



**CITY OF PASADENA, TEXAS
PLANNING DEPARTMENT**

PLAT CHECKLIST

The engineer or surveyor who prepared the plat should complete the checklist. Plat submittals shall include the following information and contents.

Applicant	Requirement	Preliminary	Final	Amending	Mylar (filing)
	APPLICATION CONTENTS				
	Planning Application (completed)	•	•	•	
	Fees (see fee schedule)	•	•	•	•
	Electronic copy (PDF) of the plat emailed to planning@pasadenatx.gov	•	•	•	•
	Proof of ownership (Current title report or City Planning Letter – 60 days)	•	•	•	•
	Sixteen (16) folded copies of the plat	•	•	•	
	Letter of Available Utilities	•		•	
	30 Day Waiver Letter (signed)	•	•	•	
	Copies of engineering plans (single-family subdivisions, manufactured home park and townhome subdivisions only)		•		
	Mylar (signed and notarized)				•
	Original stamped and sealed tax certificates (county and school district)				•
	GENERAL FEATURES				
	Sheet size 24" x 36", black and white drawing in landscape view	•	•	•	•
	Plat/replat boundary in heavy/bold line weight	•	•	•	•
	Solid lot lines	•	•	•	•
	Bearings and distances	•	•	•	•
	Building setback lines	•	•	•	•
	Sequential lot and block numbering	•	•	•	•
	Location of any existing structures intended to remain after plat recording	•			
	Existing and proposed easements	•	•	•	•
	Recording information for easements	•	•	•	•
	Ordinance numbers for all street and alley vacations/closures	•	•	•	•
	Right-of-way lines clearly shown	•	•	•	•
	City limit boundaries	•	•	•	•
	Identification of open spaces or HOA reserves	•	•	•	•
	Identification of 100-year flood plain where applicable	•	•	•	•
	Adjacent property information (subdivision name for platted properties or ownership information for unplatted properties with recording information)	•	•	•	•
	Lot areas and widths	•	•	•	•
	State plane coordinates at property corners	•	•	•	•

Applicant	Requirement	Preliminary	Final	Amending	Mylar (filing)
	<u>DOCUMENTATION</u>				
	Title block in lower right hand corner	•	•	•	•
	North Arrow and Scale	•	•	•	•
	Vicinity Map	•	•	•	•
	Abbreviation Legend	•	•	•	•
	Certificate of ownership/dedication with notary block	•	•	•	•
	Surveyor's certificate (signed and sealed)	•	•	•	•
	Planning Commission approval block (Chairman and Secretary)	•	•	•	•
	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"				