



## **Preliminary Plat Application Completeness Review Checklist**

- Completed and signed subdivision plat application form
- \$600.00 application fee, payable to the City of Lockhart
- One full-size paper copy of the preliminary plat for Staff's completeness review (six full-size paper copies are required once the application is deemed complete), incorporating those features shown on the attached preliminary plat checklist
- One full-size paper copy of the subdivision development plan, if applicable, for completeness review, and six full-size paper copies once the application is deemed complete, incorporating those features shown on the attached subdivision development plan checklist (the development plan may be combined with the preliminary plat, if desired)
- One full-size paper copy of the planned development district (pdd) development plan, if applicable, for completeness review, and six full-size paper copies once the application is deemed complete, incorporating those features shown on the attached pdd development plan checklist (the pdd development plan is a separate document to accompany the preliminary plat)
- If a subdivision variance(s) is requested, completed variance section and required written statement on a separate sheet, as noted on Page 3 of the application form

## Preliminary Plat Checklist

*The preliminary plat shall incorporate the following\*:*

- Submitted on sheets no greater than 24 inches by 36 inches
- At least ¾ inch margins around the plat's perimeter
- Scaled to no less than 100 feet to the inch or larger
- Name and address of the subdivider, record owner of the land to be subdivided, surveyor preparing the plat, designer of the plat if not the surveyor, and the date of preparation
- Proposed name of the subdivision
- North arrow
- Scale of the plat in feet per inch and a bar scale
- A location map of the proposed subdivision in the city and with respect to existing streets
- Patent survey of which the subdivision is a part and location of patent survey lines if adjoining or intersecting the subdivision
- Names of contiguous subdivisions and the owners and general use of contiguous parcels of unsubdivided land, with deed references
- Total acreage of the subdivision
- Subdivision boundary lines indicated by heavy lines
- Section boundaries with sections labeled if subdivision is to be platted in phases
- Locations of existing or recorded streets, alleys, reservations, easements, or other public rights-of-way
- Zoning District classification of land to be subdivided (either shown on plat drawing or as a plat note)
- Floodplain zones, if any, and flood insurance rate map date and community panel number (either shown on plat drawing or as a plat note), including the minimum floor elevation on developable lots within the 100-year floodplain

- Topography with elevations labeled and contours at intervals not greater than two feet, and identification of natural water or drainage courses
- Location of city limits if adjoining or intersecting the subdivision
- Locations of proposed streets, alleys, sidewalks, parks, or other public areas, stormwater detention areas, easements, blocks, lots, and other sites, as appropriate
- A number to identify each lot or site, with lots numbered consecutively within each block, and a number or letter to identify each block
- Building setback lines on fronts of all lots and sites, and side-yard building setback lines along the side street of corner lots (either shown on plat drawing or as a plat note)
- Lot summary table indicating total number and acreage of lots in four categories of use: Residential, nonresidential, park, and stormwater detention
- Description and location of sidewalks to be constructed, who is responsible for sidewalk construction, and timing of sidewalk construction (either shown on plat drawing or as a plat note)
- Amount of fee to be paid in lieu of parkland construction, if applicable (to be shown as a plat note)
- Any other plat notes deemed necessary by the surveyor

*\*While the above requirements are a complete listing from the Subdivision Regulations, some are abbreviated for quick reference. The requirements can be found in Section 52-172 of the regulations.*

## Subdivision Development Plan Checklist

*The subdivision development plan shall incorporate the following (Subdivision Regulations Section 52-34(1)):*

- The development plan must be to scale, with the scale shown (if the plan is to be combined with the preliminary plat, only one scale need be used)
- A vicinity map (if the development plan is combined with the preliminary plat, only one vicinity map need be shown)
- A legal description of the property
- Proposed building sites or lots
- Contours, with intervals of not less than five feet
- Proposed phase boundaries
- The following proposed features, as applicable:
  - Street rights-of-way
  - Easements
  - Areas for parks or other public facilities
  - School sites
  - Utilities
  - Drainage features

## Planned Development District Development Plan Checklist

*The planned development district development plan shall incorporate the following (Zoning Ordinance Section 64-166(b)):*

- Proposed public and private rights-of-way and easements, as applicable
- Location of each proposed structure, exterior dimensions, number of stories, gross floor area, location of entrances and loading points thereto, walks, and parking facilities
- Driving lanes, parking areas, loading areas, fire lanes, and service areas for both private and public use
- All walks, malls, and open areas for use of tenants and visitors or for public use
- Location and height of each screening wall, fence, and/or planting area
- Location, height, and orientation of each sign (compliance with the City Sign Ordinance, Chapter 46, is required)
- Exterior lighting fixtures
- Location and size of drainage and stormwater detention facilities. Any structures required to conform to the drainage and flood control ordinance, chapter 22, shall be shown. Any off-site facilities necessary to provide adequate drainage shall be identified along with required structures and easements.