



# CHECKLIST FOR PLAT SUBMITTALS

City of Rockwall  
Planning and Zoning Department  
385 S. Goliad Street  
Rockwall, Texas 75087

## Case Type:

- |  |   |
|--|---|
| <input type="checkbox"/> Minor/Amending Plat | <input type="checkbox"/> Replat           |
| <input type="checkbox"/> Final Plat          | <input type="checkbox"/> Preliminary Plat |
| <input type="checkbox"/> Master Plat         | <input type="checkbox"/> Vacation Plat    |

Case Number

Reviewed By:

Review Date:

**GENERAL REFERENCE:** Chapter 38.7, *Subdivision and Platting Procedures*, of the Municipal Code of Ordinances

**NOTES:** The requirements listed below are applicable to all platting case types, unless otherwise indicated in the '[ ]' below the requirement description. On the checklist below a Replat, Minor Subdivision Plat, and Vacation Plat would be required to meet all the same requirements as a Final Plat.

Requirements	✓= OK	N/A	Comments
Case Number	<input type="checkbox"/>	<input type="checkbox"/>	The case number will be provided by staff and placed in the lower right-hand corner of all new submittals.
Items Necessary for Plat Review:			
✓ Plat	<input type="checkbox"/>	<input type="checkbox"/>	[Final Plat, Preliminary Plat & Master Plat]
✓ Treescape Plan	<input type="checkbox"/>	<input type="checkbox"/>	If Applicable [Final Plat & Preliminary Plat]
✓ Landscape Plan	<input type="checkbox"/>	<input type="checkbox"/>	If Applicable [Final Plat & Preliminary Plat]
✓ Parks and Open Space Plan	<input type="checkbox"/>	<input type="checkbox"/>	If Applicable [Preliminary Plat & Master Plat]
✓ Preliminary Drainage Plan	<input type="checkbox"/>	<input type="checkbox"/>	If Applicable [Preliminary Plat]
✓ Preliminary Utility Plan	<input type="checkbox"/>	<input type="checkbox"/>	If Applicable [Preliminary Plat]
✓ Plat Reinstatement Request	<input type="checkbox"/>	<input type="checkbox"/>	Check w/ Planning Staff
Submittal Requirements	<input type="checkbox"/>	<input type="checkbox"/>	Two (2) large (18" x 24") <b>folded</b> copies and one (1) PDF digital copy of each plat is required at the time of submittal.
Engineering Information [Final Plat]	<input type="checkbox"/>	<input type="checkbox"/>	Provide accurate plat dimensions with all engineering information necessary to reproduce the plat on the ground. <b>ENGINEERING SUBMITTAL AND APPROVAL REQUIRED PRIOR TO SUBMITTING AN APPLICATION FOR FINAL PLAT.</b>
Title Block	<input type="checkbox"/>	<input type="checkbox"/>	Provide the appropriate title block information in the lower right-hand corner as referenced in Chapter 38.7, <i>Subdivision and Platting Procedures</i> , of the Municipal Code of Ordinances.
Owner, Developer, and/or Surveyor/Engineer (Name/Address/Phone Number/Date of Preparation)	<input type="checkbox"/>	<input type="checkbox"/>	This includes the names and addresses of the subdividers, record owner, land planner, engineer and/or surveyor. The date of plat preparation should also be put in the lower right-hand corner.
Survey Monuments/State Plane Coordinates	<input type="checkbox"/>	<input type="checkbox"/>	The location of the development is required to be tied to a Rockwall monument, or tie two (2) corners to state plan coordinates (NAD 83 State Plane Texas, North Central [7202], US Survey Feet).
Vicinity Map	<input type="checkbox"/>	<input type="checkbox"/>	A Vicinity Map should show the boundaries of the proposed subdivision relative to the rest of the city at an appropriate scale to determine the general location of the area being platted.
North Point or North Arrow	<input type="checkbox"/>	<input type="checkbox"/>	The north point or north arrow must be facing true north on all plans, unless the scale of the drawings or scope of the project requires a different position.
Numeric and Graphic Scale	<input type="checkbox"/>	<input type="checkbox"/>	Subdivision plats should be drawn to an Engineering Scale of 1"=50', 1"=100', etc...
Subdivision (Boundary, Acreage, and Square Footage)	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the subdivision boundary lines, and acreage and square footage. For Master Plats provide a schematic layout of the entire tract to be subdivided, any remainder tracts and its relationship to adjacent property and existing adjoining developments.
Lot and Block (Designation, Width, Depth and Area)	<input type="checkbox"/>	<input type="checkbox"/>	Identification of each lot and block by number or letter. For each lot indicate the square footage and acreage or provide a calculation sheet. Also provide a total lot count.
Dwelling Units/Population Density [Preliminary & Master Plat]	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the proposed number of <i>Dwelling Units</i> and the proposed <i>Population Density</i> (i.e. the total number of <i>Dwelling Units</i> /Total Acreage = <i>Population Density</i> ).
Building Setbacks (Residential Plats <u>ONLY</u> )	<input type="checkbox"/>	<input type="checkbox"/>	Label the building lines where adjacent to a street.
Easements	<input type="checkbox"/>	<input type="checkbox"/>	Label all existing and proposed easements relative to the site and include the type, purpose and width.

