

MINOR PLAT SUBMITTAL CHECKLIST

Please submit the following items along with the completed master application and appropriate fees. The project cannot be scheduled for consideration unless all items are marked complete. Citations come from the Subdivision Ordinance.

A proposed subdivision will be considered as a Minor Plat only if:

1. The subdivision consists of four (4) or fewer lots; and
2. All proposed lots front on an existing dedicated public street; and
3. The subdivision does not require the creation of any new street; and
4. All lots will be served by existing municipal facilities (water, sewer, drainage).

Complete

- Fifteen (15) paper copies of the plat drawn to a scale of one (1) inch to one hundred (100) feet on sheets no larger than 24" X 36". (Section 3.5.3)
- An 8 ½" X 11" reduced copy of the submitted plat drawing. (Section 3.5.4.E)
- No less than two (2) copies of the plat drawn in ink and on a permanent reproducible medium (mylar) suitable for filing in the office of the County Clerk. (Mylars may be submitted to the City after the final plat has been reviewed; however, no later than 5 business day prior to consideration by the Planning and Zoning Commission) (Section 3.5.3)
- The existing zoning designation of the subject tract allows for the proposed use(s). (Section 3.5.1.A)
- Variance requests, if any, have completed the respective process. (Section 7.1)
- The applicant shall submit the final plat to the appropriate drainage/irrigation district, if applicable. (Section 3.5.5)
- Written statements from appropriate utilities that the plat has been reviewed and service can be provided. (Section 3.5.4.A)
- Submit list of restrictive covenants if not listed on plat. (Section 3.5.4.B)
- Original tax certificates from City, School District, and County that all taxes have been paid. (Section 3.5.4.C)
- Title commitment less than six (6) months old. Any liens shall be secured and noted on plat. (Section 3.5.4.D)
- Payment of all drainage and/or street assessments, and street sign/light deposits, if applicable. (Section 3.5.4.G)
- Check(s) payable to the County Clerk for the filing of the Final Plat. (Section 3.5.4.H)
- Digital submittal of plat with control points in .dxf or .dgn format. (3.5.4.I)
- Warranty deed verifying ownership of subject tract.

Final Plat form and content:

- The final plat submittal shall substantially conform to the conditionally approved preliminary plat and incorporate all conditions imposed by the Planning and Zoning Commission. (Section 3.5.3)
- Proposed name of subdivision printed across the lots and blocks. (Section 3.5.3.B)
- Names of adjoining subdivisions and notation as to whether adjoining properties are platted. (Section 3.5.3.C)
- Subdivision boundary lines (indicated by heavy lines) and computed acreage of subdivision. (Section 3.5.3.C)
- Primary control points (set concrete monuments on each corner of subdivision) with description and location of said points with ties to original block corners per Statute. (Section 3.5.3.F)
- Existing site information: (Section 3.5.3.F)
 1. Exact locations and names of all roads, easements, reservations, alleys, or other public right-of-ways within and/or contiguous to the subdivision.
 2. Exact locations and dimensions of all lots, parks, public areas, permanent structures, water courses, irrigation canals, and drainage structures within and/or contiguous to the subdivision.

3. Cross section(s) of any existing ditches and canals within the subdivision with ties to the subdivision boundary.
 4. Regulatory flood elevations and boundaries of flood prone areas, including floodways, if known.
 5. Location of City limits, extraterritorial jurisdiction (ETJ), and zoning district boundaries if within or contiguous to the proposed subdivision.
- Date of preparation, north arrow, and scale of plat. (Section 3.5.3.H)
 - A number or letter to identify each lot, tract, and block. (Section 3.5.3.I)
 - Building setback lines (if different from Zoning Ordinance). (Section 3.5.3.J)
 - Vicinity map of not more than 1:2,000 showing existing streets, and city limit and/or ETJ boundary. (Section 3.5.3.L)
 - Street system in compliance with the City of Harlingen's Long Range Thoroughfare Plan. (Section 4.1.3.A)
 - Appropriate signature blocks for the following:
 1. Subdivider, record owner, lien holders, engineer and/or surveyor. (Section 3.5.3.M)
 2. All signature blocks required in "Exhibit F" of the Subdivision Ordinance. (Section 3.5.3.N-S)
 3. A signed statement from the appropriate drainage and/or irrigation district that the final plat has been approved by such entity. (Section 3.5.3.T)
 4. An engineer's statement of the minimum finished floor elevation based on average floodwaters in the flood zone location, if applicable. (Section 3.5.3.U)

I have read and understand in its entirety the City of Harlingen's Subdivision Ordinance and understand that the requirements of a minor plat are subject to the terms and conditions therein. This minor plat checklist is used to insure compliance with the Ordinance and in some instances the City may require additional information for approval. An endorsement of this application checklist by the applicant shall be acknowledgment that all of the items on the above list have been submitted. I also understand that, pursuant to Section 6 of the City of Harlingen Zoning Ordinance, no building permit will be issued until the plat has been filed in the office of the County Clerk.

Project Name: _____

Owner: _____ Date _____

Owner Address: _____ Phone/Fax: _____

Signature: _____

Engineer/Surveyor: _____ Date _____

Engineer/Surveyor Address: _____ Phone/Fax: _____

Signature: _____