



Minor Plat Review Checklist

The use of City of Farmersville administrative forms, checklists, and routing sheets shall not relieve the applicant from following the rules, standards, ordinances, and laws governing the City of Farmersville.

Name of Subdivision	
Owner	
Reviewed By	
Date	

Place "X" or check mark in appropriate box. Place "N/A" in boxes where the line item is "not applicable".

Submission Requirements and Materials	
	Project meets the definition of a minor plat: <ol style="list-style-type: none"> 1. Subdivision resulting in four or fewer lots. 2. Each lot fronts an existing street. 3. Does not create any new easements for public facilities. 4. Does not require the extension of public facilities to serve any lot in the subdivision. 5. The original property is already served by all required City utilities and services.
	Six copies of plat. Dimensions should be 24" X 36".
	Original certified tax certificate
	Utility service provider letters
	Proof of land ownership document
	Electronic version of plat on CD (.PDF and .DWG)
	Governmental (TxDOT, Collin County, etc.) approval for major thoroughfare access such as driveway
	Farmersville Independent School District (FISD) accommodation letter (high impact residential or multi-family only)
	On-Site Sanitary Sewer Facility (OSSF) certification document (as applicable)
	Development schedule
	Development agreement
	Copy of covenants, conditions, restrictions, and agreements
	Traffic study (as required by City Engineer)
	Application letter for proposed street names (as applicable)

General	
	Date of preparation. Revision letter suggested.
	The plat shall state the name, address, and telephone number of the owner and be signed and notarized.
	The plat shall state the name, address, and telephone number of the surveyor and/or engineer.
	Indicate the total acreage and legal description of the subdivision.
	Provide a small scale vicinity map on the plat indicating the location of the subdivision in relation to other subdivisions major roads, towns, cities, counties and/or topographical features. Indicate city limits and/or ETJ or indicate by note all within city limits or ETJ
	Indicate the distance to the nearest road intersection.
	Provide the names of the adjacent property owners and/or subdivisions, the vol./page/instrument number deed and lot/block/date recorded.
	Provide North arrow and scale (both graphical and written).
	Indicate the school district(s) where the subdivision is located.
	Indicate the proposed phases of development.
	Indicate any lots proposed for parks, squares, greenbelts, school or other public use facilities.
	Building setbacks
	Lot and block numbering are provided and match the legal description of the property
	Indicate boundary lines, abstract or survey lines, corporate or other jurisdictional boundaries, existing or proposed highways and streets.
	The length and bearing of all lot lines and reference ties to a survey corner or existing subdivision corner.
	Establish 2 permanent monuments per development tied to City's approved vertical control monumentation
	Tie at least one corner of the subdivision to the City's approved vertical control monumentation
	The location, width and names of all streets, alleys, and easements.
	The proposed arrangement and square footage (acreage) of lots.
	A title block within the lower right hand corner which shows the name of the subdivision, the name and address of the owner, name of the land planner, licensed engineer or registered surveyor who prepared the plat, the scale of the plat, the date of the plat and the location of the property according to the abstract or survey records of the county.
	Scale, date and north arrow oriented at the top or left side of the sheet.
	Zoning of the subject property and all adjacent properties
	Conforms with Collin or Hunt County plat standards
	Physical features of or on the land that should not be shown on the plat: topography, buildings, structures, water bodies, tree cover, etc.
Statements	
	As required for final plats in the subdivision regulations.
	Provide a place for the County Clerk of Collin County to stamp the date and location

	where the plat will be filed in the lower right hand corner of the plat drawing.
	Property owner's certificate in accordance with City Subdivision Ordinance 2.5.B.4.a
	Surveyor's certificate in accordance with City Subdivision Ordinance 2.5.B.4.b
	Approval block in accordance with City Subdivision Ordinance 2.5.B.4.e
	Special notice in accordance with City Subdivision Ordinance 2.5.B.4.d
	VAM easement notice in accordance with City Subdivision Ordinance 2.5.B.5
	Access easement notice in accordance with City Subdivision Ordinance 2.5.B.6
	Provide a statement that all On Site Septic Systems comply with the requirements of any applicable State, County, and/or City requirements for on-site sewage facilities, and the signature of the designated representative.
	For a private road include the phrase: "...as recorded in Vol. ___ Page ___ (instrument number) of the Official Public Records of _____ County."
Road And Right-Of-Way Information	
	Provide the name, location, length and right-of-way widths of all proposed road and existing roads
	Provide written confirmation by 911 for proposed road name(s)
	Show the location, size and proposed use of all proposed access easements, or shared access driveways.
Drainage	
	Show any required drainage easements.
Floodplain	
	Show the 100 year floodplain, regulatory floodway (if applicable) and base flood elevations or state that none of the subdivision lies within the 100 year floodplain. Include the applicable FIRM community-panel number.
	Show the limits of the floodplain within a dedicated drainage easement.
	Include the following statement: "All development within the 100-year floodplain shall comply with all applicable orders and regulations, including but not limited to Collin County's "Flood Damage Prevention Order." A floodplain development permit shall be obtained from the City or County Engineer's Office prior to the construction of any structure(s) within the floodplain."
	Provide a benchmark showing NGVD 29 elevation, with latitude and longitude coordinates.
	Minimum finished floor elevations of the building foundations shall be shown for lots adjacent to a flood plain or susceptible to flooding.
Utilities	
	Identify water supply provider, the source of the water intended to serve the subdivision, and indicate the CCN number
	If groundwater is the water source, provide required certification by registered engineer
	Provide on-site sewage facility study information if outside the municipal sanitary sewer system
	Provide recording information on all existing utility easements.
	Show any required utility easements.
	Verify that City utilities, services, and streets (electric, water, sewer, street) are provided to each lot. Additionally, use service provider letters to verify other utilities

	that may be required such as gas, telephone, and cable.
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