

Appendix 3A: Plat Review Checklist



GARLAND

TEXAS MADE HERE

PLAT REVIEW CHECKLIST

Engineering Dept.

Survey Plat Review Group

 PRELIMINARY **FINAL PLAT** **REPLAT** **MINOR PLAT**
 CONVEYANCE PLAT **AMENDING PLAT** (check one)

CITY CASE NO.: _____

SUBDIVISION NAME: _____

THIS COMPLETED CHECKLIST SHALL ACCOMPANY THE WORKING PLAT SUBMITTAL. COMPLETE ALL APPLICABLE ITEMS. PLACE A CHECK MARK IN THE SPACE LABELED “APPLICANT” TO SHOW THAT YOU HAVE COMPLIED WITH THIS PARTICULAR REQUIREMENT. ITEMS THAT ARE NOT APPLICABLE TO YOUR PARTICULAR PLAT SHOULD BE LABELED “N/A”. DO NOT LEAVE ANY ITEMS BLANK OR THE CHECKLIST WILL BE CONSIDERED INCOMPLETE.

GENERAL REQUIREMENTS (NOTE: ALL COMMENTS AND REQUIREMENTS FROM ALL DEPARTMENTS, WHICH MAY NOT BE INCLUDED IN THIS CHECKLIST, SHALL BE ADDRESSED:

- | APPLI-
CANT | CITY
STAFF | |
|----------------|---------------|---|
| 1. | _____ | PLAT SHEET SIZE SHALL BE 24”X36” AND HAVE A PERIMETER BORDER |
| 2. | _____ | PLAT SHALL BE OF HIGH REPRODUCTIVE QUALITY AND LEGIBILITY. |
| 3. | _____ | TEXT HEIGHT NOT LESS THAN 10 CHARACTERS PER INCH (LEGAL DESCRIPTION, NOTES, CERTIFICATIONS, ETC.) OR MIN. 1/10 OF DRAWING SCALE (<u>i.e- IF SCALE IS 1”=30’, TEXT SHALL BE A MIN. 3’ IN HEIGHT.</u>) |
| 4. | _____ | SCALE OF 1” = 20’, 30’, 40’ etc. OR LARGEST PRACTICAL SCALE, STANDARD SCALES ONLY (1”=80’ OR SIMILAR NOT ALLOWED) |
| 5. | _____ | NORTH ARROW AND GRAPHIC SCALE ON PLAT |
| 6. | _____ | ALL LEADERS SHALL HAVE ARROWHEADS THAT ARE SIZED APPROPRIATELY, TO ENSURE CLARITY IN FUTURE REPRODUCTION. THIS MEANS THAT THEY MUST BE EASILY VISIBLE . (THIS IS NOT OPTIONAL). |
| 7. | _____ | VICINITY MAP SHOWING: <ul style="list-style-type: none"> • ALL THOROUGHFARES AND EXISTING STREETS BOUNDED BY THE TWO NEAREST INTERSECTING MAJOR THOROUGHFARES SHOWN IN HEAVIER LINE WEIGHT AND LABELED WITH BOLD & LARGER FONT. NORTH ARROW ON VICINITY MAP • SCALE IF ANY, OR THE STATEMENT “NOT TO SCALE”. • (MAP SCALE SHALL BE AT LEAST EQUAL TO 1” = 2000”) |
| 8. | _____ | NAME, ADDRESS AND PHONE NUMBER OF: <ul style="list-style-type: none"> • SURVEYOR AND/OR ENGINEERING FIRM. • ALL OWNERS. |
| 9. | _____ | LEGEND INDICATING SYMBOLS USED ON PLAT. LEGEND SHALL INCLUDE ONLY THOSE SYMBOLS ACTUALLY APPEARING ON THE PLAT. |
| 10. | _____ | DO NOT SHOW TOPOGRAPHIC FEATURES (i.e- CONTOUR LINES, FLOOD PLAIN, UTILITIES, TREES, SHRUBS, FENCES, PAVING, SETBACKS, STRUCTURES, ETC. (ENG. DEPT. MAY REQUIRE A SEPARATE SHEET SHOWING THESE ITEMS IF A DRAINAGE AREA MAP IS NOT INCLUDED WITH THE CIVIL ENGINEERING PLAN SET SUBMITTED FOR REVIEW). |

GENERAL NOTES

- 11. _____ IF PROPERTY IS AT A **STREET OR ALLEY INTERSECTION**, ADD AS A GENERAL NOTE:

"PROPERTY OWNERS OF CORNER LOTS SHALL MAINTAIN SIGHT VISIBILITY TRIANGLES IN ACCORDANCE WITH CHAPTER EIGHT OF THE TECHNICAL STANDARDS MANUAL OF THE CITY OF GARLAND, TEXAS."

- 12. _____ ALL CONVEYANCE PLATS SHALL BEAR THE FOLLOWING NOTE ON ALL SHEETS:

"THIS PLAT IS A CONVEYANCE PLAT ONLY, AND IS APPROVED SOLELY FOR THE PURPOSE OF DEFINING LOTS AND OTHER INTERESTS IN THE LAND DESCRIBED HEREIN. NO BUILDING PERMIT, CERTIFICATE OF OCCUPANCY, OR OTHER DEVELOPMENT APPROVAL SHALL BE ISSUED OR IS HEREBY INTENDED, NOR SHALL PERMANENT PUBLIC UTILITY SERVICE BE PROVIDED TO ANY LOT DESCRIBED ON THIS CONVEYANCE PLAT UNTIL A FINAL PLAT IS APPROVED, FILED OF RECORD, AND THE PUBLIC IMPROVEMENTS SHOWN THEREON HAVE BEEN ACCEPTED IN ACCORDANCE WITH THE PROVISIONS OF THE ORDINANCES OF THE CITY OF GARLAND, TEXAS."

