

Preliminary Plat Review Checklist

Name of Addition _____

Pre-application Conference Date: _____

Date application submitted: _____

Date application accepted: _____

APPLICATION

1. The Developer shall provide a PDF and four (4) 18" x 24" bond copies of the Preliminary Plat.
2. Fees and Application Required. The submittal shall include payment of the required fees. The City will consider no Preliminary Plat until the prescribed fees have been paid in full (includes pass-through fees)
3. (3) Copies of Drainage Plan
4. (3) Copies of Traffic Study, unless waived by the City Manager

FORM AND CONTENT

The Preliminary Plat shall include the following general information:

1. The Preliminary Plat shall be drawn to a scale such that the maximum possible detail is shown and still fit on an 18" x 24". Only scales 1:50, 1:100, 1:200 or 1:400 accepted, unless the City determines differently.
2. Include the name and address of the Developer, record owner, and the Engineer or Surveyor responsible for the design or survey, tract designation and other descriptions according to the abstract and survey records of McLennan County, Texas.
3. Include the proposed name under which the Subdivision is to be recorded. The name shall not have the same spelling as or be pronounced similar to the name of any other Subdivision located within the City or within five miles of the current City Limits.
4. The Preliminary Plat shall include an accurate location of the Subdivision with reference to the abstract and survey records of McLennan County, Texas.
5. Include the name and recording information for any contiguous Subdivisions or Subdivisions within two hundred (200) feet, the location of any contiguous lots or lots within two hundred (200) feet, the name of owners and recording information for any contiguous parcels of unsplit land and an indication of whether contiguous properties are platted and filed of record.
6. Include the location of city limit lines, the outer border of the City's extraterritorial jurisdiction and zoning district boundaries, if they traverse the Subdivision, form part of the boundary of the Subdivision or are contiguous to such boundary.

7. Include conditions adjacent to the tract affecting design of the Subdivision including such information as may be available from field observation, aerial photographs and available maps.
8. Any private restrictions pertaining to such property.
9. Include the date of preparation, the scale of the drawing, vicinity map showing location of tract by reference to existing streets or highways and a North arrow.
10. The following notice shall be placed on face of the Preliminary Plat:

PRELIMINARY PLAT

FOR REVIEW PURPOSES ONLY

12. Name the responsible entity for the operation and maintenance of any building, park, equipment, pools, plantings, lawns or other legal interests, if it is proposed that they are to be shared by owners of the real property within the Subdivision.
13. Certification by a Registered Professional Land Surveyor to the effect that the plat represents a survey made by the surveyor and that all the monuments shown thereon actually exist and that their location, size and material description are correctly shown. An example is attached hereto as Exhibit A-1 and incorporated herein.
14. A certificate of ownership and dedication of all streets, alleys, parks, easements, trails and playgrounds to public use forever by all owners and Lien Holders of the land, with a certificate of acknowledgment by a Notary Public, along with a complete and accurate metes and bounds description of the boundary of the land to be subdivided and the streets to be dedicated. An example is attached hereto as Exhibit A-2 and incorporated herein.
15. Letters of approval for acceptance by the following entities and/or utilities as affected by the property being platted:
 - (a) Texas Department of Transportation
 - (b) Any other holder of dedicated easements or rights-of-way within or immediately adjacent to property.
 - (c) McLennan County Public Health District if served by OSSF
 - (d) Utility Department serving the water and sewer to said property on plat
16. The certificates shown in Exhibit A-3, as identified in the City of Lorena Subdivision Ordinance, shall be placed on the Preliminary Plat.
17. Provide the location of existing blocks, lots, building lines, water courses, ravines, bridges, culverts, present structures and any pertinent natural features in the area affected. Principal dimensions and all significant information relative to the property and within one hundred feet (100') on all sides of the subject property shall be shown.

18. Provide the tract designation and other description according to the real estate records of the County Assessor. The plat shall also show the proposed use designation of the area of land within the Subdivision.
19. Include primary control points or descriptions and ties to such control points to which all dimensions, angles, bearings, block numbers and similar data shall be referred.
20. Accurate location, material and approximate size of all monuments, including the location of a minimum of two (2) permanent benchmarks used to establish the 100-year flood plain and minimum finished floor elevations.
21. All property corners shall be referenced to City approved coordinates.
22. Include Subdivision boundary lines, accurate in scale and indicated by heavy lines, of the total area proposed for Subdivision and the computed acreage of the total area. Bearing and length of each boundary line shall be shown on the plat. A description by metes and bounds of the Subdivision perimeter must be shown on the plat.
23. Include the location and dimensions of all existing and proposed right-of-ways, alleys, reservations, easements or other public right-of-ways within the proposed Subdivision, intersecting or contiguous with its boundaries or forming such boundaries.
24. Include all existing, or recorded, and proposed residential lots, parks, public areas, permanent structures within or contiguous with the proposed Subdivision shall be shown.
25. Include the location and dimensions of all lots and blocks with bearings, distances and all relevant curve data proposed for inclusion in the first phase of development.
26. Include the gross area of the Subdivision, the proposed number of residential lots and the area of the individual lots and the approximate area of parks and other non-residential uses.
27. Identify each lot and block with a number or letter.
28. Indicate proposed phases for final platting.
29. The Preliminary Plat shall include all existing wastewater, lift stations, water mains, water tanks, gas mains, wastewater and storm sewer manholes, electric and telephone lines, culverts or other underground structures or utilities within the tract and immediately adjacent thereto with pipe sizes and locations indicated.
30. In the event water mains and sewers are not on or adjacent to the tract, indicate the direction, distance and size of the destination mains, including invert elevations of the sewer lines.
31. As part of the review and comment of the preliminary plat, the size and location of all proposed water distribution mains, including valves and fire hydrants, may be required by the City Engineer.
32. As part of the review and comment of the preliminary plat, utility demand data, consistent with the proposed uses indicated on the Preliminary Plat, to determine the adequacy and the consistency of proposed utility improvements, the size and location of all proposed sewer mains, including manholes, preliminary grades for each main between manholes and the depth of each manhole may also be

required by the City Engineer. This information is also required in a City of Lorena approved electronic format.

33. Width of all utility and other easements, conforming to the Lorena Design Criteria and Improvements referenced as part of the Subdivision Ordinance must be shown.
34. The Preliminary Plat shall show all areas proposed for park dedication and green space.
35. Indicate all existing and proposed streets, alleys, reservations, railroads, easements or other public rights-of-way within and abutting the proposed Subdivision. All streets shall conform to the Design Standards. All pavement widths shall be dimensioned perpendicular to the direction of travel and shall be clearly shown on the Preliminary Plat.
36. When the Preliminary Plat includes curved streets, all relevant curve data including arc lengths, radii, internal angles, points of curvature, and length and bearing of tangents shall be shown. For lots facing on curved streets, the cord length of the lot at the front building setback line shall be shown.

NOTES: Please see Subdivision Ordinance for complete requirements.

Please see *Lorena Design Criteria and Improvements* for details. For example, Residential lots shall not have direct access into thoroughfare streets or collector streets. Direct access onto collector streets may be permitted only where design conditions do not permit any other possibility.