

DEPARTMENT OF SUSTAINABLE
DEVELOPMENT AND CONSTRUCTION
ENGINEERING; SURVEY PLAT REVIEW GROUP

320 E. JEFFERSON BOULEVARD, ROOM 200
DALLAS, TEXAS 75203
FRONT DESK (214)948-4205; FAX (214)948-4211



CITY OF DALLAS

RE: **City Plan File No. S** _____ - _____ **Addition Name** _____

The Preliminary Plat for the referenced subdivision was approved by the City of Dallas Plan Commission. The next step in the platting process is the submittal of the Final Plat for approval. The Final Plat of the referenced subdivision should conform to the attached Final Plat Review Checklist. As required items are placed on the face of the final plat, a check mark should be placed in the blank corresponding to the item in the applicant column of the checklist. The checklist items not required for your particular plat should be labeled "N/A".

Return a copy of the completed checklist, along with two copies of the Final Plat to:

**City of Dallas
Department of Sustainable Development
and Construction
Engineering; Survey Plat Review Group
320 E. Jefferson Blvd, Rm 200
Dallas, Tx 75203**

Upon receipt of the plat copies and supporting papers, a staff member will be assigned to review the plat for compliance with the City of Dallas Platting Requirements. Plats that conform to the City of Dallas Platting Requirements will be released for Plan Commission approval and recording, otherwise plats that do not conform will be placed on "**HOLD**". In this event a copy of the checklist will be returned to the applicant with items that need to be addressed. The "**HOLD**" status will be removed once the required additions and/or corrections are made.

Please submit two copies of the corrected plat, along with the completed checklist to the Survey Plat Review Group at the above address. The plat will then be scheduled for final review. In the event all of the requirements listed on the checklist are suitably addressed the final plat will be released. The Staff Member whose name is listed below is the Survey Division contact for all matters concerning this final plat.

SPRG STAFF CONTACT _____

PH NO. _____ **EMAIL ADDRESS** _____

attachment: Final Plat Checklist
cc: Survey File



CITY OF DALLAS

Department of Sustainable
Development and Construction-
Engineering Division; Survey Plat
Review Group
“SPRG”

FINAL PLAT REVIEW CHECKLIST

CITY FILE NO.: _____

SUBDIVISION NAME: _____

GENERAL REQUIREMENTS

APPLI- CITY
CANT STAFF

1. _____ SIZE OF PLAT SHOULD BE 24" X 36" OR 24"X 30".
2. _____ PLAT MUST BE LEGIBLE.
3. _____ TEXT HEIGHT NOT LESS THAN 10 CHARACTERS PER INCH (LEGAL DESCRIPTION, NOTES, CERTIFICATIONS, ETC.)
4. _____ SCALE OF 1" = 30', OR LARGEST PRACTICAL SCALE , NO SMALLER THAN 1" = 60'
5. _____ NORTH ARROW AND GRAPHIC SCALE ON PLAT
6. _____ VICINITY MAP SHOWING:
 - ALL THOROUGHFARES AND EXISTING STREETS BOUNDED BY THE TWO NEAREST INTERSECTING MAJOR THOROUGHFARES.
 - NORTH ARROW ON VICINITY MAP
 - SCALE IF ANY, OR THE STATEMENT "NOT TO SCALE".
 - (MAP SCALE MUST BE AT LEAST EQUAL TO 1" = 2000')
7. _____ NAME AND ADDRESS OF:
 - SURVEYOR AND/OR ENGINEERING FIRM,
 - ALL OWNERS, AND/OR DEVELOPER.
8. _____ LEGEND INDICATING SYMBOLS USED ON PLAT. LEGEND SHOULD INCLUDE ONLY THOSE SYMBOLS ACTUALLY APPEARING ON THE PLAT.
9. _____ DO NOT SHOW TOPOGRAPHIC FEATURES (I.E. CONTOUR LINES, UTILITIES, PARKING AREAS, TREES, SHRUBS, FENCES, PAVING, BUILDING AND STRUCTURES, ETC.)

10. _____ GENERAL NOTES:
- LOT TO LOT DRAINAGE WILL NOT BE ALLOWED WITHOUT ENGINEERING SECTION APPROVAL.
11. _____ ADDRESS ALL APPROPRIATE CITY PLAN COMMISSION LETTER COMMENTS (ADDED EASEMENTS, ETC.).