- 13. _____ ALL **REPLATS** (NOT NEW PLATS) SHALL BEAR A PURPOSE OF REPLAT STATEMENT ON ALL SHEETS THAT IS GENERAL IN NATURE, **EXAMPLE:**

"THE PURPOSE OF THIS REPLAT IS TO CREATE TWO ADDITIONAL LOTS FOR DEVELOPMENT OF STORAGE FACILITY AND ADD ADDITIONAL UTILITY EASEMENTS."

- 14. _____ ALL PLATS SHALL NOTE WHAT TYPE OF MONUMENTATION IS SET AT ALL LOT CORNERS THROUGHOUT THE ENTIRE SUBDIVISION, TO **INCLUDE SIZE, TYPE OF MATERIAL, CAP COLOR & TEXT STAMPED THEREON**, EXAMPLE:

"EACH LOT CORNER IS MONUMENTED BY A 5/8" IRON ROD WITH YELLOW PLASTIC CAP STAMPED 'RPLS 7777' UNLESS DENOTED OTHERWISE"

- 15. _____ ALL PLATS SHALL BEAR THE FOLLOWING NOTE:

"SELLING A PORTION OF THIS ADDITION BY METES AND BOUNDS IS A VIOLATION OF THE CITY OF GARLAND DEVELOPMENT CODE AND IS SUBJECT TO WITHHOLDING OF UTILITIES AND BUILDING PERMITS."

- 16. _____ ALL PLATS INVOLVING A **HOME OWNER'S ASSOCIATION** SHALL BEAR THE FOLLOWING AS GENERAL NOTE:

"ANY AND ALL MAINTENANCE OF HOA COMMON AREAS, HOA LOTS, PRIVATE EASEMENTS, SCREEN WALLS, SCREEN WALL EASEMENTS AND WALL MAINTENANCE EASEMENTS IS THE RESPONSIBILITY OF THE HOME OWNERS ASSOCIATION, ITS SUCCESSORS, OR ASSIGNS."

BOUNDARY REQUIREMENTS

- 17. _____ BOUNDARY DRAWING BEARINGS & DIMENSIONS (all being consistent in placement along or straddling boundary lines) SHALL AGREE WITH LEGAL DESCRIPTION BEARINGS & DIMENSIONS - INCLUDING:
 - POINT OF COMMENCING (IF APPLICABLE)
 - POINT OF BEGINNING
 - BEARINGS & DISTANCES (note record vs. measured as necessary)
 - CURVE DATA TO INCLUDE:
 - a. DIRECTION TO THE RIGHT OR LEFT
 - b. DELTA ANGLE
 - c. RADIUS
 - d. CHORD BEARING FROM THE BEGINNING OF THE CURVE
 - e. CHORD LENGTH
 - f. ARC LENGTH
 - g. WHETHER CURVE IS TANGENT OR NON-TANGENT

