



PLAT SUBMITTAL CHECKLIST

City of Roysse City
 Planning and Zoning Department
 141 W Main St. Roysse City TX 75189

Case Type

- Minor / Amending Plat Preliminary Plat
 Final Plat Development Plat
 Master Plat

Requirements	Checked = OK	N/A	Comments
Case Number [Final Plat, Preliminary Plat & Master Plat]	<input type="checkbox"/>	<input type="checkbox"/>	The case number will be provided by staff and placed in the lower right-hand corner of all new submittals.
Items Necessary for Plat Review			
✓ Plat	<input type="checkbox"/>	<input type="checkbox"/>	(Final Plat, Preliminary Plat, Development Plat & Master Plat)
✓ Location Map	<input type="checkbox"/>	<input type="checkbox"/>	(Master Plat, Preliminary Plat)
✓ Preliminary Water/Sewage Layout	<input type="checkbox"/>	<input type="checkbox"/>	If Applicable (Preliminary Plat)
✓ Landscape/Treescape Plan	<input type="checkbox"/>	<input type="checkbox"/>	If Applicable (Preliminary Plat, Final Plat)
✓ Preliminary Utility Plan	<input type="checkbox"/>	<input type="checkbox"/>	If Applicable (Preliminary Plat)
✓ Plat Reinstatement Request	<input type="checkbox"/>	<input type="checkbox"/>	Verify with Planning Staff
✓ Civils/Engineering Information	<input type="checkbox"/>	<input type="checkbox"/>	If Applicable (Submission Prior to Final Plat is Required)
✓ Attachment of this Application	<input type="checkbox"/>	<input type="checkbox"/>	Required
Submittal Requirements - MyGov Portal			
✓ Become a Collaborator	<input type="checkbox"/>	<input type="checkbox"/>	The profile created will have to be approved by our permit office Templates for each kind of plat will be provided. If the applicant cannot pinpoint the correct template – please contact the planning office for further assistance
✓ Create a Project (Submission)	<input type="checkbox"/>	<input type="checkbox"/>	The first Wednesday of every month is the designated day for all applicants to submit plats.
✓ Designated Plat Day Submittal	<input type="checkbox"/>	<input type="checkbox"/>	
Master Plat - Required Attachments			
1. Names and addresses of the subdivider, record owner, land planner, engineer and/or surveyor.	<input type="checkbox"/>		If the plat will combine two lots with two different owners – both names must be included. Chapter 10A. Article II. Section 2-2
2. Proposed Name of the Subdivision/Site	<input type="checkbox"/>		The name of the site must correlate with the proposed development and cannot mimic any other platted lot names. Chapter 10A. Article II. Section 2-2
3. Vicinity Map	<input type="checkbox"/>		Location in relation to the rest of the city and boundaries of proposed subdivision. Chapter 10A. Article II. Section 2-2
4. Schematic Layout	<input type="checkbox"/>		A schematic layout of the entire tract to be subdivided, any remainder tracts and its relationship to adjacent property and existing adjoining developments. Chapter 10A. Article II. Section 2-2
5. Proposed Major Categories of Land Use	<input type="checkbox"/>		Showing existing and proposed zoning. Chapter 10A. Article II. Section 2-2
6. Proposed Number of Dwelling Units & Population Densities	<input type="checkbox"/>		Symbols differentiating the type of density is ideal. Chapter 10A. Article II. Section 2-2
7. Proposed and existing arterials and collector streets	<input type="checkbox"/>		Existing streets to serve the land to be platted consistent with the Thoroughfare Plan or proposed amendments. Chapter 10A. Article II. Section 2-2
8. Location of Proposed Sites	<input type="checkbox"/>		Location of proposed sites for parks, schools and other public uses as consistent with those shown in the comprehensive plan. Chapter 10A. Article II. Section 2-2
9. Significant Natural Drainage Features	<input type="checkbox"/>		Including drainage courses and wooded areas, as delineated on USGS topographic maps or on any other topographic maps showing equivalent information. Chapter 10A. Article II. Section 2-2
10. Significant Man-Made Features	<input type="checkbox"/>		Such as railroad, roads, buildings, utilities or other physical structures as shown on USGS topographic maps, utility company records and city records when such features affect the plan. Chapter 10A. Article II. Section 2-2
11. Dedication Statement	<input type="checkbox"/>		Proposed dedication of land or rights-of-way for and construction of public improvements, whether on-site or off-site, intended to serve each proposed phase of the subdivision. Chapter 10A. Article II. Section 2-2
12. Development Phases	<input type="checkbox"/>		Designation of each phase of development within the subdivision, the order of development, and a schedule for the development of each phase of the master plat. Chapter 10A. Article II. Section 2-2
13. Proposed Utility Statement	<input type="checkbox"/>		Chapter 10A. Article II. Section 2-2

