



# Development Plat Checklist

The following is a partial listing of requirements for a Development Plat application as found in Anna's development regulations and policies. A completed checklist must be submitted with each application. Applicants shall indicate compliance with standards by checking the box adjacent to the standard. Failure to comply with standards could result in rejection of application and/or delay of Development Plat approval. Adopted within Section 9.02.047 (Development Plats) of the Subdivision Regulations.

## Section 1 - Plat Format & General Standards *(check if provided; indicate NA if not applicable)*

Plats shall comply with the following graphic format and general standards:

- Sheet size shall be 24" x 36", black and white drawing on bond paper in landscape view. No blue-line copies will be accepted.
- Plat is clear and legible. Use a variety of line types and line weights. Do not screen information. Indicate plat boundary/limits with heavy/bold line weight. Do not use grey-scale shading.
- Permissible scale for plats is engineer scales not to exceed 1" = 100'. Larger scales may be used with prior approval. Architectural scales are not acceptable.
- Title block shall be in the lower, right-hand corner of the plat. The title block shall contain:
  - Plat type;
  - Project name (subdivision name, lot and block designations);
  - Gross acreage in acres;
  - City, county and state name;
  - Survey and abstract name; and
  - Date of preparation.
- Provide 1 1/2" x 5" blank area above title block for city approval stamps.
- Label company name, preparer name, address, and phone number of plat preparer (e.g., surveyor, engineer, etc.) in the vicinity of the title block.
- Label company name, contact name, address, and phone number of current property owner in the vicinity of the title block.
- Orient plat so that north is to the top or left-hand side of sheet.
- Provide north arrow, graphic scale, and written scale in close proximity to each other.
- Provide a vicinity map in the same orientation of plat showing subject property, north arrow, scale (or labeled "not to scale"), and adjacent thoroughfares within a one-mile radius of site.
- Point of beginning tied to abstract corner. Indicate on graphic and in legal description.
- Label property boundary lines, provide distances (to nearest hundredth of feet) and bearings (to nearest second).
- Label property boundary curves, provide curve lengths, curve radii, and chord lengths (to nearest hundredth of feet), and internal angle and chord bearing (to nearest second).
- If plat uses abbreviations, provide legend.

DEVELOPMENT PLAT
<b>Subdivision Name</b> <b>Block A, Lot 1</b>
Gross Acreage City of Anna, Collin County, Texas Survey And Abstract Name
Date of Preparation

- Label boundary monuments as to type and size and whether found or set for all property corners, points of intersection, and points of curvature/tangency. 5/8" diameter steel rods 24" long shall be set at all block corners, angle points, points of corners, and points of tangents.

## **Section 2 - Site Information** *(check if provided; indicate NA if not applicable)*

For the proposed site, provide the following:

- Show each existing or proposed building, structure or improvement or proposed modification of the external configuration of the building, structure or improvement involving a change therein;
- Plat integrates with valid plans and plats approved for adjacent contiguous sites.
- Plat depicts proposed layout of lots, streets, easements, and rights-of-way (R.O.W.).
- Do not show or label existing or proposed topography.
- Show the development plat boundary in heavy lines. Label line and curve data to match legal description.
- Show current and proposed property boundaries/lot lines. Label line and curve data. Provide ties and/or intermediate distances as appropriate.
- Label proposed lot and block designations.
- Label lot area for each lot in acres and square feet for non-single-family residential development. For single-family residential development, label lot area in square feet only.
- Show and label front yard building setbacks. **ETJ:** 25 feet from property line.
- Show and label existing easements. Provide line and curve data for easement boundaries and tie down easements. Existing easements include fire lane, access, utility, visibility access maintenance (VAM), floodway, drainage, water, sanitary sewer, storm sewer, sidewalk, and wall maintenance.
- The location of the centerline of creeks and drainage ways should be tied with accurate dimensions in feet and hundredths of feet with bearings and angles. No unplatted remainder will be allowed between property boundaries and centerlines of creeks.
- Show existing public street and alley R.O.W. Dimension R.O.W. width. Show street centerline and provide line and curve data.
- Show ROW Reservation if applicable.
- Label street names (as approved by City of Anna) and show street name breaks with a black diamond shape.

## **Section 3 - Adjacent Property Information** *(check if provided; indicate NA if not applicable)*

Provide the following information for properties contiguous to the site and properties across R.O.W. contiguous to the site.

- Show and label properties. For platted properties, show lot lines within 50 feet of the site boundary or limits of the R.O.W., and label subdivision name, lot and block designation, and plat record information for each lot. For unplatted properties, show parcel lines within 50 feet of the site boundary or limits of the R.O.W. and label record owner and deed record information for each parcel.
- Do not show or label existing or proposed improvements including buildings, utilities, landscape areas, and parking areas.
- Show all easements. Label as existing and provide recording information.

- Show public street and alley R.O.W. Label as existing. Dimension R.O.W. width.
- Label street names.
- Show and label city limit lines, county limit lines, and/or survey (abstract) lines.

**Section 4 - Legal Description & Surveyor Certificate** *(check if provided; indicate NA if not applicable)*

Provide legal description of the land including the following:

- Name of record owner and corresponding deed reference.
- Name of survey, abstract, county, and state.
- Metes and bounds legal description for subdivision boundary. Calls and monumentation match plat graphic.
- Total area of the plat in acres and square feet.

Provide Surveyor certificate:

- Surveyor certificate language with signature block & seal.

**Section 5 - Other** *(check if provided; indicate NA if not applicable)*

- If public utilities have not been constructed and accepted, provide subdivision improvement agreement and associated surety.
- For properties located within the city’s extraterritorial jurisdiction (ETJ); a will-serve letter for water and sewer service of the property shall be provided at time of application.

By signing this document, I attest that this plan complies with the Zoning Ordinances and Subdivision Regulations, Engineering Standards, and all other applicable codes and ordinances of the City of Anna.

\_\_\_\_\_  
Preparer’s Name (printed)

\_\_\_\_\_  
Preparer’s Signature