City Limits/Limits of the Extraterritorial Jurisdiction (ETJ)	<input type="checkbox"/>	<input type="checkbox"/>	If contiguous with the area being platted or if visible on the vicinity map, the corporate limits of the City of Rockwall and its Extraterritorial Jurisdiction (ETJ) should be clearly labeled.
Utilities (P) [Preliminary Plat]	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the locations of all existing and proposed utilities. Include the size and type of each.
Property Lines	<input type="checkbox"/>	<input type="checkbox"/>	Provide all the proposed and platted property lines.
Streets	<input type="checkbox"/>	<input type="checkbox"/>	Label all proposed and existing streets with the proposed or approved names. For Master Plats indicate the existing arterials and collector streets to serve the land to be platted consistent with the Thoroughfare Plan or proposed amendments.
Right-Of-Way and Centerline	<input type="checkbox"/>	<input type="checkbox"/>	Label the right-of-way width and street centerline for each street both within and adjacent to the development.
Additional Right-Of-Way	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the location and dimensions of any proposed right-of-way dedication.
Corner Clips	<input type="checkbox"/>	<input type="checkbox"/>	Indicate all existing and proposed corner clips and any subsequent dedication.
Median Openings [Preliminary Plat]	<input type="checkbox"/>	<input type="checkbox"/>	Locate and identify existing and/or proposed median openings and left turn channelization.
Topographical Contours [Preliminary Plat & Master Plat]	<input type="checkbox"/>	<input type="checkbox"/>	Topographical information and physical features to include contours at 2-foot intervals.
Drainage Areas [Preliminary Plat & Master Plat]	<input type="checkbox"/>	<input type="checkbox"/>	Show all drainage areas and all proposed storm drainages areas with sizes if applicable.
Wooded Areas [Preliminary Plat & Master Plat]	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the boundaries of all Wooded Areas or dense tree clusters.
Zoning and Land Use Information [Preliminary Plat & Master Plat]	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the <i>Zoning</i> classifications, and the existing and proposed <i>Land Uses</i> .
Existing Man-Made Features [Master Plat]	<input type="checkbox"/>	<input type="checkbox"/>	Indicate all significant man-made features such as railroad, roads, buildings, utilities or other physical structures as shown on USGS topographic maps, utility company records and city records when such features affect the plans.
Parks and Open Space [Preliminary Plat & Master Plat]	<input type="checkbox"/>	<input type="checkbox"/>	Identify the dimensions, names, and description of all existing and proposed public and private <i>Parks</i> and <i>Open Spaces</i> . Also, indicate the dimensions, names, and descriptions of all schools and other public uses. A <i>Master Plat</i> shall be accompanied by a <i>Parks and Open Space Plan</i> that shows all proposed trails, parks and open space and any proposed amenities for these private and public uses of land and indicate the phase of completion.
Proposed Improvements [Preliminary Plat]	<input type="checkbox"/>	<input type="checkbox"/>	Indicate how the proposed improvements would relate to those in the surrounding area.
Water Sources [Preliminary Plat]	<input type="checkbox"/>	<input type="checkbox"/>	Indicate water sources inside the city limits or in the extraterritorial jurisdiction (ETJ).
Sewage Disposal [Preliminary Plat]	<input type="checkbox"/>	<input type="checkbox"/>	Indicate sewage disposal method inside the city limits or in the extraterritorial jurisdiction (ETJ).
Adjacent Properties	<input type="checkbox"/>	<input type="checkbox"/>	Record owners of contiguous parcels of subdivided land, names and lot patterns of contiguous subdivisions, approved Concept Plans, reference recorded subdivision plats adjoining platted land by record name and by deed record volume and page.
Phasing Plan [Master Plat]	<input type="checkbox"/>	<input type="checkbox"/>	Delineation of the boundary of each phase for a proposed subdivision, the order of the development of each phase, and a schedule for the development of each phase.
Dedication	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the boundary lines, dimensions and descriptions, of spaces to be dedicated for public use of the inhabitants of the development.
Flood Elevations	<input type="checkbox"/>	<input type="checkbox"/>	Show 100-Year & 50-Year floodplain and floodway boundaries (if applicable).
Wetlands and Waters of the U.S	<input type="checkbox"/>	<input type="checkbox"/>	Indicate the boundary lines of delineated Wetlands and Water of the United States (WOTUS) (if applicable).
Statement of Service [Master Plat]	<input type="checkbox"/>	<input type="checkbox"/>	Provide a detailed statement of how the proposed subdivision will be served by water, wastewater, roadway and drainage facilities that have adequate capacity to serve the development.
Legal Description	<input type="checkbox"/>	<input type="checkbox"/>	Place the Legal Description (Metes and Bounds Description/Field Notes) where indicated in the Owner's Certificate per the application packet.
General Notes	<input type="checkbox"/>	<input type="checkbox"/>	Provide the following General Notes provided in the <i>Standard Plat Wording</i> section of the application packet: (1) Subdivider's Statement (2) Public Improvement Statement (3) Drainage and Detention Easements (4) Fire Lanes (5) Street Appurtenances

