



PLAT CHECKLIST

All plat/replat applications are reviewed for completeness using this checklist. Applications found to be incomplete will be returned to the applicant.

This checklist shall be submitted as part of the application process. The engineer or surveyor who prepared the plat/replat should complete the checklist and sign at the bottom of the document. Plat submittals shall include the following information and contents.

Name of Proposed Plat: _____

Department	Applicant	Requirement	Preliminary	Final	Amending
✓	✓	APPLICATION CONTENTS			
		Planning Application (completed and signed)	•	•	•
		Platting Checklist (this form – completed and signed)	•	•	•
		Appropriate fees (see Planning Fee Schedule)	•	•	•
		Electronic copy (PDF) of the plat emailed to Planning@pasadenatx.gov	•	•	•
		Title Report or City Planning Letter current within 60 days	•	•	•
		Sixteen (16) folded copies of the plat	•	•	•
		Letter of Intent signed by property owner	•		•
		Letter of Available Utilities from the Public Works department (current within 60 days)	•		•
		Survey or site plan showing location of existing structures intended to remain after platting (if applicable)	•		
		GENERAL FEATURES			
		Sheet size 24" x 36", black and white drawing in landscape view	•	•	•
		Subdivision boundary in heavy/bold line weight	•	•	•
		North arrow	•	•	•
		Scale (both graphic and written) appropriate for the level of detail	•	•	•
		Vicinity Map showing location of the subject property	•	•	•
		Bearings and length of each boundary line	•	•	•
		Building setback lines	•	•	•
		Sequential lot and block numbering	•	•	•
		Location, dimensions, purpose and filing information for all easements and rights-of-way within and abutting the subdivision	•	•	•
		Ordinance numbers for all street and alley vacations/closures	•	•	•
		City limit lines if they traverse, form a part of the boundary, or are contiguous to the boundary of the subdivision	•	•	•
		Identification of open space or HOA reserves (if any)	•	•	•

Department	Applicant	Requirement	Preliminary	Final	Amending
		Adjacent property information (subdivision name for platted properties or ownership and recording information for unplatted properties)	•	•	•
		Lot/reserve areas in acres and square feet	•	•	•
		Coordinates at property corners	•	•	•
<u>DOCUMENTATION</u>					
		Title block (bottom right hand corner)	•	•	•
		Owner's block and Preparer's block (name, address and phone)			
		Legend for abbreviations and symbols used	•	•	•
		Owner's dedication statement with notary block	•	•	•
		Surveyor's certificate	•	•	•
		Planning Commission approval certificate	•	•	•
		Lienholder acknowledgement and subordination statement (if lien exists)	•	•	•
		Director of Public Works certificate (if there is a R.O.W. dedication by plat)	•	•	
		County Clerk certificate of filing	•	•	•
<u>STANDARD PLAT NOTES</u>					
		"All construction shall comply with City of Pasadena specifications"			
		"All finished floor elevations shall comply with City of Pasadena Ordinance 2007-113 and any subsequent amendments thereto"			
		"Absent written authorization by the affected utilities, all utility and aerial easements must be kept unobstructed from any non-utility improvements or obstructions by the property owner. Any unauthorized improvements or obstructions may be removed by any public utility at the property owner's expense. While wooden posts and paneled wooden fences along the perimeter and back to back easements and alongside rear lot lines are permitted, they too may be removed by public utilities at the property owner's expense should they be an obstruction. Public Utilities may put said wooden posts and paneled wooden fences back up, but generally will not replace with new fencing."			

Completed by: _____
(Printed name and Title)

Date: _____

(Company Name)

Signature: _____

For Department Use Only:

Date of Submittal: _____

Complete: Yes No

Completeness Review Conducted by: _____