

COMBINATION PRELIM & FINAL 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 final plat to be a complete submittal. If any of the required information listed below is not provided, the final plat will not be accepted. The filing deadline is **thirty (30)** days prior to the Planning & Zoning meeting, which is the first Monday of every month.

Item No.	Item	Yes	No	N/A
1	USB and PDF files Submit five (5) copies and one (1) mylar of the final plat and five (5) copies of the construction plans and specifications on sheets 24"x36", plus one (1) final plat for the City Secretary			
2	Final plat includes "Final Plat" stamped			
3	Letter of transmittal and filing fees			
4	North point, scale (1"=100' or larger), and date			
5	Existing Features			
	Boundary lines with accurate distances and bearings			
	Metes and bounds description and traverse closure calculations			
	Names of adjacent subdivisions and/or names of record of owners of adjoining parcels, Political subdivision or corporate limits			
	Exact location and width of all existing or recorded streets interacting with the boundary of the tract			
	Location, widths, and names of all existing platted easements and rights-of-way within the tract			
	Accurate location of the subdivision with reference to the abstract and survey records of Grayson County, Texas			
6	New Features			

Item No.	Item	Yes	No	N/A
	Name of proposed subdivision and name of the city, county and state			
	Name and address of the subdivider, engineer or surveyor			
	Street Names			
	Length of all arcs, radii, internal angles, points of curvature, length and bearing of the tangents			
	All easements or right-of-way provided for public services or utilities and any limitations of the easements			
	All lot numbers and lines with accurate dimensions in feet and hundredths of feet and with bearings and angles to street and alley lines			
	Accurate location, material, and approximate size of all monuments			
	Outline of property which is offered for dedication for public use with purpose indicated thereon, and all property that may be reserved by deed covenant for the common use of property owners			
	Building set-back lines			
	Private restrictions			
	Certification by Registered Public Surveyor			
	Certificate of ownership and dedication of all streets, alleys, parks, and playgrounds, along with complete and accurate description of the dedicated land			
	Certificates to properly designate easements or right-of-way as may be necessary			
	Drainage Easement Restriction (DER) statement			
	Utility Easement (UE) statement			
	Public Open Space Restriction (POSR) statement			
	Proper blanks for certification of approval to be filled out by the City Council			
	Receipt indicating all taxes have been paid			
	Surveyor closure report			
	Construction Plans and Specifications signed and sealed by a Registered Professional Engineer in the State of Texas (Appendix A: Specific Requirements and Design Criteria)			
	Plan and profile of all proposed streets and street cross-sections			
	Sanitary sewer plan and profile			
	Water plan (profile only if required)			
	Storm sewer plan and profile (on-site and off-site facilities)			

Item No.	Item	Yes	No	N/A
	Street lighting plan and utility pole relocations			
	Letter requesting any variances to the subdivision			