Purpose [Conveyance Plat]	<input type="checkbox"/>	<input type="checkbox"/>	Provide the purpose of the conveyance plat under the General Notes section of the plat.
Owner's Certificate of Dedication	<input type="checkbox"/>	<input type="checkbox"/>	Provide the Owner's Certificate of Dedication for all public right-of-way, easements, parks and open space, and other public uses provided in the <i>Standard Plat Wording</i> section of the application packet.
Notary Public Signature Block	<input type="checkbox"/>	<input type="checkbox"/>	All signatures on the Owner's Certificate of Dedication shall be required to be acknowledged by a notary public. The Notary Public Signature Block is provided in the <i>Standard Plat Wording</i> section of the application packet.
Surveyor's/Registered Engineer Certificate	<input type="checkbox"/>	<input type="checkbox"/>	Required to have the seal and signature of surveyor or registered engineer responsible for the surveying the development and/or the preparation of the plat. The Surveyor's/Registered Engineer Certificate is provided in the <i>Standard Plat Wording</i> section of the application packet.
Profiles and Cross Sections for Floodplains	<input type="checkbox"/>	<input type="checkbox"/>	Profiles and cross sections of all floodplains shall be shown on the subdivision plat at a minimum distance of 300-feet in order to determine that the subdivision plat will function in accordance with the City's <i>Standards of Design and Construction</i> . These profiles and cross sections shall contain the elevations and source of data for the information provided (if applicable).
Signature Block	<input type="checkbox"/>	<input type="checkbox"/>	Provide the appropriate standard signature block(s) for approval of the plat provided in the <i>Standard Plat Wording</i> section of the application packet.
Compliance with Preliminary Plat	<input type="checkbox"/>	<input type="checkbox"/>	Does the plat comply with all the special requirements developed in the preliminary plat review?
Review Plans with Franchise Utility Companies	<input type="checkbox"/>	<input type="checkbox"/>	It is the applicant's responsibility to review the proposed plans and plat with any private utility companies such as electric, gas, cable, trash and telecommunications companies.