



LAND PLAN CHECKLIST

**City of Rosenberg
Planning Department**
City Hall Annex Building
2220 4th Street
Rosenberg, Texas 77471
832-595-3500
www.rosenbergtx.gov

Name of Development: _____

The following items must be included with the Initial Submittal of a Land 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, USB, or E-mail containing the land plan in PDF format |
| Traffic Impact Analysis | |

Graphic Requirements

- North Arrow at top or left side of the plan
- Title block in lower right hand corner
 - Proposed name of Development, with all words spelled out
 - 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" = 200'; or 1" = 400' for large developments
- Vicinity Map in upper right hand corner (show: location of the subdivision, major roads, water bodies, city limits, MUD boundary, etc.)
- Perimeter of boundary drawn in bold solid line
- Adjacent political subdivisions and corporate limits
- Applicable district boundaries
- Names of adjacent additions or subdivisions with respective recording information and/or owners of adjoining parcels of unplatted land with respective recording information
- Designation of tracts as lots or reserves in accordance with anticipated usage
- Location, width, and names of all existing or platted streets or other public rights-of-way within and/or adjacent to the tract
- Existing drainage channels or creeks and other important natural features
- Table indicating number of typical lot sizes and the percentages of each by phase or sections and total development
- Topography with contours at five-foot intervals
- Existing pipelines, fee strips, and easements
- Show sections or phases of development
- Existing permanent buildings
- Railroad rights-of-way
- Park land dedication table

FOR OFFICE USE ONLY:	
Planning Director: _____	Date: _____
City Engineer: _____	Date: _____