

Sec. 4-35. - Final plat.

- A. *General requirements.* The final plat and engineering construction drawings and specifications are required for any area in the city or its extraterritorial jurisdiction and shall meet the following requirements:
1. The final plat shall be in general conformance with the preliminary plat as recommended and shall incorporate all conditions, changes, directions and additions recommended by the commission and if not directly incorporated, the terms or provisions thereof shall be inscribed on the face of the plat and/or set out on separate writing to be filed for record with the plat. The final approval of the plat shall be by the city council. If the subdivision is in the city's extraterritorial jurisdiction, it shall also be approved by the county commission. The final plat shall not be submitted for city council approval until detailed engineering construction plans have been submitted for approval by the city.
 2. The final plat shall constitute only that portion of the approved preliminary plat which the subdivider proposes to record and then develop. Such portion shall conform to all the requirements of the regulations of this Code.
 3. The final plat and construction plans shall be submitted for review at least twenty-six (26) calendar days prior to a regularly or specially scheduled commission meeting at which they are to be considered.
 4. Two (2) copies of prints of the proposed subdivision on sheets at a size of twenty-four (24) inches by thirty-six (36) inches and drawn to a minimum scale of one hundred (100) feet to the inch and twelve (12) copies of the print reduced to a size of eleven (11) inches by seventeen (17) inches shall be submitted. The submittal shall include the following:
 - i. Completed application form;
 - ii. Copies and reductions of the plat;
 - iii. Transmittal letter;
 - iv. Fees;
 - v. Tax certificates, in a form acceptable to the county clerk for plat recordation;
 - vi. Title commitment of specific tract of land; and
 - vii. Engineering construction plans.
 5. All public utility easements shall be included as required for utility companies by the city.

6. The final plat (and any replats) shall be prepared by a registered professional land surveyor. After an administrative review of the final plat, a revised submittal may be required. If required, the revised final plat shall be submitted nine (9) days prior to the commission meeting and shall include seven (7) copies of the plat drawn on sheets at a size of twenty-four (24) inches by thirty-six (36) inches and eleven (11) copies of the plat reduced to a size of eleven (11) inches by seventeen (17) inches. An electronic copy of the revised plat in the format(s) required by the city shall also be submitted.

After an administrative review of the final plat, a revised submittal may be required. If required, the revised final plat shall be submitted seven (7) days prior to the commission meeting and shall include seven (7) copies of the plat drawn on sheets at a size of twenty-four (24) inches by thirty-six (36) inches and eleven (11) copies of the plat reduced to a size of eleven (11) inches by seventeen (17) inches. An electronic copy of the revised plat in the format(s) required by the city shall also be submitted.

- B. *Recommendation.* The administrative officer shall review the final plat for compliance with these regulations and make recommendation to the commission.
- C. *Action by commission.* The commission will consider the final plat and the written recommendation and may take one (1) of the following actions:
 1. Recommend approval;
 2. Recommend approval contingent upon corrections or changes to be made to the plat; or
 3. Recommend disapproval.
- D. *Effect of approval.* In the event the commission should grant approval of a plat contingent upon corrections, the subdivider or his designated representative shall then submit the final plat with the required changes to the administrative officer for review and approval at least twelve (12) calendar days prior to a regularly or specially scheduled city council meeting. The submittal shall include the following:
 1. Eleven (11) full size copies and reductions of the plat;
 2. Resolution of any contingency items recommended by the commission;
 3. Current title report for the specific tract;
 4. Performance bonds, letter of credit for the cost of the public improvements, or assurance of completion of the public improvements.
- E. *Administrative review.* The administrative officer shall review the submittal for compliance with the regulations and recommendations of the commission and

place the final plat on the city council agenda. Failure of the subdivider to provide any of the required items may cause disapproval of the plat.

- F. *Action by city council.* The city council shall take action on the plat within the time period specified by the filing date pursuant to subsection G. The action shall consist of:
1. Approval;
 2. Approval, contingent upon corrections or changes to be made to the plat; or
 3. Disapproval of the plat.
- G. *Filing date.* The filing date of an application for final plat approval with the city council shall be the date the commission recommends approval of the plat. However, if the commission recommends approval with contingencies, the plat will not be considered as "filed" until all contingencies have been met by the applicant. The administrative officer shall certify when contingencies have been addressed. The statutory thirty-day time period shall begin when all contingencies and all submittal requirements have been completed as certified by the administrative officer.
- H. *Resubmittal.* A substantial change to the approved final plat prior to recordation shall require resubmittal to the city council. With the approval of the administrative officer, minor changes including addition of easements, correction of clerical errors or omissions may be made prior to submittal for signature and recordation.
- I. *Duration of approval.* Recommendation for approval of the final plat by the commission is valid for one (1) year from the date of approval. Final approval by the city council shall expire if the plat is not recorded within such time. An extension of approval may be requested in writing at least thirty (30) days prior to the expiration date and submitted to the appropriate body for consideration and approval.
- J. *Construction plans.* Prior to the submittal of the final plat for city council approval, engineering construction plans showing paving and design details of streets, alleys, culverts, bridges, storm sewers, water mains, sanitary sewers and other engineering details of the proposed subdivision shall be submitted to the administrative officer for review by the city engineer. One (1) copy shall be submitted with the final plat. Such plans shall be prepared by a registered professional engineer and shall conform to the current design standards, this Code and applicable ordinances adopted by the city.
- K. *Signature and recordation.* Following approval by the city council, the specified number of originals may be submitted for signature and the placement of the city seal. If the final plat is within the city limits, the originals shall be accompanied by the filing fee and the city shall record the final plat at the county clerk's office. If the final plat is in the extraterritorial jurisdiction, the plat originals shall be forwarded by

the city to the office of the county engineer for review and action by the county commission court and recordation.

