



City of Temple Plat Application Checklist

Date: _____ Name of Project: _____

Type of Plat: _____

A plat application will be considered FILED on the date it is deemed administratively complete by the Development Review Committee (DRC). Within 30 days of the date the plat application is filed, the Planning and Zoning Commission will take action on the plat application. If City Council approval is required, the City Council will take action on the plat application with 30 days of the Planning and Zoning Commission’s action.

Please note that this checklist is intended to assist developers and design professionals in the preparation of submittals for Development Review Committee (DRC) review and is generally what is needed to facilitate the review of the proposed Preliminary Plat, Final Plat, Minor or Amending Plat or Replat. A submittal of a complete application will facilitate a timely review. **Once all of the applicable “Items to be Submitted with Completed Checklist” (see list below) are submitted, the plat will be scheduled for the next round of DRC review meetings.** Under special circumstances, additional items may be required through the DRC process prior to approval.

NOTE: The recorded final plat and any other recorded documentation, such as easement agreements, etc., MUST be returned to the Planning Department. Upon approval of Preliminary Plat, Planning needs two (2) clean paper copies, size 24”x36”, to be stamped/signed by applicant and Planning Staff.

Online Items to be submitted with completed Checklist

- PLEASE GO TO: <https://www.mygovernmentonline.org/> FOR CUSTOMER PORTAL (referred to as MGO in this document) and upload the appropriate documents below:**
- | Applicant | Staff | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. 1 PDF of plat drawing, <i>signed and sealed</i> |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. 1 PDF of Topo/utility map |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. 1 CAD drawing of submitted plat as a .dwg file (for GIS) |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. 1 PDF of <i>signed and sealed</i> Field Notes |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. 1 Word formatted document of a draft Dedication Instrument(s) and final recorded versions of any other documentation—also see Procedures for Plat Recordation at http://www.templetx.gov/index.aspx?nid=211 indicated at the bottom of the page. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. 1 PDF of effective covenants and restrictions, if any, and 1 PDF of proposed covenants and restrictions (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. 1 PDF of draft documents creating private easements (onsite and offsite), if any |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. 1 Copy of transmittal letter to all utility providers. Provider list may be found at http://www.templetx.gov/index.aspx?nid=211 |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Associated fees (see fee schedule on Universal/Plat Application)- Invoice will be emailed out through MGO for payment once submittal is ACCEPTED |

Link to Step by Step Instructions for MGO Customer Portal:
<https://www.templetx.gov/DocumentCenter/View/28886/STEP-BY-STEP-INSTRUCTIONS-MGO-ONLINE-revised-Sept-2019>

Link to the Applicant Plat Checklist; <https://www.templetx.gov/211/Applications-Checklists-and-Fees>

The Planning Department will not ACCEPT any incomplete applications.

Plat Checklist

General Information

- 1. Proposed plat complies with existing zoning
- 2. Title block with type of plat and proposed name of development, acres in platted and unplatted land, survey and jurisdiction
- 3. Appropriate Signature Blocks (owners and other applicable approving authority)
- 4. Any city or extraterritorial lines traversing or on the boundary of development
- 5. Date, geographic and written scale, north arrow and Vicinity Map
- 6. All required dedication, certification statements, and recordation information
- 7. Adjacent properties within 200': subdivision name; owner; lot and block if platted; and recording information if not platted
- 8. Tax certificate block provided on plat
- 9. Certification of Surveyor (always) and Engineer (if applicable)
- 10. Owners certificate on plat and separate dedication instrument with field notes
- 11. Note stating not located in flood plain or floodway (if applicable), identify flood hazard zone designation (if applicable)
- 12. Inset map showing existing lot configuration **(REPLAT ONLY)**
- 13. Explanation for replat provided in notes **(REPLAT ONLY)**
- 14. Name of subdivider, record, volume, and page of record ownership **(REPLAT/AMENDING PLAT ONLY)**
- 15. Development Phasing Sequence **(PRELIMINARY PLAT ONLY)**
- 16. Preliminary Drainage Plan/Report for Preliminary Plat
- 17. Final Drainage Plan/Report for Final Plat

Boundaries, Acreage, and Usage

- 18. Development boundary lines indicated by heavy lines – including bearings and distances
- 19. Location, dimensions, and identification of all existing and proposed parks, landscape tracts, and public areas
- 20. Location, dimensions, and identification of existing and proposed private common areas
- 21. Note data describing subject acreage, proposed number of lots, blocks, and tracts. *Please do not repeat Block numbers in subsequent final plat phases).*
- 22. All proposed lots and blocks identified by number – including bearings and distances.
- 23. All proposed tracts identified by use and labeled by letter
- 24. All existing and proposed easements and encumbrances on the property
- 25. Permanent monuments/control points placed and labeled in conformance with Design Manual
- 26. Location of the subdivision with respect to a corner of the survey or tract or an original corner of original survey
- 27. Location of subdivision tied to an established City Survey Monument showing bearing and distance from monument to point of beginning labeled on plat
- 28. Building setback lines

