Preliminary 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 Materials	
	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)
	Two copies of engineering plans
	On-Site Sanitary Sewer Facility (OSSF) certification document
	Engineers summary report
	Development schedule
	Development agreement
	Copy of covenants, conditions, restrictions, and agreements
	Geotechnical report
	Traffic study
	Application letter for proposed street names
General	
	Date of preparation. Revision letter suggested.
	The plat substantially conforms to the approved Concept Plan
	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 and be signed, sealed, and dated
	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 Collin County.
	Scale, date and north arrow oriented at the top or left side of the sheet
	Contours with intervals of two (2) feet or less
	All physical features of the property to be subdivided shall be indicated in accordance with the Subdivision Ordinance
	Proposed or existing zoning of the subject property and all adjacent properties
	Outline of major wooded areas or the location of major trees 6" in caliper and larger
Statements	
	Add a notation that the plat is for review purposes only
	Provide a statement on the plat that all On-Site Septic Systems are to comply with the requirements of the applicable State, County and City's rules for on-site sewage facilities and signature of the designated representative (if applicable).

	Add a statement and signature line indicating approval by the Chairman of the Planning and Zoning Committee, the City Manager, the City Engineer, the City Council with a signature line for the Mayor and City Secretary. Additional statements may be required.
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	
	Provide contours as required
	Show all existing drainage facilities, ditches, culverts, bridges and all creeks, streams, rivers, ponds, lakes, stock tanks and other surface water features
	Indicate the location and size of all proposed drainage structures
	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 all utility providers on the plat
	Provide on-site sewage facility study information if outside the municipal sanitary sewer system
	Indicate location of all existing and proposed public and private water wells and show required sanitary easement
	Show the location and sizes of existing and/or proposed electric, gas, telephone, cable, water and sewer utilities
	Provide recording information on all existing utility easements
Engineering Plans	
	Cover or title sheet
	Preliminary plat
	Final site plan (for nonresidential and multi-family projects only)
	Existing conditions plan
	Grading, erosion control, and water quality control plans

	Paving and storm drainage plans
	Utility plans for water, sanitary sewer, etc.
	Traffic control plans (if necessary)
	Screening and retaining wall plans if necessary)
	Landscaping and irrigation plans
	Engineering plans in accordance with City of Farmersville design manuals and standard construction details