



FINAL PLAT CHECKLIST
(Including Short Form Final Plats, Replats, and Amending Plats)

City of Rosenberg
Planning Department
City Hall Annex Building
2220 4th Street
Rosenberg, Texas 77471
832-595-3500
www.ci.rosenberg.tx.us

Name of Subdivision: _____

The following items must be included with the Initial Submittal of a Final Plat:

- | | |
|---|---|
| Application, filled out completely | Utility Response Letters |
| Application fee (see fee schedule) | Electric/Gas |
| Transmittal Letter | Telephone |
| Three (3) – 24" x 36" Copies (Folded into 8.5" x 12") | Cable |
| One (1) – 11" x 17" Reduced Copy (Folded in half) | Infrastructure construction plans |
| One (1) – CD containing the plat in PDF format | Proposed restrictive covenants |
| Current Title Report or City Planning Letter | West Fort Bend Management District Application and Fees (if applicable) |
| If in ETJ, Fort Bend County Engineer Review Letter | |
| If in ETJ, Fort Bend County Drainage District Letter | |

General Requirements

- | | |
|---|--|
| Prepared by a registered professional land surveyor | Conforms to Preliminary Plat and addresses contingencies |
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Graphic Requirements

- North Arrow at top or left
- Title block in lower right hand corner
 - Proposed name of Subdivision (with all words spelled out, including spelling out section numbers)
 - Legal description of Subdivision with survey and abstract number
 - Name, address, and phone number of: the sub divider, recorded owner, land planner, engineer, and surveyor
 - Date of Preparation (Every revision will have a new date)
- Graphic Scale
 - 1" = 100'; or 1" = 200' for large developments
- Vicinity Map in upper right hand corner (show: location of the subdivision, major roads, water bodies, city limits, MUD boundary, area of Land Plan if applicable, etc.)
- Exterior boundary of the subdivision shown by a district bold line and corners marked by individual symbols
- Location of current city limits and ETJ boundaries, and MUD boundaries
- Flood zone boundaries
- Contours
- Names and recording information (including lot and block numbers) of all adjoining subdivisions, all abutting lots

Names, accurate location and widths of all Existing (within and adjacent to Subdivision):

- Streets
- Railroads
- Easements
- Watercourses
- Alleys
- Utility district boundaries

Names, accurate location and widths of all Proposed (within Subdivision):

- Streets (names not to be duplicated within City or ETJ)
- Alleys
- Utility district boundaries
- Watercourses
- Easements

Proposed reserve uses and property dimensions

Appropriate number of access points

Applicable minimum lot widths

Applicable building setback lines

Lengths and bearings of lines, arc lengths, chord lengths, curves, etc (or provide in a table)

Reference ties to courses and distances of at least one recognized land corner shown with a Point of Beginning

Plat tied to existing monuments with coordinates using Texas State Plane Coordinate System, South Central Zone

Permanent monuments (5/8" iron rod or pipe, 36" long), with surveyors identification

Reference benchmark

Project benchmark

Lot area summary table

Park land dedication summary table

Special restrictions and variances noted

Standard notes (see Standard Notes document)

Certifications and Signatures (see other document):

- Owner's dedication block
- Owner's acknowledgement and notary acknowledgement
- Lien holder's acknowledgement and notary acknowledgement
- Surveyor's certificate
- County Clerk's signature block
- Plat approval block for City signatures (Planning Commission Chairperson and Planning Commission Secretary, and Mayor)

FOR OFFICE USE ONLY:

Planning Director: _____	Date: _____
City Engineer: _____	Date: _____