

PRELIMINARY PLAT CHECKLIST

Subdivision Name _____

Every preliminary plat must include the following:

Developer	Waller County	
_____	_____	A. Complete and Submit Application for Plat Approval.
_____	_____	B. (1) The lot layout drawn on a scale of 1" = 100' or larger, 1" = 200' or larger for plats with lots greater than 2.5 acres in size, or 1" = 400' or larger for plats with lots greater than 20 acres in size. (2) Sheet size shall be 24" x 36", with a 1" binding margin on all sides. (3) Multiple sheet plats shall have the subdivision name and sheet number located in the lower right hand corner of each sheet. A key map shall be provided showing individual sheet relationships. (4) Provide a scale and north arrow.
_____	_____	C. Existing topographic contours, which may be obtained from the U.S. Geological Survey 7.5 minute quadrangle map (or more recent data from HCFCD or other source).
_____	_____	D. Show the following: Existing property lines and easements, Streets, Buildings, Lakes and Waterways, Utility lines and Drainage culverts within the tract or immediately adjacent within 200'.
_____	_____	E. Indicate Proposed : (1) Blocks, Lots, and Reserves (including 1' for road buffer), (2) Streets and Alleys, (3) Building setback lines, (4) Easements and any areas of special use (e.g. drill site).
_____	_____	F. Lots shall have: (1) Minimum of 50 feet in width at the right-of-way line (50 feet in width at building line for lots on cul-de-sacs) and shall front a local street. (2) Single-family residential lots shall not have direct access or front on an urban arterial or an urban collector street.
_____	_____	G. Flags lots (if allowed): (1) Shall have minimum strip of land (Flag staff) width of 60 feet and staff length no longer than 500 feet + 20 feet for each acre greater than 10 acres. (2) No more than two flag lot strips shall be located side by side. (3) Flag lots main body of land cannot be located behind another flag lot.
_____	_____	H. Name and Right-of-Way dimensions for all proposed and existing streets.
_____	_____	I. Boundary of the subdivision and scaled dimensions, both linear and angular.
_____	_____	J. Area of subdivision, total number of lots and blocks and total area of reserves.
_____	_____	K. Proposed and existing utilities, easements, and detention reserves.
_____	_____	L. Proposed typical property line dimensions and radii.
_____	_____	M. Setback Lines (1) Front – 25 feet. (2) Side – 15 feet on local, 25 feet on collector, or 35 feet on arterial streets.
_____	_____	N. Adjacent property owners' names.
_____	_____	O. A general statement of the proposed uses of the land within the subdivision.

- _____ P. Name, address, telephone number and fax number for the subdivision owner, developer and surveyor and/or engineer. Engineering firms must include Texas Firm Registration No.
- _____ Q. If the subdivision is to be carried out in two or more phases, a proposed master plan for the entire tract shall be prepared and filed with the County Judge’s Office prior to the time the first unit is submitted. Requirements of the plat, concerning sheet size and drafting media shall be the same as for the plat to be recorded. Scale of this plat will be left to the discretion of the surveyor or the engineer.
- _____ R. Boundaries to be shown include: (1) City Limits, (2) Extraterritorial Jurisdictions, (3) County Lines and (4) 100-year Floodplain.
- _____ S. The title block in the lower right hand corner shall contain the proposed subdivision name preceded by the words “Preliminary Plat of _____” and the abstract and survey in which the property is located.
- _____ T. Vicinity map in the upper right hand corner showing location of subdivision in relation to existing streets, highways and railroads within one (1) mile.
- _____ U. Approval of the appropriate jurisdiction when the subdivision is within the extraterritorial jurisdiction (ETJ) of that city.
- _____ V. The developer shall provide a letter clarifying the procedure he chooses for construction acceptance and final maintenance acceptance for the roads and associated drainage facilities. **Construction Securities required prior to approval, per Section 5 of the regulations (if appropriate).**
- _____ W. Certification by a Texas Professional Engineer under seal that all engineering, for streets and drainage, within the subdivision is in compliance with these Regulations (including the Engineering Design Standards incorporated as Appendix A) and with all generally accepted engineering standards.
- _____ X. **Plat Notes and Certifications**
 _____ Owners’ Release and Responsibility, _____ Lien Holders’ Release,
 _____ Legal Description, _____ Street widening, _____ Floodplain, _____ Private Roads,
 _____ Pipelines
 _____ Commissioner’s Court, _____ County Clerk, _____ County Engineer,
 _____ City Council, _____ Brookshire-Katy Drainage District, and _____ Surveyor
- _____ Y. Preliminary plat review fee of \$350 for the first 50 acres plus \$175 for each additional increment of 50 acres or less. Fee must be paid with the submission of the preliminary plat.
- _____ Z. Submit 2 copies - 24” X 36” and a digital file in a .DWG format or a format that is readily convertible to .DWG.

For Waller County Use ONLY:

Date Received _____

Reviewer _____

Date Returned _____