

# PLAT APPLICATION SUBMITTAL REQUIREMENTS

Items Necessary for Plat Review	1 <sup>st</sup> Submittal (Application) for DRC / P&Z Work Session	2 <sup>nd</sup> Submittal (Revisions) for P&Z and Council
<input type="checkbox"/> Submittal Fee	See Fee Schedule (attached)	N/A
<input type="checkbox"/> Minor / Amending Plat		
<input type="checkbox"/> Master Plat	Four (4) large (18" x 24") <u>folded</u> copies + one PDF / digital copy	One (1) PDF / digital copy of each revised plan(s)
<input type="checkbox"/> Preliminary Plat		
<input type="checkbox"/> Final Plat	of each required plat	
<input type="checkbox"/> Replat		
<input type="checkbox"/> Vacation Plat		
<input type="checkbox"/> Treescape Plan (if applicable)	Four (4) large (24" x 36") <u>folded</u> copies + PDF / digital copy	One (1) PDF / digital copy of each revised plan(s)
<input type="checkbox"/> Landscape Plan (if applicable)	of each required plan	
<input type="checkbox"/> Plat Reinstatement Request	Check w/ Planning staff	N/A

**Pre-Dev. Meeting** The applicant is strongly encouraged to schedule a pre-development meeting with City Staff prior to submittal.

**Engineering Plans** Contact Engineering Dept. at (972) 771-7746 to determine if required. **ENGINEERING PLANS MUST BE SUBMITTED AND APPROVED PRIOR TO FINAL PLAT APPLICATION!**

**Treescape Plan** A treescape plan (and landscape plan?) is required to be submitted at the time of preliminary plat and/or final plat.

**Final Plats** Final Plats must be filed with the County Clerk within 180 days of approval by City Council.

**Filing Fees** The applicant will be invoiced for actual fees charged by the Rockwall County Clerk office.

### **House Bill 1563, Effective September 1, 1999:**

Requires An Original Tax Certificate From Each Taxing Unit (Indicating No Delinquent Ad Valorem Taxes Are Owed On The Property) to be attached to all Final Plats and replats.

Tax Certificates for **each** unique parcel of land within the proposed plat shall be obtained from each of the following taxing entities:

Rockwall County Tax Office	101 S. Fannin Street	(972) 882-0350
Rockwall Central Appraisal District	841 Justin Road	(972) 771-2034

## **Electronic Data Submittals**

### Policy and Procedures

**Policy** It is the goal of the **City of Rockwall Geographic Information Systems Division** to efficiently and accurately incorporate new data into the City's GIS system. Land development, engineering, and surveying entities have embraced digital technologies in their respective professional communities, thus resulting in a valuable source for data. Rockwall GIS intends to utilize this data. For such an effort to succeed, standards must be implemented to allow CAD data to be integrated into the GIS while preserving the referential and positional accuracy of the original measurements.

**Procedure:** The following is required with all plat submittals;

- **1** Autocad **.dwg** or **.dxf** or ESRI **.shp** file.
- **1** Survey boundary **closure report**

*Projected coordinate system name:*        **NAD1983 State Plane Texas North Central FIPS 4202**  
*Geographic coordinate system name:*    **GCS North American 1983**  
*Map Projection Name:*                    **Lambert Conformal Conic**  
*Planar Distance Units:*                 **US Survey Feet**

**Please tie all surveys to the state plane coordinate system.**

- Autodesk Autocad .dwg format version 14-2006+ or a .dxf format
- ESRI .shp format must also include associated dbf, shx, files
- No polylines or annotation shall be stored in blocks. Explode all blocks that do exist. (Block references migrate to GIS as a single point at the block's insertion point).
- No annotation shall be included in any feature layer and no feature shall be included in any annotation layer. Annotation for each layer shall be placed in annotation layers
- Drawing features shall include layer names. Systems using numbered levels, such as Microstation, must include a conversion table in the .dxf file creation process that can be used to specify named layers.
- Closure is critical in converting CAD elements to GIS features. If appropriate (ie. parcel boundaries, subdivision boundary, buildings), all polygonal features shall be 'snapped' closed.

**Media:** All data shall be delivered via 3.5" floppy, CD-ROM, or by email. The submitted media shall be labeled with the title of the drawing (drawing file name), type of drawing (i.e. As-built, Preliminary, etc.), project contact information and a submittal and file creation date. For any questions please email [lsingleton@rockwall.com](mailto:lsingleton@rockwall.com)