Streets and Transportation

- 29. Location, dimensions, and identification of all existing and proposed public and private ROW within the development and adjacent development
- 30. Width of streets and cul-de-sac radii labeled
- 31. All streets dimensioned in conformance with the Thoroughfare Plan
- 32. All traffic calming devices to include any proposed medians or traffic islands

- 33. Future extensions of streets provided every 1000' or aligned with existing or proposed streets at boundaries
- 34. Documentation of mechanism for ownership and maintenance of common areas and shared facilities
- 35. Location of existing and proposed sidewalks within development boundary
- 36. Location and spacing of existing and proposed fire hydrants
- 37. Location of existing and proposed street lights (streetlight layout) provided in a separate layout

Utilities (to be provided on separate topo/utility map)

- 38. Location, dimensions, and identification of all existing and proposed public facilities including water and sanitary sewer, and associated easements **(easements should also be noted/described on plat)**
- 39. Location and routing of all existing or proposed facilities and lines providing electrical service and associated easements **(easements should also be noted/described on plat)**

Drainage and Topography (to be provided on separate topo/utility map) See City Code of Ordinances Chapter 27 and the Drainage Criteria and Design Manual for specific standards

- 40. Permanent structures and uses within the subdivision including location of significant features that will remain
- 41. Location, dimensions, and identification of all existing drainage basins, water courses, ponds, detention ponds, ditches, channels, floodway and floodplain boundaries, storm water improvements, or similar man-made drainage facilities or features located on or within 200' of the property **(clearly identify Creek Buffer Zones on the plat)**
- 42. If adjacent to creek, channel, or other form of tributary, the plat shall establish and show on the face of the drawing, the minimum floor elevation for each tract or lot adjacent to the creek, channel, or tributary
- 43. Conceptual location of all proposed drainage improvements and proposed floodplain/floodway revisions and any proposed easements associated with such drainage improvements **(easements should also be noted on plat)**
- 44. Drainage Easement minimum 15' uninterrupted width of access adjacent to publicly-maintained drainage channels and minimum 15' uninterrupted width of access from ROW to all publicly maintained drainage facilities. **(easements should also be noted on plat)**
- 45. The appropriate number of Best Management Practices per acreage
- 46. Location of all off site materials, waste, burrows, equipment storage, and asphalt and concrete plants.
- 47. Identify nearest downstream controlling drainage structure (e.g. culvert under nearest downstream street)
- 48. Erosion and sediment control measures prepared in accordance Texas Commission on Environmental Quality (TCEQ) requirements (for residential plats).

Park Land Dedication

49. What are your intentions in meeting the Park Land Dedication requirements (residential only) per Sec. 8.3 of the Unified Development Code? **(Minimum 3 acres without exceptions requiring City Council approval)**
- One acre per 133 proposed dwellings units or
 - \$225 per dwelling unit
 - If park land dedication is proposed, please indicate on the plat the proposed park land location

- If development proposed is non-residential, please indicate N/A, or if you propose a private park maintained by an HOA, please briefly describe the concept:

Note: park fees must be paid prior to acceptance of the public infrastructure by the City Engineer or for ETJ plats prior to recordation of the plat. Applicants, please share this information with the property owner.

Requests for Oversize Participation/Cost Sharing

- Yes No Do you anticipate requesting City oversize participation/cost sharing either for utilities or sidewalks? If yes, please specify_____

Exceptions or Variances

Any exceptions to subdivision design and improvement standards found in Article 8 or sidewalk requirements found in Article 3, must be identified below.

- Yes No For final plats associated with a previously approved preliminary plat, were any exceptions approved by City Council with the preliminary plat?

If so, what exceptions were approved?

- Yes No Do you plan to request an exception to subdivision design and improvement standards found in Article 8 of the UDC with this plat? (per UDC 3.6.6)?

If so, what exceptions are you requesting?

Please identify all anticipated exceptions and provide explanation/justification for exception.

- Yes No Do you plan on requesting written sidewalk waiver?

Variances to height or yard area requirements identified in Articles 4, 6, and 7 of the UDC must be submitted on a separate application.

Yes No Do you plan to request a Variance to height or yard area requirements identified in Articles 4, 6, and 7 of the UDC? (per UDC 3.15)

Certification

You as the property owner certify with your signature that the following statements are true:

- This application is complete and all of the information provided is accurate.
- The person signing below as applicant may act as the owner’s agent for processing and presentation of the application. The designated applicant will be the principal contact person with the City for processing and responding to requirements or issues relevant to the application. This form does not qualify agents to sign plats, dedications, easement agreements, or deeds.

Applicant’s Signature

Applicant’s Name Printed