



PRELIMINARY PLAT CHECKLIST

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 Preliminary Plat:

Application, filled out completely	Three (3) – 24" x 36" Copies (Folded into 8.5" x 12")
Application fee (see fee schedule)	One (1) – 11" x 17" Reduced Copy (Folded in half)
Transmittal Letter	One (1) – CD containing the plat in PDF format
Proposed restrictive covenants (if private park land is included in plat)	If in ETJ, copy of Transmittal Letter to Fort Bend County Engineer

Preliminary Utility Plans (four (4) – 24" x 36" copies of the following where applicable, folded into 8.5" x 12")

Water Distribution System

Sewage (Wastewater) Collection System

On-Site and Off-Site (Stormwater) Drainage System

Utility Transmittal Letters (stating that these companies have knowledge of the proposed subdivision and are currently negotiating the necessary service easements and acknowledging receipt of the preliminary plat for the purpose of establishing easements)

Electric/Gas

Telephone

Cable

General Requirements

Plat conforms to the approved Development Agreement

Plat conforms to the approved Land Plan

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 subdivider, 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.)

Location of current city limits and ETJ boundaries, and MUD boundaries

Location of abstract lines and survey lines

Name and location of all adjoining subdivisions and property owners show in dotted lines

Location of all existing property lines, existing lots and block numbers, and recording information

Proposed arrangement of lots, blocks, and reserves (lot and block numbers in accordance with a systematic, consecutive numbering arrangement, and proposed use of same and their relationship to streets, alleys, and easements in adjacent subdivisions)

Location and widths of all existing streets, alleys, railroads, and easements

Location and widths of all proposed streets, alleys, railroads, and easements

Location of existing buildings, drainage facilities, utilities, pipelines, and underground structures

Proposed land uses

Sites to be reserved or dedicated for parks, schools or other public uses

Appropriate number of access points

Applicable minimum lot widths

Applicable building setback lines

Lot area summary table

All physical features of the property to be subdivided including location of all water courses, ditches, ravines, 100 year flood plain, outline of major wooded areas, and other similar features

Proposed street names are suggested but not required

Park land dedication table

Location of any existing structures to be retained on the property

FOR OFFICE USE ONLY:

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