



## Final Plat Checklist

Platting procedures and criteria for approval follow the regulations outlined in **Denton Development Code Sections 2.6.2, 2.6.4, 2.6.5, and 2.6.7.**

Upon receipt of this application, staff will review the project to confirm that all pre-requisite application type(s) have been submitted, reviewed, and approved.

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]**
    - Abbreviations to use: Final Plat (FP), Minor Plat (MP), Amending Final Plat (AFP)
    - Examples:
      - FP21-0001 – First Submittal Narrative
      - MP21-0001 – First Submittal MP Checklist
      - AFP21-0001 – Second Submittal Amending 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](http://www.cityofdenton.com/landdevelopment)

## Plat Sheets

### Section 1: Format and General Standards

- 1.0 Project Narrative: Describe the purpose of the 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 developed 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](http://www.cityofdenton.com/landdevelopment).
- 1.13 Depict all overhead electric distribution and transmission line clearance zones intersecting or adjacent to the property.

**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. 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 and proposed street names, indicate street name breaks with a diamond shape.
- 2.10 Label ROW corner clip dedications. Provide line and curve data for dedications.

### **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 and name all existing public street and alley ROW including dimensions.
- 3.4 Label city limit, county limit, extraterritorial 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 For administratively approved plats, include certificate of approval language and signature block for the Director of Development Services.



For plats requiring Planning and Zoning Commission approval, include certificate of approval language for the Planning and Zoning Commission and signature block for Chairperson.

- 4.6 Include signature block for City Secretary
- 4.7 Include certification statement and signature block for surveyor.

**Section 5: Other, if Applicable**

- 5.1 Provide specific language indicating private streets for private street subdivisions or specific encroachment and maintenance easements.
- 5.2 Include specific dedication language for access, utility, and/or floodway and drainage detention easements.
- 5.3 Include property, business, or homeowner’s association covenants as they relate to the maintenance of open space, common areas, and facilities.
- 5.4 Include Tree Survey and Preservation/Replacement Plan with initial project application.
- 5.5 Label line, area, and curve boundary data for park land.
- 5.6 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.

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.