



**City of Colleyville  
Community Development Department**

**Subdivision Checklist**

- Preliminary Plat
- Final Plat
- Prelim/Final Plat
- Amending Plat
- Replat
- Minor Plat
- Interpretation Appeal
- Other: \_\_\_\_\_

	<b>SUBDIVISION PLAT CHECKLIST</b>	City of Colleyville 100 Main Street Colleyville, TX 76034 817.503.1050
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**INSTRUCTIONS:** Apply here: <https://www.colleyville.com/government/departments-a-l/community-development/community-development-applications-and-checklists>

The following items must be submitted online, the following checklist, and the exhibit drawings:

SUBMITTAL REQUIREMENTS
<p><b>The following items must be submitted with this application, the following checklist, and the plat drawings:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plat drawing with the title block facing out (<b>if mailed:</b> 1 copy (11x17) and 1 copy (24x36))</li> <li><input type="checkbox"/> Preliminary Utility Plans and Preliminary Drainage Analysis (<b>if mailed:</b> 1 copy (11x17) and 1 copy (24x36))</li> <li><input type="checkbox"/> Engineering Construction Plans and Drainage Study (<b>if mailed:</b> 1 copy (11x17) and 1 copy (24x36))</li> <li><input type="checkbox"/> Tree survey or recent aerial photograph (if new public street is proposed and <b>if mailed:</b> 1 copy (11x17) and 1 copy (24x36))</li> <li><input type="checkbox"/> Original tax certificates from Tarrant County Clerk's Office and Grapevine-Colleyville ISD (due when plat is approved)</li> <li><input type="checkbox"/> Completed Traffic Impact Analysis (if required)</li> </ul>

**A. Plat Drawing Requirements**

Every plat application must be accompanied by a plat drawing and supporting documents, which may include engineering construction plans, drainage studies, traffic impact analyses and aerial photographs. All subdivision plat drawings shall contain the following information, where applicable.

- \_\_\_\_1. **Owner / Subdivider** - The names and addresses of the subdivider and the current owner of record.
- \_\_\_\_2. **Surveyor Name** - The name, address, telephone number, and seal of the Texas Registered Professional Land Surveyor responsible for the plat.
- \_\_\_\_3. **Subdivision Name** - If the land to be platted is within an existing subdivision, the plat may take the name of the existing subdivision, subject to the approval of the City. The name of the proposed subdivision shall be clearly shown with large letters and shall not be a duplication of any existing subdivision name, whether by spelling or pronunciation, to any other subdivision within the City. Preceding the name of the subdivision shall be a Title Block indicating whether the plat is a Preliminary Plat, Final Plat, Replat, Minor Plat or Amending Plat.
- \_\_\_\_4. **Location Map** - A location map showing the tract by reference to streets or highways.
- \_\_\_\_5. **Date** - The date the plat was prepared.
- \_\_\_\_6. **Scale & North Arrow** - The plat shall be prepared at a scale no greater than one (1) inch equals one hundred (100) feet. A graphic scale symbol shall be placed on the drawing with a north arrow indicating the approximate true north.
- \_\_\_\_7. **Subdivision Boundary Lines** - The subdivision boundary lines shall be shown in heavy lines to provide a differentiation with the internal features of the area being proposed for platting. The location and dimensions of all boundary lines of the property shall be expressed to the nearest hundredth foot.
- \_\_\_\_8. **Metes and Bounds Description** - A written metes and bounds description of the property shall be shown on the plat and be capable of reproducing such lines upon the ground with a closure error of less than 1:25,000. The legal description shall include reference to an original survey or subdivision corner, and the Texas NAD83 State Plane Coordinate System. The legal description shall include the acreage of the total area of the proposed subdivision and be consistent with the subdivision boundary. The legal description shall contain information to show the last instrument conveying title to each parcel of property involved in the proposed subdivision, giving grantor, grantee, date, and land records reference.
- \_\_\_\_9. **Adjacent Properties** - All property lines, streets and easements on lands immediately adjacent to and contiguous with the perimeter of the proposed subdivision and extending one hundred (100) feet shall be shown with the names of the owners as shown on the most current Tax Assessor's files; if the adjacent properties are platted, the names of adjoining subdivisions and the names of adjoining streets are to be shown.