18. _____ BOUNDARY OF AREA BEING PLATTED SHOULD BE OUTLINED WITH A **HEAVY, SOLID, CONTINUOUS BOLD LINE TYPE (do not use phantom or other line type); ALL OTHER LOT LINES (LIGHTER WEIGHT THAN BOUNDARY - CONTINUOUS LINE TYPE), AND ADJOINING PROPERTY (LIGHTER WEIGHT THAN LOT LINES - CONTINUOUS LINE TYPE)** SHOULD BE A SOLID THIN LINE. IN OTHER WORDS, **THERE SHALL BE THREE LINE WEIGHTS**, WITH YOUR BOUNDARY BEING THE HEAVIEST, THE INTERIOR LOT LINES BEING LIGHTER AND NEXT HEAVIEST, AND ALL ADJOINERS AND EASEMENT LINES BEING THE LIGHTEST AND LEAST HEAVY;
- 1) BOUNDARY
 - 2) INTERIOR LOT LINES
 - 3) ADJOINERS / EASEMENTS
19. _____ PLAT BOUNDARY LINES SHALL BE PUNCTUATED ONLY WITH OPEN CIRCLES (OR OTHER SYMBOL DENOTED IN LEGEND) AT THE ANGLE POINTS AND POINTS OF CURVATURE, **WITH BOUNDARY LINES TRIMMED OUT OF THE CIRCLES**. CIRCLES OR OTHER CORNER SYMBOLS SHALL NOT BE PLACED BREAKING SUCH BOUNDARY LINES AT THE POINTS WHERE THEY ARE INTERSECTED BY ADJOINING TRACT LINES. IF SUCH POINTS ARE MARKED WITH PHYSICAL OBJECTS, NOTE THE CHARACTER OF THE MONUMENT IN TEXT WITH AN ARROW TO THE LOCATION (TO AVOID ANY AMBIGUITY AS TO THE TERMINUS OF THE ANNOTATED BOUNDARY).
20. _____ LABEL EACH LOT & BLOCK WITH NUMBERS ONLY, **NO ALPHA CHARACTERS ALLOWED** (unless as part of a replat, i.e.- LOT 1R, BLOCK A)
21. _____ LABEL AREA (**SQUARE FOOTAGE AND ACREAGE**) OF EACH LOT, CENTERED ON LOT (UNDER THE LOT/BLOCK NUMBER) OR IN TABLE. **ACREAGE SHALL BE REPORTED TO THE THIRD DECIMAL PLACE, NO EXCEPTIONS.**
22. _____ LABEL EXISTING PLATS/ADDITIONS WITHIN YOUR BOUNDARY (**USE DOT FONT**) WITH VOLUME, PAGE, OR COUNTY CLERK INST No., AND SOURCE OF RECORD (O.P.R.D.C.T, D.R.D.C.T, D.R.C.C.T. OR OTHER CONTIGUOUS COUNTIES WITHIN GARLAND CITY LIMITS)
23. _____ IDENTIFY OLD LOT LINES OR TRACT LINES (WITHIN YOUR PLAT BOUNDARY) WITH A **DOTTED LINE (NOT DASHED)** AND GHOST IN (**USE DOT FONT**) OLD LOT NUMBERS, TRACT NUMBERS, ETC.
24. _____ STATE A BASIS OF BEARING FOR PLAT ON **DRAWING** (even if stated in legal) THAT CONFORMS TO T.B.P.E.L.S. RULE 663.19(c) (see Rule below sample statement):
- SAMPLE STATEMENT**
- BASIS OF BEARING IS THE NORTH LINE OF MILLER ROAD (INSERT RECORDED BEARING, I.E. BEING NORTH 00 DEGREES 00 MINUTES 00 SECONDS EAST) AS RECORDED IN VOLUME 88327, PAGE 0235, DEED RECORDS OF DALLAS COUNTY, TEXAS.*
- **IF GPS OBSERVATIONS ARE USED FOR BASIS OF BEARINGS, SEE EXAMPLE BELOW IN ITEM No. 24.**
- Per T.B.P.E.L.S.: §663.19. Survey Drawing/Written /Description/Report. (c) Courses shall be referenced by notation upon the survey drawing to an identifiable and monumented line or an established geodetic system for directional control.**
25. _____ IDENTIFY STATE PLANE COORDINATES (referenced properly as codified in the Texas Natural Resources Code as **TEXAS COORDINATE SYSTEM OF 1983, NORTH CENTRAL ZONE (4202)**) ON AT LEAST TWO CORNERS OF THE BOUNDARY INCLUDING METADATA. **STATE PLANE COORDINATES ARE NOT SCALED. FOR ANY REASON, AT ANY TIME**. IF THE COORDINATES ARE OBTAINED INDEPENDENT OF THE CITY'S GEODETIC CONTROL, VIA OPUS, STATIC POST-PROCESSED, OR VRS/RTK METHODS, **STATE SO**, OR LIST AT LEAST TWO CITY GPS/GEODETIC CONTROL MONUMENTS TIED TO AND THEIR COORDINATES AND METADATA (i.e.-City of Garland 2002 Datum), AND LIST METHOD OF TIE (conventional, RTK, VRS, static, etc). See Section 3.03 of the Technical Standards Manual for more information.

SAMPLE METADATA STATEMENT
(continued on next page)

(DO NOT COPY THE NUMERIC VALUES IN THIS EXAMPLE):
COORDINATES (INSERT "AND BEARINGS" HERE IF USED FOR BASIS OF BEARINGS) SHOWN HEREON ARE ON GRID (THE PROJECTION PLANE), ARE NOT SCALED, AND ARE TIED TO THE TEXAS COORDINATE SYSTEM OF 1983 (NAD83(2011) EPOCH 2013), NORTH CENTRAL ZONE (4202) USING CITY OF GARLAND GEODETIC CONTROL MONUMENTS 24 AND 25;

<i>GPS-024</i>	<i>GPS-025</i>
<i>N=7021483.019</i>	<i>N=7023392.672</i>
<i>E=2538741.969</i>	<i>E=2545208.193</i>
<i>Z=554.14</i>	<i>Z=526.18</i>

26. _____ SUBMIT A GEOMETRIC CLOSURE FOR THE BOUNDARY OF THE AREA BEING PLATTED. **LABEL WITH PLATNAME & CITY CASE NUMBER AT TOP**; ALSO INCLUDE CLOSURE SHEET FOR EACH LOT. THIS IS REQUIRED FOR THE FINAL PLAT FILE PRIOR TO CONSIDERATION FOR BEING PLACED ON PLAN COMMISSION AGENDA OR ADMINISTRATIVE APPROVAL, ATTACH TO SUBMITTAL.

- INCLUDE BEARINGS AND DISTANCES
- CURVE DATA TO INCLUDE:
 - a. DIRECTION TO THE RIGHT OR LEFT (STATE IF NON-TANGENT)
 - b. DELTA ANGLE
 - c. RADIUS
 - d. CHORD BEARING FROM THE BEGINNING OF THE CURVE
 - e. CHORD LENGTH
 - f. ARC LENGTH
- PRECISION OF BOUNDARY CLOSURE (MINIMUM 1:15000)

27. _____ AREA WITHIN 150 FEET OF THE PERIMETER OF PLATTED BOUNDARY (even if across street or alley) SHALL BE DETAILED (see example below):

- SHOW DISTANCES WITHIN 150 FEET ON ADJOINERS FOR LOT OR TRACT LINES, TAKEN FROM DEEDS, PLATS, AND OTHER RECORD RESEARCH.
- SHOW ADDITION NAME(S)
- PROPERTY OWNER NAME(S) (if not in a platted subdivision). **DO NOT SHOW OWNER NAMES IF IN A PLATTED SUBDIVISION.**
- SHOW LOTS AND BLOCKS, OR TRACTS, LABEL WITH APPROPRIATE NUMBERS
- **ABSTRACT No. & ACREAGE** DESCRIBED IN DEED (IF UNPLATTED)
- SHOW ABSTRACT/SURVEY LINE AND LABEL APPROPRIATELY
- IF UNPLATTED, LABEL AS UNPLATTED IN PARENTHESES below the abstract No.
- SHOW VOLUME & PAGE, AND SOURCE OF RECORD (O.P.R.D.C.T., D.R.D.C.T., ETC.).
- SHOW WIDTHS OF STREETS, ALLEYS, AND EXISTING EASEMENTS LEGIBLY. LABEL VOLUME AND PAGE AND SOURCE OF RECORD. ADD DISTANCE TIES ACROSS R.O.W. AT VARIABLE WIDTH R.O.W.
- DO NOT SHOW DALLAS COUNTY APPRAISAL DIST. ACCOUNT NUMBERS
- OTHER PERTINENT DATA

