

# RE-PLAT SUBMITTAL CHECKLIST

*Please submit and/or comply with 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.*

## 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 1/2" X 11" reduced copy of the submitted re-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 plat has been reviewed; however, no later than 5 business day prior to consideration by the Planning and Zoning Commission) (Section 3.5.3)
- Three (3) copies of the engineering construction drawings for the development improvements required by the subdivision ordinance and cost estimates for said improvements. (Section 3.1.1.7)
- \*\*Note\*\*** Prior to consideration of the replat by the Planning and Zoning Commission, all required public improvements must be constructed and accepted by the appropriate public entity or an appropriate financing mechanism (i.e. letter of credit, bond) must be submitted to and accepted by the appropriate public entity. (Section 3.5.1.B)
- 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 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)
- Metes and bounds description of tract to be platted.
- 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:**

- 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)

Plats shall not be scheduled for the Planning and Zoning Commission review unless items on this list are completed. I have read and understand in its entirety the City of Harlingen's Subdivision Ordinance and understand that the requirements of a replat are subject to the terms and conditions therein. This 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 approved by the Planning and Zoning Commission and 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: \_\_\_\_\_