BOUNDARY REQUIREMENTS

12. _____ BOUNDARY DRAWING DIMENSIONS MUST AGREE WITH LEGAL DESCRIPTION DIMENSIONS INCLUDING:
- POINT OF COMMENCING (IF APPLICABLE)
 - POINT OF BEGINNING
 - BEARINGS & DISTANCES
 - CURVE DATA TO INCLUDE:
 - a. DIRECTION TO THE RIGHT OR LEFT
 - b. DELTA ANGLE
 - c. RADIUS
 - d. CHORD BEARING FROM THE BEGINNING OF THE CURVE
 - e. CHORD LENGTH
 - f. ARC LENGTH
 - g. WHETHER CURVE IS TANGENT OR NON-TANGENT
13. _____ BOUNDARY OF AREA BEING PLATTED SHOULD BE OUTLINED WITH A HEAVY SOLID BOLD LINE; ALL OTHER LOT LINES, AND AJOINING PROPERTY OR LOT LINES SHOULD BE A SOLID THIN LINE.
14. _____ DASH IN OLD LOT LINES AND GHOST IN OLD LOT NUMBERS, TRACT LINES, TRACT NUMBERS, ETC.
15. _____ LABEL EACH CITY BLOCK, LOT AND/OR TRACT NUMBERS.
16. _____ LABEL AREA (SQUARE FOOTAGE AND ACREAGE) OF EACH LOT; CENTERED ON LOT OR IN TABLE.
17. _____ SHOW AND LABEL BABSTRACT LINE'S WITHIN 150'
18. _____ SHOW AND LABEL ESTBLISHED CENTERLINE OF ADJOINING STREET
19. _____ LABEL EXISTING ADDITIONS WITH VOLUME AND PAGE AND SOURCE OF RECORD (D.R.D.C.T, D.R.C.C.T. OR OTHER CONTIGUOUS COUNTIES WITHIN DALLAS CITY LIMIT)
20. _____ STATE A BASIS OF BEARING FOR PLAT ON DRAWING.

(SAMPLE STATEMENT)

BASIS OF BEARING IS THE NORTH LINE OF FRENZY ROAD (INSERT RECORDED BEARING, I.E. BEING NORTH 00 DEGREES 00 MINUTES 00 SECONDS EAST) AS

21. _____ SUBMIT A GEOMETRIC CLOSURE FOR THE BOUNDARY OF THE AREA BEING PLATTED (THIS IS REQUIRED IN THE FINAL PLAT FILE PRIOR TO RELEASE, ATTACH TO SUBMITTAL):
- INCLUDE BEARINGS AND DISTANCES
 - CURVE DATA TO INCLUDE:
 - h. DIRECTION TO THE RIGHT OR LEFT
 - i. DELTA ANGLE
 - j. RADIUS
 - k. CHORD BEARING FROM THE BEGINNING OF THE CURVE
 - l. CHORD LENGTH
 - m. ARC LENGTH
 - PRECISION OF BOUNDARY CLOSURE (MINIMUM 1:15,000)
22. _____ PROVIDE DOCUMENTATION TO SUPPORT EXISTING STREET RIGHT-OF-WAY WIDTH (I.E. FILE RESEARCH; SEPARATE INSTRUMENT, PLAT, COUNTY R.O.W. MAP) AND SHOW HOW THE ADJOINING RIGHT OF WAY(S) WERE CREATED (DEDICATION, EASEMENT, ETC..) WITH RECORDING INFORMATION. THE SURVEY RECORDS VAULT IN ROOM 314 OF THE OAK CLIFF MUNICIPAL CENTER IS A VALUABLE SOURCE OF THIS DATA.
23. _____ AREA WITHIN 150 FEET OF THE PERIMETER OF PLATTED BOUNDARY MUST BE DETAILED:
- SHOW ADDITION NAME(S)
 - PROPERTY OWNER NAME(S) ON UNPLATTED LOTS OR LOTS THAT HAVE PORTIONS SOLD OFF.
 - SHOW LOTS AND BLOCKS, OR TRACTS, LABEL WITH APPROPRIATE NUMBERS.
 - SHOW VOLUME AND PAGE, AND SOURCE OF RECORD (D.R.D.C.T., ETC.).
 - SHOW WIDTHS OF STREETS, ALLEYS, AND EXISTING EASEMENTS LEGIBLY. LABEL VOLUME AND PAGE AND SOURCE OF RECORD. ADD DISTANCE TIES ACROSS R.O.W. AT VARIABLE WIDTH R.O.W.
 - OTHER PERTINENT DATA
 - SHOW DISTANCES WITHIN 150 FEET ON ADJOINERS FOR LOT OR TRACT LINES TAKEN FROM DEEDS, PLATS, AND BLOCK MAP RESEARCH.
24. _____ EXISTING BUILDINGS MAY NOT EXTEND ACROSS PROPOSED PROPERTY LINES (PLAT BOUNDARY OR LOT LINES). PROVIDE SEPARATE DETAIL FOR EACH EXISTING BUILDING WITHIN 5 FEET OF PROPOSED PLATTED PROPERTY LINE.