EXAMPLE ADJOINER CITATION:

Abst. 761 (unplatted)
Joe Public & Jane Public
3.56 acres
C.C. Inst. No. 123456789
O.P.R.D.C.T.

28. _____ GENERALLY, THE STYLE AND TEXT ELEMENTS OF THE PLAT SHALL BE COMMENSURATE WITH THE IMPORTANCE OF PRESENTATION RANK AND BE DETAILED AS FOLLOWS:

- STREET NAME TEXT SHALL BE LARGER THAN BEARING TEXT
- ADJOINER TEXT (INCLUDING SUBDIVISIONS) SHALL BE SMALLER AND NOT VISUALLY COMPETE WITH OR EXCEED SUBJECT PLAT TEXT SIZE
- BLOCK NUMBERS ON SUBJECT PLAT SHALL BE BOLDED WITH TEXT LARGER THAN LOT NUMBERS
- INTERIOR LOT LINE BEARING/DIST. TEXT SHALL BE SMALLER THAN BOUNDARY BEARING/DIST. TEXT
- MONUMENTATION TEXT AT BOUNDARY CORNERS SHALL BE SMALLER THAN BOUNDARY BEARING/DIST., BUT NOT MINISCULE
- EASEMENT TEXT SIZE SHALL BE APPROPRIATE FOR THE SIZE OF THE EASEMENT
- ALL TEXT CANNOT BE THE SAME SIZE

29. _____ PROVIDE IMPROVEMENT/AS-BUILT SURVEY OF PROPERTY ON SEPARATE SHEET (TWO (2) 24"x36" HARD COPIES, ONE (1) PDF), SIGNED & SEALED BY SURVEYOR, SHOWING THE FOLLOWING:
- ALL EXISTING STRUCTURES (SHOW SIDE YARD AND SETBACK DIMENSIONS)
 - PAVING, DRIVE APPROACHES, PARKING, SIDEWALKS, SIGNS, ETC.
 - VISIBLE CITY INFRASTRUCTURE (including, but not limited to; fire hydrants, curb inlets, grate inlets, elec. transformers, power poles & guys, etc.).
 - TOPOGRAPHY IS NOT REQUIRED
 - EXISTING BUILDINGS MAY NOT EXTEND ACROSS PROPOSED PROPERTY LINES (PLAT BOUNDARY OR LOT LINES). **IF THE PROPERTY IS VACANT, WITH NO STRUCTURES, IMPROVEMENTS, OR CITY INFRASTRUCTURE, PROVIDE A LETTER FROM THE SURVEYOR STATING THAT TO THE BEST OF HIS/HER KNOWLEDGE, NO ON-SITE STRUCTURES OR IMPROVEMENTS EXIST ON THE PROPERTY**

MONUMENTATION REQUIREMENTS

30. _____ COMPLIANCE WITH MONUMENTATION STANDARDS AS SET FORTH IN Section 3.06 OF THE *TECHNICAL STANDARDS MANUAL*, INCLUDING SPECIFICATIONS SET FORTH BY CITY SURVEYOR. **ALL SUBDIVISIONS SHALL HAVE A MINIMUM OF TWO (2) STANDARD SUBDIVISION MONUMENTS SET ON BOUNDARY (WITH STATE PLANE COORDINATES & METADATA STATEMENT) OR ALTERNATE LOCATION APPROVED BY THE CITY SURVEYOR (972-205-2157 – gbrevsac@garlandtx.gov).**
- **PERIMETER OF PLATTED BOUNDARY** - AT *ALL* ANGLE POINTS, POINTS OF CURVE, AND POINTS OF TANGENCY - MIN. THREE & ONE-QUARTER INCH (3 1/4") METALLIC CAP DISK ATTACHED TO METAL PIPE OR ROD AND IMPRINTED WITH INSCRIPTIONS SHOWN IN THE CITY'S *TECHNICAL STANDARDS MANUAL*
 - **BLOCK CORNERS** - MIN. TWO INCH (2") METALLIC CAP ATTACHED TO METAL PIPE OR ROD AND IMPRINTED WITH "RPLS" OR "FIRM" AND APPROPRIATE REGISTRATION NUMBER OF THE SURVEYOR OR FIRM
 - **LOT CORNERS** – MIN. FIVE-EIGHTHS (5/8") INCH DIAMETER METAL PIPE OR ROD WITH CAP IMPRINTED WITH "RPLS" OR "FIRM" AND APPROPRIATE REGISTRATION NUMBER OF THE SURVEYOR OR FIRM
31. _____ ALL MONUMENTATION SHALL BE LABELED AND DESCRIBED IN FULL ON **DRAWING AND LEGAL DESCRIPTION**, i.e.- 5/8" **IRON ROD WITH YELLOW PLASTIC CAP STAMPED "RPLS 777" FOUND FOR CORNER** (LEGEND MAY BE USED TO COMPLY WITH THE DRAWING PORTION OF THE REQUIREMENT). **WHEN PLACING DESCRIPTION OF SUBDIVISION MONUMENTS ON DRAWING AND IN LEGAL DESCRIPTION, DESCRIBE IN FULL.** (i.e.- 5/8" iron rod with 3-1/4" aluminum disc stamped "SMITH ESTATES-2007" set)
32. _____ LABEL AT LEAST TWO FOUND CONTROLLING MONUMENTS ON PLAT THAT ARE RELATED TO CORNERS OF RECORD DIGNITY. MONUMENTATION THAT IS TO BE SET OR IS NOT DESCRIBED BY RECORD DOCUMENTS DOES NOT MEET OR SATISFY THE TEXAS BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS RULE(S)
33. _____ PROVIDE A SIGNED LETTER TITLED **"REQUEST FOR VERIFICATION OF SUBDIVISION MONUMENTATION"** FROM THE RESPONSIBLE REGISTERED PROFESSIONAL LAND SURVEYOR SHALL BE SUBMITTED TO THE CITY SURVEYOR STATING REQUEST FOR A FIELD INSPECTION AND VERIFICATION OF SUBDIVISION MONUMENTATION

