

Plat Review Checklist

Applicant: _____

Project Title: _____

Property Location: _____

Date of Pre-application Conference: _____

Required Materials:

- Completed application
- Three (3) copies each of preliminary plat and/or final plat
- Plat review fee

General Information on Plats:

- City Plat File Number
- Proposed land use of all lots
- Total number of gross acres
- Total number of lots
- Number of dwelling units, acreage, and gross residential density, by housing type
- Scale, north arrow, and date of original and all revisions.
- Plans at minimum scale of one hundred (100) feet to an inch on one or more 24" x 36" sheets
- Title block, including subdivision name, block(s), lot(s), acreage, name of city, county and state, and the location and description of the property referenced to the original legal description
- Name, address and signature of the legal owner(s) of the property
- Location map at a scale of not more than one thousand (1,000) feet to the inch.
- Name, address and signature of the registered surveyor responsible for preparing and designing the plat and surveys. If public improvements are involved, the name, address and signature of the registered engineer responsible for designing such improvements shall also be provided.
- 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 general plans of the City of Victoria, 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.

Preliminary Plats:

Location and dimensions of all existing and proposed –

- Streets, alleys, railroads, and other public ways within or immediately adjacent to the tract.
- Structures, fences, paved areas, cemeteries or burial grounds, and other existing features within the proposed subdivision.
- Landfills, dump sites, hazardous waste dump sites, or any inventories of hazardous materials.
- Watercourses, water bodies, flood hazard areas, significant tree masses, slopes, or other natural features within the area to be subdivided.
- Subdivision boundaries and blocks, lots, setback lines, and easements, including the square footage of the lots.

- Any proposed supplemental transportation systems-walkways, sidewalks, bike trails, horse trails, and other related improvements.
- Any parcels to be set aside for park or playground use, or other public use, or for the common use of property owners in the proposed subdivision.

- Topographic information showing existing contours based on National Geodetic Vertical Datum (NGVD), with intervals not to exceed one (1) foot, and such contour lines to be not more than one hundred (100) horizontal feet apart; however, contours of less than 0.5' (6 inches) shall not be required.
- Locations, sizes and other appropriate descriptions of the following existing or proposed utility facilities:
 - Water mains, service connections and any special structures such as wells, elevated storage tanks and pump stations;
 - Sanitary sewer mains, service connections and any special structures or facilities such as lift stations, septic systems, lagoons, oxidation ponds and package plants; and
 - 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.
- 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.
- Conditions on immediately adjacent property that have a direct impact on the proposed development
- Functional classification of every street within or adjacent to the subdivision
- Names of the owners of all parcels abutting the subject property, with deed references.
- A statement, confirmed by engineering analysis, that the existing utility mains serving a proposed subdivision are adequate.

Final Plats:

- Location and description of all permanent survey monuments in or near the tract
- Length of all required lines dimensioned in feet and decimals
- Value of all required true bearings and angles dimensioned in degrees and minutes
- The boundary lines of the land being subdivided and adjoining lands, with adjacent subdivisions identified by official names.
- An accurate metes and bounds description of the subdivision
- Number of lots and acreage allocated to commercial and industrial uses including the square footage of commercial and industrial structures, if available. If unknown, indicate the most intense use possible for the purposes of parking, traffic and utility planning
- Acreage allocated to parks and common residential use
- Acreage allocated to common open space
- All proposed street rights-of-way
- All proposed alleys
- The widths, and names, of all proposed streets and alleys, adjacent streets, alleys and easements
- Lines of all proposed lots fully dimensioned by lengths and bearings or angles

- The outline of any property, other than street rights-of-way or easements, which is offered for dedication to public use fully dimensioned by lengths and bearings with the area marked "Public."
- Blocks numbered consecutively throughout the entire subdivision and the lots numbered consecutively throughout each block, with addresses of all lots.
- Location of all building setback lines, and easements for public services or utilities,
- The radii, arcs, points of tangency, points of intersection and central angles for curvilinear streets and radii for all property returns. Distance measured along curves shall be arc lengths.
- Lots where access to arterial and/or expressway streets has been limited are labeled "ACCESS PROHIBITED."
- Private drives, private access facilities, and private common areas are labeled "ALL MAINTENANCE OF THIS AREA SHALL BE THE RESPONSIBILITY OF THE PROPERTY OWNERS OF THE SUBDIVISION THROUGH THE (Name of Subdivision) PROPERTY OWNERS ASSOCIATION."
- Areas within the regulatory floodplain labeled as "FLOOD HAZARD AREA. THIS AREA HAS BEEN DESIGNATED AS SUBJECT TO INUNDATION BY THE BASE FLOOD." The affected area, according to most current FEMA Flood Insurance Rate Map (FIRM), shall be clearly indicated, along with the panel number and the date of the FIRM.