Preliminary Plat – Required Attachments

1. Location Map A vicinity sketch or key map at a scale of not more than four hundred (400) feet to the inch for all subdivision exceeding five (5) acres in size or containing ten (10) or more lots. Such sketch or map shall show existing subdivisions, streets, property lines and the recorded names of the owners of the adjoining parcels. It shall also show how the streets and alleys of the proposed subdivision connect or relate to streets and alleys in neighboring subdivisions or undeveloped property and the relationship of the development to existing or proposed major and secondary thoroughfares. [Chapter 10A, Article II, Section 2-3](#)
2. Names of Owner The preliminary plat shall show the name or names of the owner and/or subdivider and the name of the engineer, land planner or surveyor responsible for the preparation of the plat. [Chapter 10A, Article II, Section 2-3](#)
3. Identification The proposed name of the subdivision (which must not be as similar to that of an existing subdivision as to cause confusion) and names of adjacent subdivisions and landowners shall be shown on the plat. [Chapter 10A, Article II, Section 2-3](#)
4. Metes & Bounds Location of boundary lines and width and location of platted streets and alleys within, or adjacent to, the property; physical features of the property, including location of any existing utilities with the size of sewer and water mains. The outlines of the wooded areas or the location of important individual trees is required. For all plats, contours must be shown at the intervals of two (2) feet. All elevations shown shall be referred to sea level datum. The acreage of the property is to be indicated. [Chapter 10A, Article II, Section 2-3](#)
5. Location and Width of the Proposed Streets and Other Features The location and width of the proposed streets, roads, lots, alleys, easements, widening of existing thoroughfares, and other features, and their location in relation to platted streets, alleys and easements in adjacent subdivisions shall be shown consistent with the Thoroughfare Plan or other adopted plan for roads and streets. The street layout shall be in conformity with a plan for the most advantageous development of the entire neighborhood areas. Whenever the proposed subdivision contains or is adjacent, or parallel to a railroad right-of-way or a major thoroughfare or freeway or expressway standards, provision shall be made for a street approximately parallel to and on each side of such right-of-way to provide reasonable use of the intervening land. Proposed streets shall be adjusted to the contour of the land so as to produce useable lots and streets of reasonable gradient. [Chapter 10A, Article II, Section 2-3](#)
6. Preliminary Water & Sewer Layouts The plan shall show the proposed location and size of the development's water distribution system and facilities, including valves, fittings, fire hydrants and line sizes. The plan shall also address the requirements for all off-site water lines and/or oversize requirements and shall conform to the City's Water Distribution System Master Plan. The Plan shall show the location of all proposed sanitary sewer collection lines and facilities, including manholes, lift stations and preliminary line sizes. The plan shall also address the requirements of all off-site sanitary sewers and/or oversize requirements and shall conform to the City's Wastewater Collection System [Chapter 10A, Article II, Section 2-3](#)
7. Plat Contents
 - A. North Point, Scale & Date [Chapter 10A, Article II, Section 2-3](#)
 - B. The Boundary Line accurate in scale, of the tract to be submitted. [Chapter 10A, Article II, Section 2-3](#)
 - C. Names of All Proposed Streets [Chapter 10A, Article II, Section 2-3](#)
 - D. The Layout, Number & Approximate Dimensions of all Proposed Lots or building tracts and the square feet of each; [Chapter 10A, Article II, Section 2-3](#)
 - E. Land Dedicated to Public Use All parcels of land intended to be dedicated to public use reserved for the common use of owners of lots or sites in the subdivision, and the acreage; [Chapter 10A, Article II, Section 2-3](#)
 - F. Arrangement of Lots, Building Lines or Streets Proposed [Chapter 10A, Article II, Section 2-3](#)
8. Profiles and Cross Sections Profiles and cross sections sufficient to ascertain that the preliminary plat proposals will function in accordance with the standards of the city. [Chapter 10A, Article II, Section 2-3](#)
9. Zoning Information A designation shall be shown of the proposed uses of land within the subdivision that is, the classified type of residential use by zoning ordinance, location of business or classification of industrial sites by zoning ordinance classification, and sites for churches, schools, parks, or other special uses, and their acreage. [Chapter 10A, Article II, Section 2-3](#)
10. Certificates [Chapter 10A, Article II, Section 2-3](#)
11. Subdividers Statement A preliminary plat application shall be accompanied by a written statement, signed by the subdivider stating the developer will comply with all the city requirements in the city requirements in the proposed subdivision and all such proposals shall conform to or exceed the standards for such improvements prescribed by the city. [Chapter 10A, Article II, Section 2-3](#)
12. Certification that all city taxes have been paid [Chapter 10A, Article II, Section 2-3](#)

