

FINAL PLAT REVIEW CHECKLIST

Name of Addition: _____

Date of Pre-Application Conference: _____

Date of Preliminary Plat Approval: _____

Date of Application Submittal: _____

Date of Complete Application: _____

APPLICATION:

1. The Developer shall provide a PDF electronic copy and four (4) 18" x 24" bond copies
2. Fees and Application Required. The submittal shall include payment of the required fees. The City will consider no Final Plat until the prescribed fees have been paid in full. Any outstanding fees shall be paid prior to Plat Recordation.
3. Tax Certificates Required. The Final Plat submittal shall include certificates from the City, School District and County Tax Collectors showing that all City, School District and County taxes on the land being subdivided have been paid to the current year.
4. (3) Sets of Construction Plans
 - a. Paving Plans
 - b. Sanitary Sewer and Water Plans
 - c. Storm Drainage Plan
 - d. Grading Plan
 - e. Erosion Control Plan

FORM AND CONTENT:

The Final Plat shall include the following general information:

1. Drawn to a scale such that the maximum possible detail is shown and still fit on an 18" x 24" sheet size. Only scales of 1:50, 1:100 or 1:200 accepted.
2. The Final Plat shall also be supplied in a City approved electronic format.
3. Include the name of the proposed Development, the name and address of the Developer 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.
4. 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 the City's extraterritorial jurisdiction.
5. Include an accurate location of the Subdivision with reference to the abstract and survey records of McLennan County, Texas.

6. Include the name and recording information for any contiguous Subdivisions or Subdivisions within 200 feet, the location of any contiguous lots or lots within 200 feet, the name of owners and recording information for any contiguous parcels of unsubdivided land and an indication of whether contiguous properties are platted and filed of record.

7. 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.

8. 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.

9. The following notice shall be placed on the face of the Final Plat:

FINAL PLAT

10. 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.

11. Include any private restrictions.

12. Include North arrow, drawing scale, date of preparation and a vicinity map showing location of tract by referring to existing streets or highways.

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. See an example in Exhibit B-1, as shown in the Subdivision Ordinance.

14. A certificate of ownership and dedication of all streets, alleys, parks, easements, trails and playgrounds to public use forever, signed and acknowledged before a Notary Public by all owners and Lien Holders of the land, 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. See an example in Exhibit B-2, as shown in the Subdivision Ordinance.

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 set out in Exhibits B-3 and B-4, as shown in the Subdivision Ordinance, shall be placed on the Final 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 City or County Assessor and Recorder. 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 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.

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 the proposed phase to be final platted.

605.3 Public Utilities. The Final Plat shall include the following public utility information:

29. All existing sewers, lift stations, water mains, including valves and fire hydrants, water tanks, gas mains, electric and telephone lines, culverts or other underground structures or utilities within the tract and immediately adjacent thereto with 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. Width of utility and other easements, conforming to the Design Standards referenced as part of this Ordinance.

32. As part of the review and comment of the preliminary plat, utility demand data, consistent with the proposes uses indicated on the Final 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.

605.4 Park Dedication. The Final Plat shall show all areas proposed for park dedication and green space.

33. Indicate all existing and proposed streets, alleys, reservations, railroads, easements or other public rights-of-way, and proposed street names 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 Final Plat.

34. When the Final 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.

ADDITIONAL REQUIREMENTS:

AGREEMENT TO INDEMNIFY CITY

Prior to Final Plat approval by the City Council, all Developers for any Subdivision or Resubdivision of land, shall be required to execute and file with the City Secretary a written agreement to indemnify and hold harmless the City from any and all judgments, claims, demands or causes of action of any nature whatsoever occasioned by or arising out of the inadequate or improper surface drainage of said Subdivision or Resubdivision for a period of five (5) years from the date of approval by the City Council of the Final Plat of the said Subdivision or Resubdivision.

RESTRICTIONS

The restrictions shall notify lot owners that houses to be built on lots which are lower than the road or roads on which they front and/or abut shall be built such that the minimum finished floor elevation is at least one (1) foot above the proposed grade of the yard adjacent to the house. This is to reduce the risk from damage to houses caused by storm water drainage.

The restrictions shall notify property owners that no houses shall be built in a 100-year flood plain. In no case shall the minimum finished floor elevation be less than one (1) foot above the 100-year flood plain elevation.

The restrictions shall notify lot owners that any filling or obstruction of the flood plain or drainage easements is prohibited.

Developer shall be required to notify resident that street stub outs may be developed in the future.

