



PLAT CHECKLIST

This Checklist Will Be Used To Review Your Submittal

The following information is required on all plat applications. For additional requirements for preliminary, final, amending plats and replats please see the appropriate pages and the Comprehensive Subdivision Ordinance and Comprehensive Zoning Ordinance.

FORMAT

1. Formatted/submitted on 24x36 inch paper
2. North arrow
3. A notation of the scale, which must be an engineering scale
4. A bar or graphic scale
5. A location map with the subject site clearly indicated
6. A legend for any graphic symbols used
7. Date of preparation and subsequent revisions
8. The plat must be drawn to an appropriate scale at which all details of the drawing are legible (match lines are acceptable)

TITLE BLOCK

1. The name of the proposed project.
2. The title "Preliminary Plat," "Final Plat," "Replat" etc., as applicable
3. The county or counties in which the site is located
4. The name, address, and telephone number of the property owner
5. The name, company, company address and telephone number of the engineer and/or licensed surveyor who prepared the plat

SITE INFORMATION

1. Property Description
 - Size of the tract in both acres and square feet
 - Narrative metes and bounds description of the boundary of tract
 - Bearings and distances shown around the perimeter of the tract, with the point of commencing and/or beginning referenced from an existing street intersection

2. A signed and sealed Closure Run Sheet
3. Location and width of all existing and proposed internal streets, alleys, rights-of-way, and easements; include volume and page number if existing
4. Adjacent subdivisions, showing alleys, streets, easements, adjacent lot lines, and subdivision name. If the adjacent property is unplatted, show property lines and current owner(s), and note "Not Platted"
5. All proposed lot lines, and the size (acres and square footage) of all lots
6. County and/or school district boundary lines crossing the property
7. Any sites to be reserved or dedicated for parks, floodways, or any other public uses
8. Net and gross acreage for each tract when flood plains or street or utility rights-of-way dedications are involved
9. Finished floor elevations for lots in and adjacent to flood plain and floodway areas. If adjacent to Zone A, developer must calculate the base floor elevation.
10. Size/widths of any right-of-way dedications, including widths measured to the centerline of the adjacent roadways, when necessary.
11. Courses referenced by notation upon the survey plat to an identifiable line for directional control
12. Lighting and Photometric plan, if necessary
13. Common Area Landscape Plan including any HOA maintained areas, if necessary

**SUPPLEMENTAL CHECKLISTS
(PRELIMINARY, FINAL, AMENDING PLATS AND REPLATS)**

FINAL PLAT, AMENDING PLAT AND REPLAT

1. Dimensioned lot arrangements and bearings.
2. A table listing the size in square feet of all non-rectangular lots.
3. Dedication Statement (see below)
4. Owner's Certificate (see below)
5. The printed names of the notaries, all property owners, the surveyor, and the engineer.
6. Any easements to be dedicated, including a data table for curves, bearings, etc. (Consult with the Engineering Department before submitting an application). If created by a separate instrument or prior plat, the recorded volume & page number must be shown on the plat.
7. OSSF Subdivision Report – For subdivisions using septic systems (see separate checking for information)
8. Final engineering drawings showing the following:
 - Sewer mains (if necessary)
 - Water mains
 - Location and size of all water courses, ravines, bridges, and culverts
 - Other underground structures
 - Drainage areas, or areas draining into the tract
 - Street paving plans

PRELIMINARY PLAT

1. Topographic lines with contour intervals of one foot.
2. Flood plains, floodways, stream courses, or other water features.
3. Preliminary paving, grading, utility and drainage information.
4. Other plans, if deemed necessary by the Planning Manager or Town Engineer, for thorough review.

REPLAT - ADDITIONAL INFORMATION

1. Original plat information (lots, blocks, etc.) shown lightly sketched or dotted on the replat.
2. New lot numbers, designated by an “R” (i.e. Lot 1R).
3. Additional title block information:
 - Name of previous plat, which must remain a prominent part of the new title
 - Blocks, lots and portions thereof which are being replatted
 - Volume and page number where previous plat was recorded
4. The reason or purpose of the replat (e.g. “to combine two lots into one”).

AMENDING PLAT - ADDITIONAL INFORMATION

1. Identify what elements are being amended.
2. The reason or purpose of the Amending (e.g. “to combine two lots into one”).

