

PRELIMINARY PLAT CHECKLIST

City of Tom Bean, Grayson County, Texas
Refer to Ordinance No. 2019-01 Subdivision Ordinance

Name of Subdivision

Owner

Name:

Email:

Phone:

Surveyor/Engineer who prepared plat

Name:

Email:

Phone:

Date Plat Received:

The following shall be submitted for the preliminary plat to be a complete submittal. If any of the required information listed below is not provided, the preliminary plat will not be accepted. The filing deadline is **seventeen (17)** days prior to the Planning & Zoning meeting, which is the first and third Thursday of every month.

Item No.	Item	Yes	No	N/A
1	Submit five (5) copies of the preliminary plat and five (5) copies of the construction plans.			
2	Letter of transmittal and filing fees			
3	North point, scale (1"=100' or larger), and date			
4	Existing Features			
	Boundary lines of tract, accurate in scale			
	Names of adjacent subdivisions and/or names of record of owners of adjoining parcels			
	Location, widths, and names of all existing or platted streets within or adjacent to the tract			
	Location, widths, and names of all existing platted easements and rights-of-way, within or adjacent to the tract			
	Section lines, political subdivision or corporate limits and school district boundaries.			
	Complete topographic map of the tract			
	Contours with 5-foot intervals or less			
	Location of existing structures			
	Location and size of existing drainage culverts			

Item No.	Item	Yes	No	N/A
	Location and size of existing underground utilities			
	Location of existing overhead utilities			
	Tract designation and other descriptions according to the abstract and survey records of Grayson County, Texas			
5	New Features			
	Name of proposed subdivision			
	Name and address of the subdivider, engineer or surveyor			
	Parcels intended to be dedicated for public use or reserve in the proposed subdivision, together with the purpose and conditions or limitations of such reservation.			
	Layout, names, and width of proposed streets, alleys, and easements.			
	Layout, numbers, and approximate dimensions of proposed lots and all building lines			
	Location of proposed screening walls shall be clearly indicated			
	Preliminary plans for streets, water, sanitary sewer, and drainage (on-site and off-site)			
	Letter requesting any variances to the subdivision			