MONUMENTATION REQUIREMENTS

25. _____ ALL MONUMENTATION MUST BE LABELED AND DESCRIBED IN FULL ON

DRAWING AND LEGAL DESCRIPTION. (LEGEND MAY BE USED TO COMPLY WITH THIS REQUIREMENT).

26. _____ COMPLIANCE WITH MONUMENTATION STANDARDS AS SET FORTH IN CITY OF DALLAS ORDINANCE NO. 19455 SEC. 51A-8.617

27. _____ LABEL AT LEAST TWO FOUND CONTROLLING MONUMENTS ON PLAT. SET MONUMENTS WILL NOT BE ALLOWED AS CONTROL MONUMENTS.

27. EASEMENT REQUIREMENTS

(THE SURVEY RECORDS VAULT IN ROOM 314 OF THE OAKCLIFF MUNICIPAL CENTER IS A VALUABLE SOURCE OF THIS DATA)

28. _____ LABEL EXISTING EASEMENTS:

- LABEL TYPE OF EASEMENT, LABEL VOLUME AND PAGE, AND LABEL EASEMENT RECORDING DATA (D.R.D.C.T., ETC.)

29. _____ EASEMENTS CREATED BY THIS PLAT MUST BE LABELED AS TO TYPE, AND LOCATED WITH BEARINGS AND DISTANCES AND TIED TO A PLAT OR LOT CORNER ON PLAT, IF DEDICATED BY PLAT MUST BE LABELED "BY THIS PLAT", IF DEDICATED BY SEPARATE INSTRUMENT SHOW VOLUME AND PAGE AND SOURCE OF RECORD.

30. _____ AREAS TO BE ABANDONED WITHIN THE PLATTED AREA MUST BE PROCESSED BY SEPARATE DOCUMENT AND RECORDING DATA AND/OR ORDINANCE NUMBERS MUST BE NOTED ON PLAT PRIOR TO APPROVAL.

31. _____ LABEL ABANDONED EASEMENTS, RIGHT-OF-WAYS, ALLEYS, ETC., ABANDONED SINCE LAST PLAT OF AREA, TO INCLUDE:

- ORDINANCE NUMBER AND/OR RECORDING DATA, MUST BE SHOWN PRIOR TO RELEASE
- WIDTH

TYPICAL REQUIREMENTS

32. _____ **TITLE BLOCK (USE THE FOLLOWING SEQUENCE FOR LAYOUT; 1-6)**

- LOCATED AT LOWER RIGHT HAND CORNER
- (1) CHANGE TITLE FROM PRELIMINARY PLAT TO **FINAL PLAT**
- (2) **ADDITION NAME** (PLUS PHASE NUMBER, SECTION NO., OR INSTALLMENT NO. IF NEEDED). THERE CAN BE NO DUPLICATION OF (OR CLOSELY SIMILAR TO) ANY EXISTING SUBDIVISION NAME (THE SURVEY RECORDS VAULT IN ROOM 314 OF THE OAKCLIFF MUNICIPAL CENTER IS A VALUABLE SOURCE OF THIS DATA). ADDITION NAMES CANNOT BEGIN WITH THE WORDS "THE" OR "REPLAT" OR A NUMBER (I.E. THE BRYAN PLACE ADDITION, REPLAT OF BRYAN PLACE ADDITION, OR 2116 BRYAN PLACE ADDITION). DO NOT USE ROMAN NUMERALS OR & SYMBOL (I.E. NO. 2 OR AND). ADDITION NAME MUST MATCH OWNER'S DEDICATION.
- (3) **LOT** 000 (A NUMBER), **BLOCK** 0000 (A NUMBER), (I.E. LOTS 1-12, BLOCK A/6582). CHECK LOT NO., AND BLOCK NO. FROM LETTER PROVIDED (A CONTACT IS BOBBY SELF AT 214-948-4586). ***SUBMIT COPY OF LETTER FROM BOBBY SELF WITH SUBMITTAL.***

SAMPLE:

FINAL PLAT
JEFF CONROW NO. 3 ADDITION
LOTS 1A-4A, 1B-4B, AND 5A, BLOCK H/7884
A REPLAT OF LOTS 16 AND 17, BLOCK
H/7884, BILL FOLD ADDITION
IKE THOMPSON SURVEY, ABSTRACT NO. 153
CITY OF DALLAS, DALLAS COUNTY, TEXAS

- REFERENCE SOURCE (I.E. REPLAT OF LOT 00, BLOCK 000, OF THE SNARLEY ADDITION)
- (4) **SURVEY AND ABSTRACT NO.** (I.E. JAMES WINSLOW SURVEY, ABSTRACT NO. 000)
- (5) **CITY OF DALLAS, DALLAS COUNTY, TEXAS** (OR APPROPRIATE COUNTY), MUST BE ON PLAT
- (6) **CITY PLAN FILE NUMBER** (ISSUED WITH SUBDIVISION APPLICATION, I.E. S056-257).

