

PRELIMINARY PLAT CHECKLIST

General Requirements

- Must be prepared in a clear and readable manner.
- All figures and letters shown must be plain, distinct, and of sufficient size.
- The paper copies submitted must be of sufficient quality so that all features are easily read.
- A scale of one inch (1") to two hundred feet (200') is generally recommended for preliminary plats.
- Completed application.
- Applicable fee.

Each preliminary plat shall contain the following information:

- The proposed name of the subdivision, which must not replicate or be similar to an existing subdivision.
- The names of the owners of all property being subdivided, all of which must appear beneath the proposed name or title of the subdivision.
- The names of those responsible for preparing the subdivision plat and the name of the registered public surveyor responsible for the boundary survey of that land proposed to be subdivided.
- Illustration of a boundary surrounding land to be divided, together with the location and dimensions of rights-of-way and easements within or bordering that land.
- The names of the adjacent or adjoining subdivision, if any, showing the location of adjacent lot lines, streets and alleys, together with reference as to where the subdivision may be found on record in the office of the County Clerk, by volume and page.
- The names of owners of adjoining undivided tracts of land with reference to where the names may be found on record in the office of the County Clerk, by volume and page.
- The location, width and names of all proposed streets, alleys, easements and any other such appurtenances.
- Width and depth of proposed lots. All irregularly shaped lots shall be dimensioned, and other lots may be represented by typical samples.
- Blocks shall be consecutively numbered or lettered in order. The blocks in phased subdivisions shall be numbered or lettered consecutively throughout the several sections.
- The approximate location of existing water and sewer utilities with size of sewer and/or water mains shown or noted.
- Physical features of this property, including location of water courses, culverts, bridges, railroads or other physical structures, where such features affect the proposed subdivision plan.

- North arrow.
- Numerical or written scale and graphic scale.
- Approximate acreage of the property to be subdivided, together with the location and summary of proposed uses, such as:
 - the number of single-family residential lots and approximate acreage;
 - number of townhouse lots and approximate acreage;
 - number of commercial lots and approximate acreage;
 - number of multi-family residential lots and approximate acreage;
 - open space areas and approximate acreage; or
 - streets and approximate acreage.
- Contours sufficient to accurately show the existing topography.
- The boundary line of the area within the preliminary plat will be marked by a solid line of heavy weight. Lines drawn within the area of the preliminary plat will be solid and a lighter weight than the boundary line. Lines outside the boundary will be dashed and a lighter weight than the boundary line.
- If there are no adjacent subdivisions, a smaller scale locator map shall be included on the preliminary subdivision plan, showing the outline of the proposed subdivision and surrounding streets and highways.
- Provision for City Planning Commission approval shall be on said preliminary plat as follows:

Approved for preliminary purposes on the _____ day of _____, 20____. City Planning Commission, San Angelo, Texas.

Chairman

Secretary

I certify that all items checked above have been provided. I understand that not providing all of this information may result in an incomplete application and delay the consideration of my project for approval.

Applicant

Date