MONUMENTATION SHALL BE FLAGGED AND MARKED FOR FIELD INSPECTION UPON DATE OF FIRST SUBMITTAL. IF MONUMENTATION HAS NOT BEEN SET OR MARKED, ANOTHER REQUEST LETTER MUST BE SUBMITTED. UNDER NO CIRCUMSTANCES SHALL A PLAT ACHIEVE ACCEPTABLE STATUS WITHOUT A **REQUEST FOR VERIFICATION OF SUBDIVISION MONUMENTATION** LETTER AND CONFIRMATION OF SAME BY CITY SURVEYOR FIELD INSPECTION

EASEMENT REQUIREMENTS

- 34. _____ LABEL & DIMENSION EXISTING EASEMENTS AS MUCH AS POSSIBLE:
 - LABEL TYPE OF EASEMENT, LABEL VOLUME AND PAGE OR COUNTY CLERK FILE No., AND LABEL EASEMENT RECORDING DATA (D.R.D.C.T., ETC.). **AT A MINIMUM, TIE EACH ESMT. TO BOUNDARY AT ITS' ENTRANCE & EXIT. EASEMENTS MUST BE LOCATABLE.** USE ENLARGED DETAIL AS NECESSARY OR AS DIRECTED BY CITY STAFF.

- 35. _____ EASEMENTS CREATED BY THIS PLAT SHALL BE LABELED AS TO TYPE:
 - City Utility Easement
 - Public Utility Easement
 - Drainage Easement
 - Detention Easement
 - Access Easement
 - Street Easement
 - Pedestrian Easement, Pedestrian & Public Utility Easement, Pedestrian and Bike Trail Easement
 - Wall Maintenance Easement
 - Visibility, Access and Maintenance Easement
 - LOCATED WITH BEARINGS AND DISTANCES ON ALL COURSES
 - **SHALL BE LABELED "BY THIS PLAT"**. IF GRAPHICALLY LIMITED BY SPACE, A NOTE MAY BE PLACED ON THE PLAT STATING "ALL EASEMENTS SHOWN HEREON ARE DEDICATED BY THIS PLAT UNLESS SPECIFICALLY NOTED OTHERWISE BY INSTRUMENT RECORDING INFORMATION". IF DEDICATED BY SEPARATE INSTRUMENT SHOW VOLUME AND PAGE/COUNTY CLERK INSTRUMENT NUMBER(S) AND SOURCE OF RECORD (i.e.-O.P.R.D.C.T., D.R.D.C.T., etc.).
 - **LOCATABLE; USE ENLARGED DETAIL AS NECESSARY OR AS DIRECTED BY CITY STAFF.**

- 36. _____ ALL EASEMENT COMMENTS (IF ANY) FROM CIVIL ENGINEERING PLAN SET REVIEW SHALL BE INCORPORATED AND SHOWN ON PLAT.

- 37. _____ ALL EASEMENTS SHALL BE SHOWN AS A DASHED LINETYPE. WHERE SEVERAL EASEMENTS ARE PARALLEL OR OTHERWISE INDISTINGUISHABLE, **USE SMALLER/LARGER SCALE ON LINETYPES FOR EACH.**

- 38. _____ ALL ON-SITE OR OFF-SITE EASEMENTS BY SEPARATE INSTRUMENT THAT ARE REQUIRED FOR DEVELOPMENT **SHALL BE SHOWN** ALONG WITH VOLUME AND PAGE/COUNTY CLERK INST. NUMBER(S) OF RECORDING AND A COPY PROVIDED TO THE ENGINEERING DEPARTMENT. **THE PLAT WILL NOT BE APPROVED WITHOUT THIS INFORMATION.**

- 39. _____ AREAS TO BE ABANDONED BY SEPARATE INSTRUMENT WITHIN THE PLATTED AREA SHALL BE PROCESSED BY SEPARATE DOCUMENT (ABANDONMENT APPLICATION, CITY COUNCIL APPROVAL, & ABANDONMENT INSTRUMENT) AND **RECORDING DATA AND ORDINANCE/RESOLUTION NUMBERS SHALL BE NOTED ON PLAT PRIOR TO APPROVAL.**