33. _____ **OWNER'S CERTIFICATE** (LABEL HEADING; OWNER'S CERTIFICATE)

- LABEL; **COUNTY OF DALLAS**),((OR APPROPRIATE COUNTY)
- LABEL; **STATE OF TEXAS**)(
- OWNERS NAME (MUST MATCH DEED EXACTLY)

34. _____ **LEGAL DESCRIPTION**

GENERAL DESCRIPTION:

- DEED FOR CURRENT OWNER REFERENCED WITH COMPLETE RECORDING INFORMATION IN GENERAL DESCRIPTION OF LEGAL, A COPY OF THE RECORDED DEED/DEEDS MUST BE FURNISHED FOR PLATTED PROPERTY, ATTACH TO SUBMITTAL.
- REFERENCE:
 - SURVEY, ABSTRACT NO.
 - TRACT INFORMATION
 - PRIOR ADDITION NAME, INCLUDE SUBJECT LOT AND BLOCK, WITH VOLUME AND PAGE, OR PREVIOUS OWNERS AND DEEDS OF REFERENCE, WITH VOLUME AND PAGE, AND COUNTY RECORD LOCATION.
 - IF THE PRIOR PLAT WAS DEDICATED TO A COUNTY OR ANOTHER CITY AND ANNEXED INTO THE CITY OF DALLAS, SHOW DATE OF ANNEXATION AND ORDINANCE NUMBER. THE SURVEY VAULT IN ROOM 318 HAS THIS INFORMATION.

SPECIFIC DESCRIPTION:

- POINT OF COMMENCING (IF APPLICABLE)
- POINT OF BEGINNING
- COMMENCE OR BEGIN AT A STREET INTERSECTION, RECORDED ADDITION CORNER, OR LOT CORNER OF A RECORDED ADDITION.
- PROVIDE BEARINGS AND DISTANCES (BEARINGS TO SECONDS, DISTANCES TO HUNDRETHS), AND CURVE DATA TO INCLUDE:
 - DIRECTION TO THE RIGHT OR LEFT
 - CENTRAL ANGLE
 - RADIUS
 - CHORD BEARING FROM THE BEGINNING OF THE CURVE
 - CHORD LENGTH
 - ARC LENGTH

REFERENCE ADJOINER CALLS AROUND PLAT BOUNDARY WITH RECORDING INFORMATION AND SOURCE OF RECORDATION.
CITY BLOCK LINES ARE NOT CONSIDERED AS ADJOINERS.

- COMPLETE MONUMENTATION DESCRIPTIONS (EXAMPLE: TO A 3 INCH METALLIC DISK STAMPED TRUEHEART ADDN., R.P.L.S. 0000 ON 5/8 INCH IRON ROD SET).
- CONCLUDE LISTING SQUARE FOOTAGE AND ACREAGE OF PLATTED AREA, I.E. AND CONTAINING 43,560 SQUARE FEET OR 1.000 ACRES OF LAND (SQUARE FEET TO WHOLE FOOT, AND ACREAGE TO THOUSANDTHS).

35. _____ **OWNER'S DEDICATION (LABEL HEADING: OWNER'S DEDICATION)**

- NAME OF ADDITION IN DEDICATION **MUST BE IN BOLD TYPE**
- VARIABLE TYPES OF DEDICATION STATEMENTS USED BUT ALL OF A STANDARD FORM; CORPORATE OWNER, PRIVATE OWNER, PRIVATE STREETS, SHARED ACCESS AREA
- IF USING CORPORATE DEDICATION, PLACE AUTHORIZED AGENTS BUSINESS TITLE UNDER THE REPRESENTATIVES NAME, I.E. VICE PRESIDENT, OWNER, ETC.