The plat or deed recording information shall be shown.

- \_\_\_\_\_ 10. **Street Rights-of-Way** - The width of all public street rights-of-way shall be shown on the plat. The general location and width shall be consistent with the Master Thoroughfare Plan. Dimensions shall be shown for all curves. The distance from the centerline of any existing roadway of a boundary street to the proposed subdivision shall be shown to determine the adequacy of right-of-way along the route and to determine if additional right-of-way is necessary to accommodate the proposed street. Curvilinear streets are encouraged.
- \_\_\_\_\_ 11. **Permanent Structures** - The location and general outline of any existing permanent structures with sufficient dimensions to determine building line encroachments. Any permanent structures that will remain after completion of the development which encroach any building setback lines shall be shown on the drawing with appropriate dimensions.
- \_\_\_\_\_ 12. **Building Set-back Lines** - Front building set-back lines shall be indicated by dashed lines on all lots in accordance with the requirements of the applicable zoning district. Side yard building set-back lines shall be indicated by dashed lines on the side yards of lots with side street frontage. Additional building setback may be required by the City. Existing building setback lines on adjacent properties shall be shown, where applicable.
- \_\_\_\_\_ 13. **City Limit Lines** - The location of the city limit boundaries of the City of Colleyville and any adjacent city shall be shown on the plat.
- \_\_\_\_\_ 14. **Easements** - The location and dimension of all existing or proposed easements shall be shown on the plat indicating the specific purpose. Easements for the use of public utilities of not less than seven and one-half (7.5') feet in width shall be provided along each side of all rear property lines. If necessary for the extension of water or sewer mains, storm drainage or other utilities, easements of greater width may be required along lot lines or across large lots. Easements shall connect with easements already established on adjoining properties or extend to connect with a public right-of-way. All easements shall be noted as "drainage and utility easements."
- \_\_\_\_\_ 15. **Lot and Block Numbering** - All lots and blocks shall be consecutively numbered or lettered in alphabetical order. The blocks in subdivisions bearing the same name shall be numbered or lettered consecutively through the several sections or phases. Lettering for blocks shall be larger and bolder than lot numbers or circled to make identification clear. Any lot or block which is planned as an 'out-parcel' shall be numbered and designated on the plat with notation regarding any development restrictions.
- \_\_\_\_\_ 16. **Sheet Size** - Map sheets shall not exceed twenty-four by thirty-six (24"x 36") inches or eighteen by twenty-four (18" x 24") inches, with a binding margin of not less than one and one-half inches on the left side of the sheets. Sheets shall be numbered in sequence if more than one (1) sheet is used and an index sheet provided with match lines.
- \_\_\_\_\_ 17. **Plat Notes and Conditions** - When appropriate, the plat shall contain a listing of any Plat Notes and Plat Conditions in a readily identifiable location with each note numbered consecutively.
- \_\_\_\_\_ 18. **Public Use Areas** - The location and dimensions of all property proposed to be set aside for public use or common reservation shall be shown on the plat drawing.
- \_\_\_\_\_ 19. **Street Names** - All street names shall be shown on the plat. New street names shall be sufficiently different in sound and in spelling from other street names in the city. The continuation of an existing street shall bear the same name.
- \_\_\_\_\_ 20. **Phasing of Plats** - The plat drawing shall indicate any phasing of the proposed subdivision. Plats of subsequent phases shall conform to the approved overall layout and phasing, unless a revised Preliminary Plat is submitted and approved.
- \_\_\_\_\_ 21. **Lot Dimensions** - The approximate dimensions of all lots shall be shown on a Preliminary Plat, and the exact dimension shown on all other plats with accuracy to one-hundredth of one foot. The dimensions shall be sufficient to verify compliance with the minimum requirements of the applicable zoning district.
- \_\_\_\_\_ 22. **Flood Plain Features** - The location of the 100-year flood limits, if applicable, shall be shown on the plat and contained within a drainage easement. If the subdivision, or a portion thereof, is located in the 100-year flood-prone area, the developer will be required to comply with the Flood Damage Prevention Ordinance. Any lots adjacent to the flood plain shall show the minimum finished floor elevations.
- \_\_\_\_\_ 23. **Irregular Side Lot Lines** - Side lot lines which are not perpendicular to the street right-of-way shall be indicated with bearing and distance.
- \_\_\_\_\_ 24. **Lot Areas** - The area for each lot expressed in square feet shall be shown on the plat.
- \_\_\_\_\_ 25. **Signature Blocks** - All plats shall contain the appropriate certification blocks.
- \_\_\_\_\_ 26. **Purpose Statement** - Brief statement describing the purpose for the plat.

