



PLAT APPLICATION CHECKLIST

This Checklist is intended to provide the information and data needed to constitute a complete application. A request for a Subdivision Plat requires a review by staff, a recommendation by the Planning and Zoning Commission and approval by City Council. For assistance, please contact Karen Gallaher at 512-398-7399 or city@uhlandtx.us.

Application and Sub-Application Types:

Application Type	Sub-Application Type
<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Preliminary Plat
	<input type="checkbox"/> Preliminary Plat Amendment
<input type="checkbox"/> Final Plat	<input type="checkbox"/> Final Plat
	<input type="checkbox"/> Amending Plat
	<input type="checkbox"/> Replat
	<input type="checkbox"/> Short Form Plat

Submittal Requirements:

New applications are only accepted on the 4th Friday of the month.

A full hard and electronic copy of the application must be submitted to the City of Umland by 3 pm.
An application will not be deemed complete without application fees paid at the time of submittal.

Subdivision Plat Checklist					
Item	Plat Type				
Below is the information that is required to be included or shown on the various plat types. An "X" in the column at the right indicates that item is required for that particular plat type.	Preliminary Plat	Final Plat	Replat	Short Form Plat	Amending Plat
Plat should be in an 18" x 24" format, oriented landscape.	X	X	X	X	X
Title of the Subdivision (on each page) <i>Title must include "Preliminary Plat", "Final Plat", "Replat", or "Amended Plat" as applicable.</i>	X	X	X	X	X
Page numbers (include sheet index on 1st page if more than two pages)	X	X	X	X	X
City's project number (locate at bottom right corner of each sheet)	X	X	X	X	X



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<i>The City will issue the Project Number with the first review comments</i>					
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List the following information on the first page of the plat:					
<i>Owner's Name</i>	X	X	X	X	X
<i>Applicant's or Agent's name (if applicable)</i>	X	X	X	X	X
<i>Surveyor's company name, firm number and contact information</i>	X	X	X	X	X
<i>Engineer's company name, firm number and contact information</i>	X	X	X	X	X
<i>Submittal date (with revision dates, if any)</i>	X	X	X	X	X
<i>Acreage of Total Site</i>	X	X	X	X	X
<i>Total number of blocks</i>	X	X	X	X	X
<i>Total number of lots with breakdown of type</i>	X	X	X	X	X
<i>Street Table, including: Street classification, street name, ROW dimension, pavement dimension, curb type and design speed.</i>	X	X	X		
<i>Location Map to scale with cross streets for identification and north arrow</i>	X	X	X	X	X
<i>Field notes of the tract being platted</i>	X	X		X	
Include the following signature blocks and certifications on the last page of the plat					
<i>Owner's Signature Block (one for each owner)</i>		X	X	X	X
<i>Lien Holder's Signature Block (if applicable)</i>		X	X	X	X
<i>Surveyor's Signature Block</i>	X	X	X	X	X
<i>Engineer's Signature Block</i>	X	X	X	X	X



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<i>County Clerk's Signature Block (placed in the bottom right hand corner)</i>		X	X	X	X
<i>Mayor's Signature Block</i>		X	X	X	X
<u>Show the following on the plat drawing(s):</u>					
<i>North Arrow</i>	X	X	X	X	X
Scale (1"=100' scale unless otherwise approved by City Engineer)	X	X	X	X	X
Point of Beginning labeled	X	X		X	
Plat boundaries identified in heavy, solid lines and dimensioned	X	X	X	X	X
Lot and Block Lines	X	X	X	X	X
Dimensions of front, rear and side lot lines	X	X	X	X	X
Existing and Proposed Streets, label names and right-of-way widths	X	X	X	X	X
Labels for proposed lot numbers and block letters	X	X	X	X	X
Monuments. All monuments and control points shall be set or recovered under the supervision of a licensed surveyor, prior to plat recordation.		X	X	X	X
Northing and Easting call outs at a minimum of two corners. All plats shall be georeferenced to Texas State Plane Coordinate System, South Central.		X	X	X	X
Permanent Benchmark labeled and set prior to plat recordation.		X	X	X	X
Acreage or square footage of each lot	X	X	X	X	X
Adjoining properties, including deed information.	X	X	X	X	X
Depiction of the 100-year floodplain.	X	X	X	X	X



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All proposed and existing easements with recording information.	X	X	X	X	X
Development Phasing Boundary Lines	X				
Label any special use lots	X	X	X	X	X
All Plat Notes outlined in the City of Umland Ordinances	X	X	X	X	X
Preliminary Drainage Design	X				
Road Layout with Street Geometry annotated	X				
Preliminary Water and Wastewater Layout	X				