STANDARD NOTE

The following note must be added to all final plats and replats:

“Selling off a portion of this addition by metes and bounds description without a replat being approved by the Town of Fairview is a violation of town ordinance and state law and is subject to fines and withholding of utilities and building permits.”

SURVEYOR CERTIFICATE

STATE OF TEXAS

I, _____, a registered Professional Land Surveyor in the State of Texas, do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown thereon were properly placed, under my personal supervision, in accordance with the subdivision regulations of the Town of Fairview, Texas.

Surveyor's Signature

(Name in type)
Registered Professional Land Surveyor (*Registration #*)

(Surveyor's Stamp/Seal)

NOTARY CERTIFICATE

STATE OF TEXAS

COUNTY OF COLLIN

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, who acknowledged to me that the same was executed for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this _____ day of _____, 20__.

Notary Public in and for The State of Texas

Notary Signature

(Name in type)

(Notary Stamp/Seal)

TOWN SIGNATURE BLOCK
(APPLICABLE TO FINAL PLATS, AMENDING PLATS & REPLATS)

Place the following on the plat. The Town will obtain these signatures:

APPROVED _____, 20__.
Planning and Zoning Commission

By: _____
Chairperson, Planning and Zoning Commission
Town of Fairview, Texas



PZ certification is not necessary for an Amending Plat

APPROVED _____, 20__.
Town Council, Town of Fairview, Texas

By: _____
Mayor, Town of Fairview, Texas

The undersigned, the Town Secretary of the Town of Fairview, Texas, hereby certifies that the foregoing plat of the Subdivision or Addition to the Town of Fairview was submitted to the Town Council on the day of _____, 20__, and the Council, by formal action, then and there approved the plat and authorized the Mayor to note such approval by signing his/her name as hereinabove subscribed to which I hereby attest.

Witness my hand this _____ day of _____, 20__.

Town Secretary
Town of Fairview, Texas

TOWN SIGNATURE BLOCK
(APPLICABLE TO A PRELIMINARY PLAT)

Place the following on the preliminary plat. The Planning Department will obtain these signatures:

PRELIMINARY PLAT APPROVAL CERTIFICATE

APPROVED _____, 20__.

Planning and Zoning Commission

By: _____

Chairperson, Planning and Zoning Commission

Town of Fairview, Texas

APPROVED _____, 20__.

Town Council, Town of Fairview, Texas

By: _____

Mayor, Town of Fairview, Texas

Attest: _____

Town Secretary

OWNER'S CERTIFICATE

STATE OF TEXAS

COUNTY OF COLLIN

WHEREAS, (owner names) are the owners of a tract of land situated in the (name) Survey, Abstract No. (#), Collin County, Texas and being out of a (#) acre tract conveyed to them by (name), and being more particularly described as follows:

(metes and bounds description of property)

DEDICATION STATEMENT
(To be used in all instances)

NOW THEREFORE, KNOW ALL MEN BY THESE PRESENTS;

That **(Owner's Name)**, acting herein by and through its duly-authorized officers, does hereby adopt this plat designating the herein above-described property as **(Subdivision Name)**, an addition to the Town of Fairview, Texas, and does hereby dedicate, in fee simple, to the public use forever, the streets, alleys, and public use areas shown hereon and does hereby dedicate the easements shown on the plat for the purposes indicated to the public use forever, said dedications being free and clear of all liens and encumbrances, except as shown herein.

No buildings, fences, trees, shrubs, or other improvements shall be constructed or placed upon, over, or across the right-of-ways or easements on said plat without Town of Fairview permission. Utility easements may also be used for the mutual use and accommodation of all public utilities desiring to use or using the same unless the easement limits the use to a particular utility or utilities, said use by public utilities being subordinate to the public's and Town of Fairview's use thereof. The Town of Fairview and any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs or other improvements or growths which in any way endanger or interfere with the construction, maintenance, or efficiency of its respective system on any of these easements.

The Town of Fairview or any public utility shall at all times have the right of ingress and egress to and from and upon any of said easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, and adding to or removing all or part of its respective system without the necessity at any time of procuring the permission of anyone.

(Owner's Name) does hereby bind itself, its successors and assigns to forever warrant and defend, all and singular, the above-described streets, alleys, easements and rights unto the public, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

This plat approved subject to all platting ordinances, rules, regulations and resolutions of the Town of Fairview.

WITNESS MY HAND THIS _____ DAY OF _____, 20__.

(Owner's name in type)
Position in corporation (if necessary)