## B. Additional Supporting Documents for Subdivision Plat Applications

- ❑ **ENGINEERING CONSTRUCTION PLANS AND DRAINAGE STUDY** All construction plans for proposed public water, sanitary sewer, streets, drainage and traffic improvements shall be designed, signed, sealed and dated by a Registered Professional Engineer licensed in the State of Texas. All construction plans or drawings must be accompanied by a Geotech Report signed, sealed and dated by a Registered Professional Engineer. Plans must include the elements detailed in Chapters 14 and 15 of the Colleyville Land Development Code.
- ❑ **PRELIMINARY UTILITY PLANS AND DRAINAGE ANALYSIS** (Preliminary Plats only) The preliminary utility plan shall indicate the general location and approximate sizes of all existing and proposed public utilities. The Preliminary Drainage Analysis shall be prepared by a Registered Professional Engineer licensed in the State of Texas and shall contain drainage calculations. The size of all proposed water and sanitary sewer lines and the contents of the drainage analysis shall include the elements contained in Chapters 14 and 15 of the Colleyville Land Development Code.
- ❑ **TREE SURVEY OR AERIAL PHOTOGRAPH** A tree survey or recent aerial photograph showing the general coverage of trees on the property. Where trees are proposed for removal, the subdivider shall submit a tree replacement plan. See *Chapter 5 Tree Preservation* of the Land Development Code.
- ❑ **SURVEYOR CLOSURE NOTES** - The Final Plat shall be accompanied by one set of closure notes for the boundary of the subdivision. The closure error shall be less than 1:25,000.
- ❑ **OFFICIAL TAX CERTIFICATES** - Applications for final plats, replats, minor plats and amending plats must include official tax certificates from the City, School District, and Tarrant County. The certificates must show that all city, county and school taxes on the land being subdivided are paid to the current year. Certificates from Grapevine-Colleyville ISD include city and school tax information. Certificates from Tarrant County include county, junior college and hospital district tax information. No subdivision plat will be processed in which the property being considered for development has delinquent taxes due. State law also requires that these tax certificates be recorded with the plat. The County Clerk's Office will not accept a plat for recording that shows that delinquent taxes are owed.
- ❑ **OUTSTANDING LIENS AND CHARGES CERTIFICATE** – The Colleyville Code of Ordinances requires that properties meet minimum standards for high grass and weeds before submitting a zoning change or subdivision plat application. The Code Enforcement Department will inspect the property for compliance with the requirements of the Code.
- ❑ **TRAFFIC IMPACT ANALYSIS** Required when a proposed development is projected to generate more than 1,000 vehicle trips per day, as determined by the Director of Public Services. The purpose of the analysis is to determine the need for traffic mitigation measures such as additional right-of-way width, turning lanes, or traffic control devices.

**Waiver from Section 212.009:** The Texas Local Government Code requires that the municipal authority responsible for approving plats must take action on a plat within thirty (30) days of the plat application being accepted. A plat is considered approved by the municipal authority unless it is disapproved within that period. Because 30 days is generally not enough time for a plat to be processed by City Staff and forwarded to the Planning and Zoning Commission for approval, a waiver for this section has been provided on the plat application form. If the waiver on the plat application is not signed, then it is likely that the plat will be forwarded to the Planning and Zoning Commission with a staff recommendation of denial within 30 days of the application being accepted. The waiver is included with the online application and must be signed by the property owner or by the property owner's designee as noted on a letter of authorization.