- L. *Commencement of work.* No construction work shall begin on the proposed improvements in the proposed subdivision prior to the approval and recordation of the final plat except as provided herein. The subdivider may undertake certain ground excavations for grading and drainage purposes if required permits are issued. Any excavation prior to approval of the final plat shall be at the subdivider's risk and any work done is to facilitate the subdivider's schedule and does not imply approval of the work. Engineering and construction plans shall also be submitted according to the current design standards, in addition to the requirements set forth herein.
- M. *Graphic requirements.* In addition to the graphic requirements for a preliminary plat the final plat shall include the following:
1. All final plats shall be submitted on sheets no larger than twenty-four (24) inches by thirty-six (36) inches and to a scale not greater than one hundred (100) feet to the inch.
 2. The exterior boundary of the subdivision shall be indicated by a distinct bold line and corner marked by individual symbols.
 3. The length and bearing of all straight lines, and the radii, arc lengths, chord length, tangent length and central angles of all curves shall be indicated along the lines of each lot or in a curve or line table. The curve data pertaining to block or lot boundaries may be placed in a curve table showing curve number, radius, delta, arc length, chord length, and chord bearing.
 4. The names and recording information of all adjoining subdivisions, all abutting lots, lot and block numbers and other recorded information.
 5. Course and distance.
 6. The names, accurate location and widths of all adjacent streets, watercourses, railroads, alleys, easements, city and utility district boundaries.
 7. Street names shall be shown and shall not duplicate existing street names in the City or the extraterritorial jurisdiction. Extensions of streets shall have the same name as the existing street. Similar spelling or pronunciations should be avoided to prevent confusion.
 8. The location and dimension of any utility easement adjoining or abutting the subdivision or proposed within the subdivision shall be shown. It shall be applicant's responsibility to coordinate with appropriate utility companies for placement of utility easements.

9. In all subdivisions and additions, sufficient permanent monuments shall be established at points to represent or reference boundary corners, angle points, and points of curvature or tangency along all street rights-of-way in the subdivision. Survey monuments shall be an iron rod or pipe not less than five-eighths (5/8) inches in diameter and thirty-six (36) inches long. Monuments shall be set flush with the top of the ground or curb. Each monument set by the surveyor shall include a cap with the surveyor's identification attached to it.
10. The final plat shall show a title block in the lower right corner of the sheet. The name of the subdivision, the name, address, and telephone numbers of the subdivider and engineer or surveyor, the scale and location of the subdivision, and reference to original land grant or survey and abstract numbers shall be indicated. If more than one (1) page is required for the plat, the title block may be reduced in size on the subsequent sheets. The vicinity map is required on only one (1) sheet.
11. An owner's dedication block or acknowledgment shall be attached to and be a part of the final subdivision plat and shall contain a minimum of information as required by the city. Examples of the information required on the final plat which would meet the above requirements shall be provided by the city.
12. A statement signed by the owner and acknowledged before a notary public as to the authenticity of the signatures.
13. Lien holder's certification and notarization.
14. A signed registered professional land surveyor's certificate.
15. Plat approval block for the signature of the mayor or person designated by city council and a place for the city secretary to attest such signature. A plat approval block shall also be provided for the signatures of the chairman and secretary of the commission.
16. Any proposed reserve uses and the property dimensions shall be shown on the plat. The use of the reserve shall be specific if required by the city council.
17. Any special restrictions shall be noted on the plat or referenced accordingly or in the general notes.
18. General notes shall be included on the final plat as specified by the city. These notes shall appear on the same page with the layout of the subdivision and shall include, but are not limited to the following:
 - i. Standard abbreviations;
 - ii. Finished floor elevations;

- iii. Reference to U.S.C. & G.S. benchmark and description and temporary benchmark within five hundred (500) feet of the subdivision;
 - iv. Elevation data;
 - v. Flood zone information;
 - vi. District boundaries;
 - vii. Zoning district, if applicable;
 - viii. Location of aerial easements; and
 - ix. Building permit note (if applicable).
- N. *Additional requirements.* The final plat shall comply with the following additional requirements:
1. The subdivision plat boundaries shall be tied to existing monuments with coordinates using Texas State Plane Coordinate System, South Central Zone.
 2. The city shall be provided with an electronic file of the final plat in the format(s) designated by the city.

A copy of the proposed subdivision restrictions and/or covenants that are anticipated to be filed for record and will constitute encumbrances on the subject property shall be provided.