36. _____ **THE FOLLOWING STATEMENT WILL BE USED FOR THE THE SURVEYOR'S CERTIFICATE ON THE RECORDED FINAL PLAT:**

“SURVEYOR’S STATEMENT:

I, _____, a Registered Professional Land Surveyor, licensed by the State of Texas, affirm that this plat was prepared under my direct supervision, from recorded documentation, evidence collected on the ground during field operations and other reliable documentation; and that this plat substantially complies with the Rules and Regulations of the Texas Board of Professional Land Surveying, the City of Dallas Development Code (Ordinance no. 19455, as amended) , and Texas Local Government Code, Chapter 212. I further affirm that monumentation shown hereon was either found or placed in compliance with the City of Dallas Development Code, Sec. 51A-8.617 (a)(b)(c)(d) & (e); and that the digital drawing file accompanying this plat is a precise representation of this Signed Final Plat.

Dated this the _____ day of _____, 20__

(Signature)

(Surveyor's Typed Name)

Texas Registered Professional Land Surveyor No. _____”

37. _____ **NOTARY STATEMENTS FOR ALL SIGNING PARTIES**

- OWNER/OWNERS, OWNER'S AGENT
- LAND SURVEYOR

38. _____ **FLOODWAY REQUIREMENTS, ETC. (FOR PLATS IN FLOODPLAIN, ETC.)**

- AREA MUST MEET A MINIMUM CLOSURE STANDARD OF 1 IN 5000
- “NOTWITHSTANDING” PARAGRAPH WILL BE NEEDED IN DEDICATION

- STANDARD TYPE OF FLOODWAY STATEMENT; FLOODWAY MANAGEMENT AREA, FLOODWAY EASEMENT, AND/OR FLOODWAY EASEMENT WITHIN COMMON AREA
- FLOODWAY EASEMENTS MUST BE MONUMENTED WITH FLOODWAY MARKERS, PER FILE NO. 424-109.
- FLOODWAY MANAGEMENT AREA MUST BE MONUMENTED.
- ESCARPMENT ZONES MUST BE MONUMENTED.
- DETENTION AREA EASEMENTS MUST BE MONUMENTED.
- CONSERVATION EASEMENTS MUST BE MONUMENTED.
- REQUIRED MONUMENTATION SHALL BE SET AT ALL EASEMENT CORNER'S (POINT OF CURVE, POINT OF TANGENCY AND POINT OF INTERSECTION), TO BE SHOWN ON THE PLAT DRAWING [ORDINANCE; SECTION 51A-8.617 (d)].

39. _____

SHARED ACCESS AREA (FOR SHARED ACCESS DEVELOPMENTS ONLY)

- A METES AND BOUNDS DESCRIPTION TRAVERSING THE PERIMETER OF THE SHARED ACCESS AREA WILL BE PREPARED AND FILED AS AN EXHIBIT TO THE SHARED ACCESS AREA DOCUMENT (A CONTACT IS ASST. CITY ATTORNEY TAMMY PALOMINO AT 214-670-4268.)
- SHOW VOLUME AND PAGE OF FILED SHARED ACCESS AREA DOCUMENT ON PLAT.
- THE OWNER'S DEDICATION SPECIFIC TO SHARED ACCESS AREA WILL BE USED FOR THE PLAT.
- "NOTWITHSTANDING" PARAGRAPH WILL BE NEEDED IN DEDICATION
- SHARED ACCESS AREA EASEMENT STATEMENT ON PLAT.

40. _____

LIEN HOLDER'S SUBORDINATION (FOR DEED WITH VENDOR'S LIEN)

- USE THE LIEN HOLDER'S SUBORDINATION AGREEMENT

THIS COMPLETED AND SIGNED LIST MUST ACCOMPANY THE FINAL PLAT SUBMITTAL. COMPLETE ALL APPLICABLE ITEMS. PLACE A CHECK MARK IN THE SPACE LABELED "APPLICANT". ITEMS THAT ARE NOT APPLICABLE TO YOUR SITUATION SHOULD BE LABELED "N/A". THE CITY SURVEYOR RESERVES THE RIGHT TO MAKE ADDITIONAL COMMENTS.

ADDITIONAL COMMENTS:

I understand and agree that the City Staff Surveyor will require that the final plat be resubmitted for review and if it is determined that this checklist contained incorrect information.

By review of this plat, this Department does not assume any liability for this plat nor does this review release the surveyor of the record from her/his responsibilities as a surveyor set forth by the Texas Board of Professional Land Surveying.

Signature: _____ Date: _____

Printed Name: _____

PLAT MUST MEET ALL STANDARDS SET FORTH IN **ORDINANCE NO., 19455, PLAT REGULATIONS, 51A-8.100**

COPY OF ORDINANCE MAY BE OBTAINED AT:

CITY SECRETARY'S OFFICE

CITY HALL, 5D SOUTH

1500 MARILLA STREET

DALLAS, TEXAS 75201

(REVISED 09/02/2010)
