



## Recordable Plat\* Application Completeness Review Checklist

- Completed and signed subdivision plat application form
- \$400.00 application fee, plus \$20.00 per acre, payable to the City of Lockhart (final plat or replat/resubdivision); \$100.00 application fee (amending plat, minor plat, or minor replat not requiring a public hearing)
- One full-size paper copy of the recordable 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 following pages
- If the application is for an amending plat or replat/resubdivision, a copy of any existing deed restrictions or restrictive covenants
- If the application is for a final plat involving public improvements, two full-size paper copies of the engineering plans to the Planning Department, one full-size paper copy to the City Engineer, and a digital file on compact disc or flash drive, or by email or cloud storage, in a PDF format to the City Engineer
- If a subdivision variance(s) is requested, completed variance section and required written statement on a separate sheet, as noted on Page 2 of the application form

*\*A Recordable Plat includes those plats that contain all necessary certifications and are recorded with the County Clerk, in contrast to a preliminary plat, after approval by the City and completion of any required subdivision improvements.*

## Recordable Plat Checklist

*The recordable 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
- Description by metes and bounds and total acreage of the subdivision boundaries, including reference to at least one existing benchmark, survey monument, or subdivision corner
- Subdivision boundary lines indicated by heavy lines
- Section identification if subdivision is a phase of a larger subdivision
- 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
- 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
- The square footage or acreage of each lot
- 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
- The length and bearing of all straight lines, and the length, radius, arc length, and chord bearing of all curves
- The description and location of all survey monuments and markers placed in the subdivision
- 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
- The owner's certificate, with a separate signature block and notary statement for each person authorized to sign as an owner, and lien-holder's signature block, if applicable
- The surveyor's certificate
- The engineer's certificate, if applicable
- The Commission's approval, or Administrative approval, as applicable
- The Caldwell County Clerk's certificate

*\*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 52-173 of the regulations.*