



Preliminary Plat Checklist

Platting procedures and criteria for approval follow the regulations outlined in **Denton Development Code Section 2.6.3**.

The following items must be submitted for the application to be considered complete.

****Labeling Your Submittals – Follow with All Documents Submitted**

- **Project Number – [First/Second/Third] Submittal [Document Title]**
 - Examples:
 - PP21-0001 – First Submittal Narrative
 - PP21-0001 – First Submittal PP Checklist
 - PP21-0001 – Second Submittal Preliminary Plat
 - ****Your submittal will be deemed incomplete if your files are not properly labeled.**

- Provide a copy of the **City of Denton’s Owner Authorization Form**, available online at www.cityofdenton.com/landdevelopment

Plat Sheets

Section 1: Format and General Standards

- 1.0 Project Narrative: Describe the purpose and key details of your project
- 1.1 Designate a title block in the lower, right-hand corner of the plat document. The title block shall contain: date of preparation, plat type; city assigned project number; project name (subdivision name, block and lot designations); gross acreage; survey and abstract name and number; and city, county and state name.
 - A. For nonresidential and multifamily: include title lot and block designations.
 - B. For single-family residential: include the number of residential lots and number of common open space lots.
- 1.2 Label company name, preparer name, address, and phone number of plat preparer (e.g., surveyor, engineer, etc.) and current property owner in the vicinity of the title block.
- 1.3 All plat sheets shall be 24” x 36” with an appropriate, readable scale.

- 1.4 Orient plat so that north is to the top or left-hand side of sheet.
- 1.5 Provide north arrow, graphic scale, and written scale.
- 1.6 Provide a vicinity map in the same orientation of plat showing subject property.
- 1.7 Label point of beginning tied to abstract corner if not previously platted or subdivision corner if platted. Indicate on graphic and in legal description.
- 1.8 Label property boundary lines, provide distances (to nearest hundredth of feet) and bearings (to nearest second).
- 1.9 Provide boundary curves, curve lengths, curve radii, and chord lengths (to nearest hundredth of feet), and internal angle and chord bearing (to nearest second).
[Information may be provided in a table]
- 1.10 Provide a legend for all abbreviations, graphic symbols, and line types used.
- 1.11 Label type and size of boundary monuments and label as found or set for all property corners, points of intersection, and points of curvature/tangency.
- 1.12 Provide a copy of the City of Denton's Owner Authorization Form, available online at www.cityofdenton.com/landdevelopment.

Section 2: Graphic and Site Information

- 2.1 Include proposed layout of lots, streets, easements, and rights-of-way (ROW).
- 2.2 Display the subdivision boundary in heavy lines. Label line and curve data to match legal description.
- 2.3 Label and dimension all lots and blocks and include the area expressed in square feet and acres.
- 2.4 Show, label, and dimension all existing and proposed easements. Provide line and curve data for easement boundaries and tie down easements. Provide recording information for existing easements. Label area of each easement in acres. If all or portion of an existing platted easement is to be abandoned, label "To be abandoned by this plat." Indicate abandonments using a hatching pattern.
- 2.5 Show floodplain limits. Note the current effective Flood Insurance Rate Map and



any map changes (Letters of Map Amendment, Conditional Letters of Map Revision, etc.) Show, label, and dimension drainage and floodway easements.

- 2.6 Label minimum finish floor elevation for each pad site on any lot adjacent to a floodplain.
- 2.7 Display the location of the centerline of creeks and drainage ways tied to dimensions in feet and hundredths of feet with bearings and angles. No unplatted remainder will be allowed between property boundaries and centerlines of creeks.
- 2.8 Label the exact location, dimension, and centerline (with dimension from centerline to edge of existing or proposed ROW) of existing public ROW intersecting or contiguous with its boundary or forming such boundary. Display the centerline of proposed ROW with dimension from centerline to the edge of proposed ROW.
- 2.9 Label existing street names (as approved by City of Denton), indicate street name breaks with a diamond shape.
- 2.10 Label ROW corner clip dedications. Provide line and curve data for dedications.
- 2.11 Label line, area, and curve boundary data for park land.
- 2.12 Label all existing and proposed buildings, parking lots, driveway approaches, and other significant structures indicating which structures will be removed from the site.
- 2.13 Label all environmentally sensitive areas (ESA), if any.
- 2.14 Label existing and proposed street names.
- 2.15 Depict all overhead electric distribution and transmission line clearance zones intersecting or adjacent to the property

Section 3: Adjacent Property Information

- 3.1 Label adjacent properties.
 - A. Platted properties: display lot lines and label subdivision name, lot and block designation, and plat recording information for each lot.