Additional Plat Wording

- Surveyor's certificate, to be placed on the subdivision plat, along with the surveyor's seal and signature
- Certificate of approval by Planning Commission, if major plat
- Certificate of Ownership and Dedication of Public Land
- Replat Statement, if Needed
- Lienholder's Acknowledgement and Subordination Statement, if needed
- ETJ Statements, if needed

Final Submittal Documents

- One white background print of the corrected preliminary plat
- Mylar of the final plat
- Redlines
- Five (5) true to scale eighteen (18) inch by twenty-four (24) inch copies of the final plat
- Tax certificates
- Filing fees
- Digital computer file or files of the final plat

Surveyor's Certificate

KNOW ALL MEN BY THESE PRESENTS:

That I, _____, do hereby certify that I made an actual and accurate survey of the platted land, and that the corner monuments shown on the foregoing plat were property placed under my personal supervision, in accordance with the Subdivision and Development Ordinance of the City of Victoria, Texas."

Signature of Surveyor Texas

Registration #"

Certificate of Approval by Planning Commission

"Approved this ____ day of _____ 20____ , by the Victoria Planning Commission of the City of Victoria, Texas.

Chairperson

Secretary

Certificate of Ownership and Dedication of Public Land

"THE STATE OF TEXAS
COUNTY OF VICTORIA

This is to certify that I(we), [name(s) of owner(s)] , am(are) the legal owner(s) of the land shown on this plat, being the tract of land as conveyed to me (us) by deed dated (date) and recorded in Volume, Page, of the Deed Records of Victoria County, Texas, and designated herein as the (Subdivision Name) in the City of Victoria, Texas.

FURTHER, I(we), the undersigned, do hereby DEDICATE to the use of the public forever all streets, alleys, parks, watercourses, drains, easements, and public places shown on this plat for the purpose and consideration therein expressed.

Owner(s)

THE STATE OF TEXAS
COUNTY OF VICTORIA

Before me, the undersigned authority, on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that such person executed the same for the purpose and considerations therein stated.

Given under my hand and seal of office this the ____ day of _____, 20____

Notary Public, _____ County, Texas"

Replat Statement

Replat under Sections 212.014 of the Texas Local Government Code

"FURTHER, I (we), the undersigned, do hereby certify that this replat does not attempt to amend or remove any covenants or restrictions; I (we) further certify that no lot in the preceding plat was limited by deed restrictions to residential use for not more than two residential units per lot."

Replat under Sections 212.015 or 212.016 of the Texas Local Government Code

"FURTHER, I (we), the undersigned, do hereby certify that this replat does not attempt to amend or remove any covenants or restrictions."

Lienholder's Acknowledgement and Subordination Statement

"I (we), [Name(s) of mortgagee(s)], owner(s) and holder(s) of a lien (or liens) against the property shown on this plat, said lien(s) being evidenced by instrument of record in Volume __, Page __, of the Deed Records of Victoria County, Texas, do hereby in all things subordinate our interest in said property to the purposes and effects of said plat and the dedications and restrictions shown herein to said plat. Further, I (we) hereby confirm that I am (we are) the present owner(s) of said lien(s) and have not assigned the same nor any part thereof.

Lienholder(s)

ETJ Statements

RESTRICTION, CONDITION AND COVENANT RUNNING WITH THE LAND

This plat has been approved by the City of Victoria pursuant to the city's extraterritorial jurisdiction (ETJ) powers in effect on the approval date with the following restriction, condition and covenant which is hereby agreed to by the developer of this subdivision as well as any other present property owner in said subdivision. In the event the undersigned developer or any person, firm or corporation who shall acquire property in this subdivision subsequent to this date, shall request additional improvements to bring such subdivision or any part thereof up to subdivision standards required within the corporate limits of the city or up to greater standards than are required for a subdivision in the ETJ of the city, then one hundred (100) percent of the cost of such improvements shall be borne by the then property owners of said subdivision and this obligation regarding the cost of the additional improvements to said property of this subdivision shall be considered a restriction, condition, and covenant running with the land of all property or properties in said subdivision to bind the then owners of the property in said subdivision. Any future conveyance of property in this subdivision shall reference a statement in said conveyance setting out the aforementioned restriction, condition and covenant running with the land.

“The City of Victoria does not maintain drainage systems outside the City limits. The City strongly recommends that any structure of significant value be placed with a finished floor elevation of at least 22 inches above the grade of the centerline of the adjacent street, or 12 inches above the highest adjacent grade, whichever elevation is more appropriate based on the topography of the property.”