

## Hondo-Minor Plat, Replat, Amended Plat and Plat Vacation Submittal Checklist

### PROCEDURE FOR 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 preliminary and final plat are to be considered. Planning and Zoning Commission meeting dates and plat submittal deadlines are listed in the schedule provided by the Development Officer. The Plat application fees, which are listed in a schedule provided by the Development Officer, are payable at the time of the plat submittal.
- Development Officer shall review the preliminary plat and coordinate its review with the appropriate city departments and other agencies.
- The applicant shall make corrections to the preliminary plat in accordance with the Development Officer's written analysis and commentary, and the applicant shall submit the two (2) white background prints and one reproducible mylar of the final plat, five (5) true to scale (18" x 24") copies of the final plat, tax certificates stating no taxes are delinquent against the property and the appropriate filing fees as specified in the schedule provided by the Development Officer. All documents to be submitted within 10 working days of the date of the application or the application shall be considered null and void.
- The Development Officer may approve the plat. The Development Officer may elect to forward the plat to the Planning and Zoning Commission for review and approval. 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.

### PRELIMINARY PLAT REQUIREMENTS

- The preliminary 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. 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 preliminary plat. 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.
- The preliminary plat and all supporting maps shall be legible, show the map scale, a north arrow and the date of preparation.
- The preliminary 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 Comprehensive 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.

### GENERAL REQUIREMENTS

- A title block in lower right corner, including subdivision name, block(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 and surveys.
- 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.
- Adjacent and abutting properties, including land use; zoning; subdivision name; all parcel owner names and deed references, unplatted property owner names and recording information. Minor plats in extraterritorial jurisdictions are not required to provide land use, zoning information.
- The location, dimension, right-of-way width, paving width, and name of all existing or proposed streets, alleys, railroads, 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. Minor plats in extraterritorial jurisdictions are not required to provide this information.
- The location of any existing or abandoned landfills, dump sites, hazardous waste dump sites, or any inventories of hazardous materials. Minor plats in extraterritorial jurisdictions are not required to provide this information.

- 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. Minor plats in extraterritorial jurisdictions are not required to provide setback and building lines.
- Conditions on immediately adjacent property that have a direct impact on the proposed development
- Topographic information showing existing contours, with intervals not to exceed 5 feet, and in some extreme cases smaller contours may be required due to extreme differences in elevation. Minimum 2 foot contour intervals are preferred.
- The location of all natural and drainage features including watercourses, water bodies, swales, channels, creeks, streams, wetlands, flood hazard areas, significant tree masses, slopes, or other natural features within the area to be subdivided.
- The location 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 angles to streets, and the square footage of the lots. Minor plats in extraterritorial jurisdictions are not required to provide setback and building lines.
- Phasing Plan, if applicable, showing proposed phasing identification, limits, lots, blocks, lot and block numbering
- Proposed Densities including calculations which do not include major thoroughfares. Table (8 ½ x11 sized sheet) of lots, blocks, lot and block numbering, square footage and zoning designation for each lot. Minor subdivisions, in extraterritorial jurisdictions are not required to provide this information.
- The locations, sizes, and other appropriate descriptions of the following existing utility facilities:
  - A. Water mains, service connections and any special structures such as wells, elevated storage tanks and pump stations;
  - B. Sanitary sewer mains, service connections and any special structures or facilities such as lift stations, septic systems, lagoons, oxidation ponds and package plants;
  - C. Stormwater drainage mains, channels, retention or detention ponds, and other major drainage facilities, including the area in acres served by such facilities; and special structures such as dams, spillways, dikes or levees.
  - D. Electric service facilities
- The approximate locations, sizes, and other appropriate descriptions of the following proposed utility facilities:
  - A. Water trunk mains, connections to city facilities, and special structures such as elevated storage tanks and pump stations;
  - B. Sewer trunk mains, connections to city facilities and special structures and facilities such as lift stations, lagoons, oxidation ponds and package plants.
  - C. Stormwater drainage mains, channels, retention or detention ponds, and other major drainage facilities, including the approximate area in acres served by such facilities; special structures such as dams, spillways, dikes or levees; and the location of the regulatory floodplain upon completion of the proposed improvements, along with an engineering report on the downstream flood impacts.
  - D. Electric service facilities
- The approximate location, dimension and area of all parcels of all land proposed to be set aside for 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. Minor subdivisions in extra-territorial jurisdictions are not required to provide this information.
- Except for minor plats in extra territorial jurisdictions, the proposed use for all lots, and the following statistical data:
  - A. The total number of gross acres;
  - B. The total number of lots;
  - C. The number of dwelling units, the acreage, and the gross residential density, by housing type;
- Except for minor plats in extra territorial jurisdictions, screening and landscaping conceptual description, materials and detail, size and height, locations, ROW.
- 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.
- ADD NOTE stating: Placement of street trees shall not interfere with the placement of traffic control devices or visibility of intersections. Existing and future traffic control devices may require the removal of or preclude the planting of street trees.
- 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.
- The following Plans, may be required, with the application; approval of these Plans is required prior to development approval.
  - o All necessary off-site easements – by plat or by separate easement.
  - o Preliminary Drainage Plan with supporting calculations, including drainage, detention and retention areas.
  - o Preliminary Utility Plan including required capacity confirmations from each utility supplier/owner/source.
  - o A statement, confirmed by engineering analysis, that the existing utility mains serving a proposed subdivision are adequate.

- Landscape Plan cross section with location of trees, plantings and treatments along street, sidewalk, easements, and rights-of-way, proposed Screening options
- Open Space and Park Plan
- Dedication provisions for easements, including but not limited to fire lane, landscape, visibility, access, maintenance, drainage, detention, and retention.
- A scaled Exhibit showing the proposed plat development on a colored aerial map/photograph of the property.

**ENGINEERING REQUIREMENTS**

- Filing information by separate instrument, for each existing easements and rights-of-way, including bearings and distances, length of arc, radii, internal angles, points of curvature, tangent lengths and bearings information
- Location of existing transportation and drainage features including but not limited to railroads and water courses.
- 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.
- All monument location information including but not limited to size, material, location.
- 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.
- Except for minor plats in extra territorial jurisdictions, 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.
- 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>	