- B. Unplatted properties: display parcel lines and label record owner and deed recording information for each parcel.
- 3.2 Label all easements including existing or proposed. If existing, provide recording information.
- 3.3 Label existing and proposed public street and alley ROW including dimensions.
- 3.4 Label all existing street names.
- 3.5 Label city limit, county limit, exterritorial jurisdiction, and/or survey (abstract) lines.

Section 4: Legal Description and Plat Language

- 4.1 Include name of record owner, corresponding deed reference, survey, abstract, county, and state.
- 4.2 Include metes and bounds legal description for subdivision boundary. Ensure calls and monumentation match plat graphic.
- 4.3 Include total area of the plat in acres and square feet.
- 4.4 Include general owner's certificate, dedication language, and signature block.
- 4.5 Include certificate of approval language for Planning and Zoning Commission and signature block for Chairperson.
- 4.6 Include certification statement and signature block for surveyor.
- 4.7 Include specific dedication language for access, utility, and/or floodway and detention easements.

Section 5: Other, if Applicable

- 5.1 Provide specific language for private streets for private street subdivisions, water quality easements, or specific encroachment and maintenance easements.
- 5.2 Submit a list of proposed street names on a separate sheet.
- 5.3 Include temporary entry easements (or notes) to allow city staff to enter the property to conduct necessary inspections.



- 5.4 Indicate gas well locations on site or on adjacent property, and dimension required reverse setbacks, equipment separation distances, and gas well notifications (for residential plats), per Subchapter 6 of the Denton Development Code.

Section 6: For Initial Applications

- 6.1 Include Tree Survey and Preservation/Replacement Plan with initial project application.
- 6.2 Provide anticipated trip generation table utilizing Institute of Transportation Engineers (ITE) figures.

Preliminary Engineering Drawings

Section 7: Preliminary Utility Plan

- 7.1 Show and label the location and size of all existing and proposed public facilities (e.g. water, sewer, and electric) to serve the development.
- 7.2 Provide the appropriate note indicating that the lot can be gravity sewer, if applicable.
- 7.3 Provide information about any alternative water or sanitary sewer service that is to be provided, including wells or on-site septic facilities, and provide the location of and distance from nearest public facility.

Section 8: Existing and Proposed Drainage Area Maps

- 8.1 Provide a drainage plan showing the location and approximate dimensions of all existing water courses, ponds, detention ponds, ditches, channels, floodway and floodplain boundaries, stormwater improvements, or similar natural or man-made drainage facilities or features located on the property or within 200 feet of the boundaries of the development that do or will affect or impact stormwater



drainage on or across the site.

- 8.2 Provide drainage area map(s) showing pre-development and post-development drainage areas and the impacts to upstream and downstream property owners.
- 8.3 Provide location of proposed drainage structures (detention ponds, proposed storm sewer, open channels, etc.) with flow arrows showing where post-developed storm water is intended to go.
- 8.4 Identify any changes to existing drainage features (proposed changes to floodplains and floodway, proposed changes to environmentally sensitive areas, upsizing of existing storm sewer, etc.)
- 8.5 Provide a table of existing and proposed drainage area runoff calculations in accordance with the Stormwater Criteria Manual.

The following stamp should be included on all Final Plat submissions:

THE CITY OF DENTON HAS ADOPTED THE NATIONAL ELECTRICAL SAFETY CODE (THE "CODE"). THE CODE GENERALLY PROHIBITS STRUCTURES WITHIN 17.5 FEET ON EITHER SIDE OF THE CENTER LINE OF OVERHEAD DISTRIBUTION LINES AND WITHIN 37.5 FEET ON EITHER SIDE OF THE CENTERLINE OF OVERHEAD TRANSMISSION LINES. IN SOME INSTANCES THE CODE REQUIRES GREATER CLEARANCES. BUILDING PERMITS WILL NOT BE ISSUED FOR STRUCTURES WITHIN THESE CLEARANCE AREAS. CONTACT THE BUILDING OFFICIAL WITH SPECIFIC QUESTIONS.