location of boundary lines of adjoining lands and adjacent subdivisions.
- The location, dimension (lengths and bearings), right-of-way width, paving width, and name of all existing or proposed streets, alleys, railroads, easements and other public ways within or immediately adjacent to the tract.
- The location and dimensions of any existing structures, fences, paved areas, cemeteries or burial grounds, and other existing features within the proposed subdivision, or immediately adjacent thereto.
- The location of any existing or abandoned landfills, dump sites, hazardous waste dump sites, or any inventories of hazardous materials.
- The location of all existing or abandoned oil or gas wells, oil or gas pipelines and other appurtenances associated with the extraction, production and distribution of petroleum products, and all related easements on the site or on immediately adjacent property.
- Conditions on immediately adjacent property that have a direct impact on the proposed development
- The location, lines and dimensions of the proposed subdivision's boundaries with legal metes and bounds and total acreage; the existing and proposed blocks, lots, setback lines, building lines along street, rights-of-way and easements, lot lengths, lot bearings and angles to streets, and the square footage of the lots. Where a lot line meets a street line at right angles, the angle value may be omitted.
- Existing and proposed public streets, alleys and private drives with pavement widths, medians, median openings, turn lanes (including storage and transition dimensions), rights-of-ways dimensioned to lot lines, and driveways (including those on adjacent property) with approximate dimensions. Provide distances (measured edge to edge) between existing and proposed driveways and streets. The radii, arcs, points of tangency, points of intersection and central angles for curvilinear streets and radii for all property returns. Distance measured along curves shall be arc lengths.
- The functional classification (as defined by the City of Hondo) of every street within or adjacent to the subdivision, based on the proposed design; necessary off-site improvements including but not limited to roads, drainage, median openings, and fire lanes. Names of proposed streets, including letter application, requesting street name approval
- A note shall be placed on all final plats where access to arterial and/or expressway streets has been limited: "ACCESS PROHIBITED". The lots and area affected by such limitation shall be clearly indicated.
- ADD NOTE and corresponding label or symbol for corner lots: Fencing restrictions may apply to this lot
- ADD NOTE for plats that have alleys: All driveways shall access the alleys. No driveways shall access streets.
- A note shall be placed on all private drives, private access facilities, and private common areas: "ALL MAINTENANCE OF THIS AREA SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNERS OF THE SUBDIVISION THROUGH THE (Name of Subdivision PROPERTY OWNERS ASSOCIATION)" The affected areas shall be clearly indicated.
- A note shall be placed on the final plat containing areas within the regulatory floodplain as designated within the most current FEMA study Report: "FLOOD HAZARD AREA. THIS AREA HAS BEEN DESIGNATED AS SUBJECT TO INUNDATION BY THE BASE FLOOD". The

affected area, according to the most current FEMA Flood Insurance Rate Map (FIRM) shall be clearly indicated, along with the panel number and the date of the FIRM.

- FEMA 100-year floodplain and elevation, existing and proposed, including minimum finished floor elevations of all adjacent lots. If site does not contain a floodplain: ADD NOTE: " No floodplain exists on the site".
- Proposed reclamation of floodplain areas (s), if applicable, with acreage. A floodplain reclamation study may be required.
- An accurate metes and bounds description of the subdivision shall be provided. Indicate the POINT OF BEGINNING on the final plat. Location and description of monuments shall be place in conformance with the UDO.
- The location, dimension (lengths and bearings) and area of all parcels of all land proposed to be set aside or offered for public use such as park or playground use, school sites, public facilities, open space, private open space, habitat restorations, riparian corridors, reserves and reservations, flood plains, or other public use, or for the common use of property owners in the proposed subdivision.
- The location of all building setback lines and easements for public services or utilities, with dimensions showing their location.
- Provide densities including calculations which do not include major thoroughfares. Provide a table (8 ½ x11 sized sheet) of statistical data, indicating total number of acres, total lots, blocks, lot and block numbering, square footage and zoning designation for each lot, total number of dwelling units, the acreage, and the gross residential density, by housing type; the number of lots and acreage allocated to commercial and industrial uses including square footage of commercial and industrial structures, acreage allocated to parks and common residential use, acreage allocated to common open space, lineal footage of proposed public local, collector and arterial streets .
- The following Engineering Plans, are required, with the application; approval of these Plans is required prior to development approval.
  - All necessary off-site easements – by plat or by separate easement.
  - Final Drainage Plan with supporting calculations, including drainage, detention and retention areas.
  - Final Utility Plan including required capacity confirmations from each utility supplier/owner/source.
  - A statement, confirmed by engineering analysis, that the existing utility mains serving a proposed subdivision are adequate.
  - Final Landscape Plan with location of trees, plantings, screenings and treatments along street, sidewalk, easements, and rights-of-way.
  - Final Open Space and Park Plan.
  - Final Roadways, Streets and Sidewalk Plan. Show existing and proposed public streets, alleys and private drives with pavement widths, medians, median openings, turn lanes (including storage and transition dimensions), rights-of-ways dimensioned to lot lines, and driveways (including those on adjacent property) with approximate dimensions. Provide distances (measured edge to edge) between existing and proposed driveways and streets. Show cross access between internal developments and access to properties adjacent to the subject site with pavement surface type and radii. Names of proposed streets, including letter application requesting street name approval. Street cross section with detail and dimensions including but not limited to pavement type, parkway, street landscaping, sidewalk, rights-of-way dimensions.
- Filing information by separate instrument, for each existing easement and rights-of-way, including bearings and distances, length of arc, radii, internal angles, points of curvature, tangent lengths and bearings information
- Dedication information by separate instrument, for each proposed easement and rights-of-way, including bearings and distances, length of arc, radii, internal angles, points of curvature, tangent lengths and bearings information.

<b>Name of Preparer</b>	<b>Staff Initial(s)</b>
<b>Preparer Telephone</b>	
<b>Preparer Email Address</b>	
<b>Date</b>	