TITLE BLOCK AND LEGAL ELEMENTS

- 40. _____ TITLE BLOCK (USE THE FOLLOWING SEQUENCE FOR LAYOUT; 1-7) see examples below
 - LOCATED AT LOWER RIGHT HAND CORNER
 - (1) ALL SUBMITTALS TO THE ENGINEERING DEPARTMENT SHALL BE TITLED AS "WORKING PLAT" ABOVE THE PLAT TYPE (ie. Final, Replat, Amending, etc.), UNTIL IT ACHIEVES **ACCEPTABLE STATUS** (notification will be sent by Engineering Department). "WORKING PLAT" DESIGNATION SHALL BE REMOVED AT TIME OF PLAT APPLICATION TO THE PLANNING DEPARTMENT.
 - (2) APPLICABLE PLAT TYPE. FOR FINAL PLAT, CHANGE TITLE FROM PRELIMINARY PLAT TO **FINAL PLAT**. FOR CONVEYANCE PLATS, MINOR PLATS, AMENDING PLATS, VACATION PLATS, HEADING IN TITLE BLOCK SHOULD BE LABELED **ASSUCH.**

(continued on next page)

- (3) **ADDITION NAME** (section no., or installment no. if needed). **THIS TEXT SHOULD STAND OUT OR BE LARGER THAN ANY OTHER IN THE TITLE BLOCK.** THERE CAN BE NO DUPLICATION OF (OR CLOSELY SIMILAR TO) ANY EXISTING SUBDIVISION NAME. **ADDITION NAMES CANNOT BEGIN WITH THE WORDS “THE” OR “REPLAT” OR A NUMBER** (i.e.- THE DUCK CREEK ADDITION, REPLAT OF DUCK CREEK ADDITION, OR 2116 DUCK CREEK ADDITION)
- (4) **LOT 000** (a number), **BLOCK 0000** (a number), (i.e.- LOTS 1-12, BLOCK 1). REFERENCE SOURCE (IF APPLICABLE; i.e.- REPLAT OF LOT 00, BLOCK 000, OF THE SNARLEY ADDITION) **USE SMALLER/LIGHTER WEIGHT FONT THAN PLAT NAME**
- (5) **SURVEY AND ABSTRACT NO.** (i.e.-JAMES WINSLOW SURVEY, ABSTRACT NO. 000)
- (6) **CITY OF GARLAND, DALLAS COUNTY, TEXAS** (OR APPROPRIATE COUNTY), SHALL BE ON PLAT
- (7) **CITY CASE NUMBER** (ISSUED WITH SUBDIVISION APPLICATION, I.E. 190531-2).

WORKING PLAT

FINAL PLAT

DUCK CREEK NO. 3 ADDITION

LOTS 1-185, BLOCK 1
 REASON CRIST SURVEY, ABSTRACT NO. 153
 CITY OF GARLAND, DALLAS COUNTY, TEXAS
 CITY CASE NO. 111111-1

or

WORKING PLAT

FINAL PLAT

OAKWOOD ESTATES

LOTS 1,2,3 BLOCK 1
 A REPLAT OF LOTS 4, 5, 6, BLOCK 7 OF
 GLENWOOD HEIGHTS NO. 2
 REASON CRIST SURVEY, ABSTRACT NO. 153
 CITY OF GARLAND, DALLAS COUNTY, TEXAS
 CITY CASE NO. 222222-2

or

WORKING PLAT

REPLAT

GARLAND ACRES SECOND REPLAT

LOTS 3R & 4, BLOCK 1
 A REPLAT OF LOTS 2 & 3, BLOCK 1 OF
 GARLAND ACRES REPLAT
 JOHN LITTLE SURVEY, ABSTRACT NO. 761
 CITY OF GARLAND, DALLAS COUNTY, TEXAS
 CITY CASE NO. 333333-3

41. _____ ORDER OF LEGAL ELEMENTS SHALL BE FROM TOP OF THE SHEET TO THE BOTTOM, READING FROM LEFT TO RIGHT (if more than one column) AS FOLLOWS, UNLESS CITY STAFF ALTERNATE ORDER IS APPROVED:

1. OWNER’S CERTIFICATE INCLUDING METES & BOUNDS DESCRIPTION
2. OWNER’S DEDICATION INCLUDING OWNER’S SIGNATURE BLOCK
3. OWNER’S NOTARY ACKNOWLEDGMENT(S)
4. SURVEYOR’S STATEMENT
5. SURVEYOR’S NOTARY ACKNOWLEDGMENT
6. PLAN COMMISSION SIGNATURE BLOCK INCLUDING 180 DAY FILING STATEMENT

42. _____ **OWNER’S CERTIFICATE (CENTER & LABEL HEADING; OWNER’S CERTIFICATE)**

- LABEL; **STATE OF TEXAS**
- LABEL; **COUNTY OF DALLAS** (OR APPROPRIATE COUNTY)
- OWNER’S NAME (**SHALL MATCH DEED EXACTLY**). IF OWNER’S NAME HAS BEEN LEGALLY CHANGED SINCE RECORDING OF VESTING DEED, PROVIDE LEGAL DOCUMENTS STATING SUCH.

43. _____ **LEGAL DESCRIPTION/METES & BOUNDS**

GENERAL DESCRIPTION:

- VESTING DEED FOR CURRENT OWNER REFERENCED WITH COMPLETE RECORDING INFORMATION IN GENERAL DESCRIPTION OF LEGAL. A COPY OF THE RECORDED DEED(S) SHALL BE FURNISHED FOR PLATTED PROPERTY. ATTACH TO SUBMITTAL.
- **REFERENCE:**
 - SURVEY, ABSTRACT NO.
 - TRACT INFORMATION (TRACT NUMBER (IF ANY), ACREAGE, PARENT TRACT CONVEYANCE / RECORDING INFORMATION, PREVIOUS TRACT CONVEYANCE / RECORDING INFO. AS NECESSARY, , ETC.)
 - IF PREVIOUSLY PLATTED, CITE PRIOR ADDITION NAME, INCLUDE SUBJECT LOT AND BLOCK, WITH VOLUME AND PAGE, OR PREVIOUS OWNERS AND DEEDS OF REFERENCE, WITH VOLUME AND PAGE OR COUNTY CLERK INST. No., AND COUNTY RECORD LOCATION.