Final Plat – Required Attachments

1. Names of Owner or Subdivider and of the licensed state land surveyor, or registered engineer responsible for the plat. [Chapter 10A, Article II, Section 2-4](#)
2. Name of Subdivision and Adjacent Subdivisions the names of streets (to conform whenever possible to existing street names) and numbers of lot and blocks, in accordance with alphabetical block arrangements and numerical lot arrangement. In case of branching streets, the lines of departure shall be indicated. (See general requirements) [Chapter 10A, Article II, Section 2-4](#)
3. Accurate Boundary Survey and Description of the Property with bearings and distances referenced to survey lines and established subdivisions, and showing the lines of adjacent lands and the lines of adjacent streets and alleys, with their width and names. Streets, alley and lot lines in adjacent subdivisions shall be shown in dashed lines. North point, scale and date shall be shown. [Chapter 10A, Article II, Section 2-4](#)
4. Locations of Proposed Lots, Streets, Public Highways, Alleys, Parks and Other Features with accurate dimensions in feet and decimals fractions of feet, with the length of radii and of arcs of all curves, all angles, and with all other engineering information necessary to reproduce the plat on the ground. Dimensions shall be shown from all angle points. Contours, with a minimum of two (2) feet, shall be shown as light, dashed lines. All elevations shown shall be referred to sea level datum. All lots or building sites shall conform to the standards prescribed by the zoning ordinance for the district or districts in which the subdivision is located. All streets, alleys, drainage and public utilities shall conform to the specifications of the city. [Chapter 10A, Article II, Section 2-4](#)
5. The Locations of Building Lines on front and side streets and the location of utility easements. [Chapter 10A, Article II, Section 2-4](#)
6. Instrument of Dedication signed and acknowledged by the owner or owners and by all other parties who have a mortgage or lien interest in the property, showing all restrictions, reservations, and/or easements, if any, to be imposed and reserved in connection with the addition. Such restrictions shall contain the following provisions, along with any other restrictions which may be imposed: [Chapter 10A, Article II, Section 2-4](#)
7. Certificate of Dedication All streets, public highways, alleys, parks and other land intended for public use, signed by the owner or owners and by all other parties who have mortgage or lien interests in the property and acknowledged before a notary public. All deed restrictions that are to be filed with the plat shall be shown or filed separately. The certificate of dedication shall be substantially in the following form: [Chapter 10A, Article II, Section 2-4](#)
8. Waiver Claim for Damages A waiver of claim for damages against the city occasioned by the establishment of grades or the alteration of the surface of any portion of existing streets and alleys to conform to the grades established in the subdivision. [Chapter 10A, Article II, Section 2-4](#)
9. Certification by a Registered Engineer or a Licensed Surveyor duly licensed by the state, to the effect that the plan represents a survey made by him, and that all the necessary survey monuments are correctly shown thereon. [Chapter 10A, Article II, Section 2-4](#)
10. City Council and County Clerk Certification The following certificate shall be placed on the plat after it has been finally approved by the City Council: [Chapter 10A, Article II, Section 2-4](#)
11. Plan Profile Sheets
12. Planning & Zoning Commission and City of Royse City Mayor The following certificates shall be placed on the plat, in a manner that will allow the filing in of the certificates by the proper party. [Chapter 10A, Article II, Section 2-4](#)
13. Cross Sections Typical cross sections shall be shown of the type and width of paving proposed for all streets. Curbs and gutters, pavement types and drainage structure design standards of the city, in effect at the time of submission of the plat, shall be used, subject to the approval of the city's engineer and/or city manager and city council. [Chapter 10A, Article II, Section 2-4](#)

Development Plat (Site Plan)

1. Building Footprint, Area & Height
2. Lot Coverage Percentage
3. Project Name & Zoning District
4. Total Impervious Area
5. Total Pervious Area
6. Floor Area Ratio
7. Legal Description
8. Street Width
9. Parking Spaces and Count
10. Trees
11. Property Line
12. All Utility Easements (Public & Private)
13. Signs (Monument, Pole, Pylon, Directional)
14. Proposed Curbs and Gutters
15. Fire Lanes
16. Building Setbacks
17. Landscape Buffer
18. Sidewalks
19. Water/Sewer Management
 - (Manholes,
 - Monitor Wells,
 - Cleanout,
 - Anchors,
 - Water Meter,
 - Fire Hydrant and Fire Hydrant Connections
 - Area Inlet
 - Water and Sewer Lines
20. Electrical Equipment
 - Cable Equipment
 - Electric Box
 - Transformers
 - Light Poles
 - Fiber Optic Cables
 - Power Pole
 - Overhead Electric
21. Screening (Fences, Walls, etc.)
22. Gas Lines
23. Dumpster Location

Minor Plat – Required Attachments

- | | | |
|--|--------------------------|--|
| 1. Names of Owner and Subdivider | <input type="checkbox"/> | and of the licensed state land surveyor, or registered engineer responsible for the plat. |
| 2. Accurate Boundary Survey and Description of the Property | <input type="checkbox"/> | with bearings and distances referenced to survey lines and established subdivisions, and showing the lines of adjacent lands and the lines of adjacent streets and alleys, with their width and names. Streets, alley and lot lines in adjacent subdivisions shall be shown in dashed lines. North point, scale and date shall be shown. |
| 3. The Locations of Building Lines | <input type="checkbox"/> | on front and side streets and the location of utility easements. |
| 4. Development Services Responsible Official Signature Block | <input type="checkbox"/> | Chapter 10A. Article II. Section 2-6 |
| 5. Existing Utilities/Plan Statement | <input type="checkbox"/> | Statement regarding how the site will have access to utilities.
Chapter 10A. Article II. Section 2-6 |
| 6. Certification by a Registered Engineer or a Licensed Surveyor | <input type="checkbox"/> | |
| 7. Existing and Proposed Buildings | <input type="checkbox"/> | |