CONSTRUCTION PLANS

General. Construction Plans shall include the following:

1. All improvements shall be designed in accordance with the Design Standards referenced as part of this Ordinance.
2. Three (3) copies of complete construction plans, specifications and engineering calculations for streets, drainage, sanitary sewers, water distribution, and any other improvements to be constructed, are required to be submitted with the Final Plat. Any incomplete sets of construction plans shall be returned unreviewed.
3. The Construction Plans shall be submitted on standard 24" x 36" sheets.

4. Each sheet of the Construction Plans shall contain a title block, including space for the notation of revisions. This space is to be completed to the plan sheet and shall clearly note the nature of the revision and the date that the revision was made.

5. Each sheet of the Construction Plans shall include north arrow, scale, date, and benchmark description to sea level datum.

6. Each Construction Plan sheet shall bear the seal and signature of the Licensed Professional Engineer in the State of Texas who prepared the plans or sheets.

608.2 Paving Plan. The Construction Plans shall include the following:

1. The Construction Plans, at a minimum, shall include a plan and profile of each street with stationing, top of curb grades, if applicable, or street centerline, borrow ditch flowline and existing and proposed ground lines. The typical cross-section of proposed streets shall show the width of roadway, pavement type and location and width of sidewalks.

2. Two (2) copies of the geotechnical report recommendations for pavement thickness and sub grade preparation, as required by the Design Standards, shall be submitted with the Construction Plans.

Sanitary Sewer and Water Plan. The Construction Plans, at a minimum, shall include a plan and profile of proposed sanitary sewers with stationing, grades and pipe sizes indicated and showing locations of manholes, cleanouts, etc., and a plan of the proposed water distribution system showing pipe sizes and location of valves, fire hydrants and fittings, etc. Applicable construction details shall be included with the Construction Plans.

Storm Drainage Plan. Regarding storm drainage, the Construction Plans shall include the following:

1. Include a general location map of the Subdivision showing the entire watershed and the limits of all on-site and off-site storm water draining to the project.

2. Include calculations showing the anticipated storm water flow, including watershed area, percent runoff, runoff factors, storm intensity and time of concentrations showing basis for design and calculations for both pre-project and post-project conditions and, if requested by the City Engineer, an analysis of the development on the overall watershed to determine if detention is required for the development.

3. Include a plan and profile of proposed storm sewers or channels, showing stationing, hydraulic data, pipe grades and sizes, manholes, inlets, pipe connections, outlet structures, etc.

4. Include a detailed plan for any bridges, culverts, catch basins, any other drainage structures or any other improvements to be made and shall include all of the following:

5. The open channel or storm drain grades, design flow, design velocity, capacity and hydraulic grade line.

6. A plan and profile of all culverts under any street with the design flow of water, headwater and tailwater depth and tail water velocity.

7. The size of all driveway culverts to carry the design flow of water at each point of installation.

8. Typical ditch sections and the width of any right-of-way or easement needed.

9. A summary sheet of all drainage facilities.

10. The seal and signature, prominently displayed on each sheet, of the Licensed Professional Engineer responsible for the design.

11. The plat shall notify lot owners that any filling or obstruction within the flood plain and drainage easements shall be prohibited.

Grading Plan. Any proposed changes in topography shall be shown by contour lines on a basis of five (5) foot intervals in terrain with a slope of five (5) percent or more and on a basis of one (1) foot intervals in terrain with a grade less than five (5) percent.

Erosion Control Plan. The Developer shall submit an Erosion Control Plan in compliance with local, state and federal guidelines.

DESIGN SUMMARY

A separate document or report entitled "Engineering Design Summary" may be required as directed by the City Engineer and included with the submittal of the Construction Plans and Specifications. It shall summarize calculations and other such engineering information pertaining to the major items of design. It shall be used during the review to determine whether the facilities proposed for construction have been designed in accordance with the intent of the Design Standards.

- NOTES:
1. Please see copy of Lorena Subdivision Ordinance for details.
 2. Please see *Lorena Design Criteria and Improvements* for details.
 3. AFTER ALL CITY REVIEWS AND REQUIREMENTS HAVE BEEN SATISFIED, PROVIDE ONE (1) 18X24 INCH MYLAR OF THE PLAT DOCUMENT WITH ALL ORIGINAL SIGNATURES, A MINIMUM OF FOUR (4) PAPER COPIES AND (1) 8 ½ X 11 PAPER COPY AS WELL AN ELECTRONIC FILE IN PDF FORM