SPECIFIC DESCRIPTION:

- POINT OF COMMENCING (IF APPLICABLE)
- POINT OF BEGINNING
- COMMENCE OR BEGIN AT A STREET INTERSECTION, RECORDED ADDITION CORNER, OR LOT CORNER OF A RECORDED ADDITION.
- PROVIDE BEARINGS AND DISTANCES (BEARINGS TO SECONDS, DISTANCES TO HUNDRETHS), AND CURVE DATA TO INCLUDE:
 - i. DIRECTION TO THE RIGHT OR LEFT
 - ii. CENTRAL ANGLE
 - iii. RADIUS
 - iv. CHORD BEARING FROM THE BEGINNING OF THE CURVE
 - v. CHORD LENGTH
 - vi. ARC LENGTH
- **COMPLETE MONUMENTATION DESCRIPTIONS** (EXAMPLE: TO A 5/8" IRON ROD WITH YELLOW PLASTIC CAP STAMPED "RPLS 7777" SET).
- **CONCLUDE LISTING SQUARE FOOTAGE AND ACREAGE** OF PLATTED AREA, I.E. AND CONTAINING 43,560 SQUARE FEET OR 1.000 ACRES OF LAND (SQUARE FEET TO WHOLE FOOT, AND ACREAGE TO THOUSANDTHS, **NO EXCEPTIONS**).

44. _____ **OWNER'S DEDICATION (*CENTER & LABEL HEADING*; OWNER'S DEDICATION)**

- NAME OF ADDITION IN DEDICATION ***SHALL BE IN BOLD TYPE. DO NOT PUT LOT AND BLOCK NUMBERS WITH NAME OF ADDITION.***
- USE APPROPRIATE FORM OF STANDARD CITY OF GARLAND DEDICATION LANGUAGE (i.e.-corporate owner, private/individual owner, private streets, access esmts., etc.).
- IF APPLICABLE, INCLUDE ACCESS ESMT, DRAINAGE WAY, DETENTION AREA, OR OTHER APPROPRIATE EASEMENT LANGUAGE PER CITY OF GARLAND TECHNICAL STANDARDS MANUAL.
- OWNER'S SIGNATURE BLOCK SHALL CONTAIN THE PERSON'S PRINTED NAME UNDER THE SIGNATURE LINE. IF THE PERSON IS SIGNING ON BEHALF OF A CORPORATION, CHURCH, OR OTHER BUSINESS ENTITY, PROVIDE THEIR PRINTED NAME & TITLE OR PROVIDE SEPARATE LINES LABELED "**PRINTED NAME**" AND "**TITLE**" IF IT IS UNKNOWN

45. _____ THE FOLLOWING STATEMENT WILL BE USED FOR THE SURVEYOR'S STATEMENT ON THE RECORDED FINAL PLAT:

(continued on next page)

SURVEYOR'S STATEMENT (*center heading*):

I, _____, a Registered Professional Land Surveyor, licensed by the State of Texas, affirm that this plat was prepared under my direct supervision, from recorded documentation, evidence collected on the ground during field operations and other reliable documentation; and that this plat substantially complies with the Rules and Regulations of the Texas Board of Professional Engineers and Land Surveyors, Texas Local Government Code, Chapter 212, and the City of Garland Development Code. I further affirm that monumentation shown hereon was either found or placed as described hereon and is in substantial compliance with the City of Garland Development Code; and that the digital drawing file accompanying this plat is a precise representation of this Signed Final Plat.

Dated this the _____ day of _____, 20

(Signature)

(Surveyor's Typed Name)

Texas Registered Professional Land Surveyor No. _____

46. _____ PLAN COMMISSION SIGNATURE BLOCK (FOR CHAIRMAN & PLANNING DIR.) or ADMINISTRATIVELY APPROVED SIGNATURE BLOCK (FOR DIRECTOR OF PLANNING & CITY SURVEYOR), INCLUDING 180 DAY FILING STATEMENT (ALLOWABLE TIME FOR FILING)
47. _____ NOTARY STATEMENTS FOR ALL SIGNING PARTIES
- OWNER/OWNERS, OWNER'S AGENT
 - LAND SURVEYOR
48. _____ PROVIDE 2"x4" DOTTED OR DASHED BOX LABELED WITH GREYSCALE OR DOT FONT STATING "*SPACE RESERVED FOR COUNTY RECORDING LABEL*"
49. _____ FLOODWAY/FLOODPLAIN REQUIREMENTS, ETC. (FOR PLATS IN FLOODPLAIN, JURISDICTIONAL WATERS OF THE U.S., ETC.)
- FOR PLATS WITH MINIMUM FINISH FLOOR ELEVATIONS, THE FOLLOWING ITEMS SHALL BE CITED IN THE GENERAL NOTES SECTION ON THE FACE OF THE PLAT:
 - THE FLOOD STUDY, FIRM PANEL/FIS, OR OTHER SOURCE USED TO DETERMINE THE MINIMUM FINISH FLOOR ELEVATION(S) TO INCLUDE BUT NOT LIMITED TO:
 - THE PRIMARY BENCHMARK(S) USED FOR THE FLOOD STUDY (if flood study is used),
 - THE PRIMARY & SECONDARY BENCHMARK(S) USED ON THE APPROVED CIVIL ENGINEERING CONSTRUCTION PLANS (if flood study is not used or is unavailable)
 - OTHER PERTINENT ITEMS IDENTIFIED (i.e. - Engineering Firm/Engineer, Panel Number/FIS Volume, Date of Document/Study, etc.) AND OTHER INFORMATION AS DIRECTED BY THE ENGINEERING DEPT.
 - FLOODWAY/FLOODPLAIN MAY REQUIRE DEDICATION AS AN EASEMENT OR IN FEE AT THE DISCRETION OF THE DIRECTOR OF ENGINEERING
 - IF REQUIRED, MONUMENTATION SET ON LINE, TO BE SHOWN ON THE PLAT DRAWING
50. _____ FRANCHISE UTILITY NOTIFICATION LETTERS SHALL BE PROVIDED TO EACH FRANCHISE UTILITY PROVIDER BEFORE PLAT WILL BE ALLOWED TO PROCEED TO PLAN COMMISSION. COPIES OF THE LETTERS SENT SHALL ALSO ACCOMPANY THE PLAT APPLICATION TO THE PLANNING DEPARTMENT. FRANCHISE UTILITY CONTACT INFO. AND SAMPLE LETTER IS AVAILABLE FROM THE ENGINEERING DEPT. (IT IS THE APPLICANT'S RESPONSIBILITY TO OBTAIN CURRENT CONTACT INFO. FOR FRANCHISE UTILITIES IF PROVIDED LIST IS NOT CURRENT)

51. _____ APPROVAL LETTERS, MISC. (if applicable) ANY LETTERS OF AGREEMENT FROM OTHER ENTITIES SUCH AS, BUT NOT LIMITED TO, CITY OF GARLAND PARKS DEPT., TMPA, NTMWD, ETC. SHALL BE PROVIDED BEFORE PLAT WILL BE ALLOWED TO PROCEED TO PLAN COMMISSION OR BE ADMINISTRATIVELY APPROVED

I, the surveyor of record, understand and agree that the City Surveyor's office will require that the plat be resubmitted for review if it is determined that this checklist contained incomplete or incorrect information. By review of this plat, the City Surveyor's office and Engineering Department do not assume any liability for this plat nor does this review release the surveyor of record from his/her responsibilities as a surveyor set forth by the Texas Board of Professional Engineers and Land Surveyors. The plat must meet all standards set forth in the Garland Development Code.

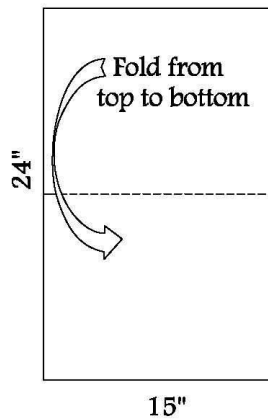
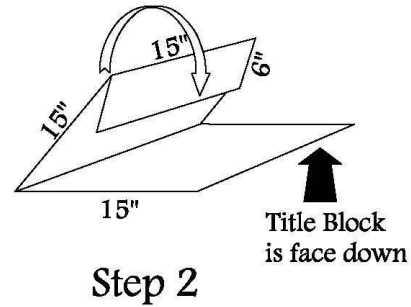
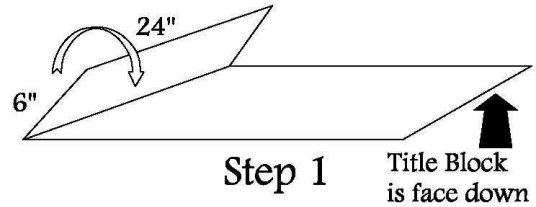
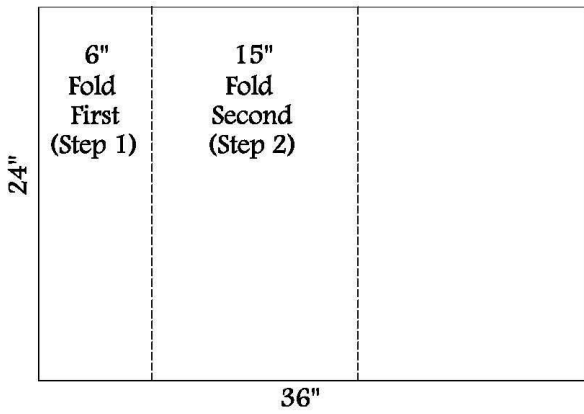
Signature: _____ Date: _____

Printed Name: _____, RPLS

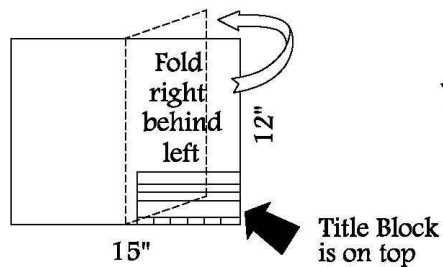
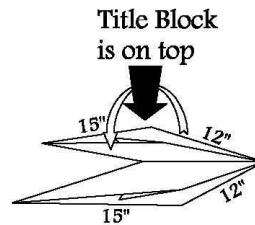
ADDITIONAL COMMENTS: *SEE RED-LINE MARK-UP FOR FURTHER INFO.*

FINISHED FOLDED SIZE SHALL BE APPROXIMATELY 7.5" X 12" AND FOLDED SO **OUTSIDE PORTION IS THE TITLE BLOCK**

Folding a 24" x 36" Plat
WITH TITLE BLOCK OUT



Step 3



Step 4

