

PRELIMINARY PLAT CHECKLIST

Omission of any of the following items from a preliminary plat may be cause for rejection of the application

<input type="checkbox"/>	ALL REQUIRED FEES HAVE BEEN PAID.
<input type="checkbox"/>	8 ½" X 11" ZONING MAP WITH AREA OF PLAT OUTLINED IN RED.
<input type="checkbox"/>	COPY OF DEED AND TAX CERTIFICATE OR COPY OF TITLE POLICY
<input type="checkbox"/>	PROPOSED PLAT LEGIBLY DRAWN ON A SHEET OF PAPER 24 INCHES BY 30 OR 36 INCHES IN SIZE.
<input type="checkbox"/>	SCALE OF 1" = 40' OR THE LARGEST PRACTICAL SCALE APPROVED BY THE DIRECTOR OF DEVELOPMENT SERVICES DEPARTMENT.
<input type="checkbox"/>	BOUNDARIES OF PLAT IN BOLD LINES, OTHER BOUNDARIES IN THIN LINES.
<input type="checkbox"/>	SURROUNDING PLATTED LOTS AND/OR OWNERSHIP LINES FOR UNPLATTED TRACTS WITHIN 150 FEET.
<input type="checkbox"/>	VICINITY MAP SHOWING ALL THOROUGHFARES AND EXISTING STREETS WITHIN THE TWO INTERSECTING MAJOR THOROUGHFARES NEAREST OF THE BOUNDARY OF THE PLAT.
<input type="checkbox"/>	PROPOSED NAME OF THE SUBDIVISION.
<input type="checkbox"/>	TOTAL ACREAGE OF PROPOSED PLAT.
<input type="checkbox"/>	OWNERS AND SURVEYORS ACKNOWLEDGMENT AND DEDICATION FORMS, AND SIGNATURE BLOCK (UNSIGNED); INCLUDING PRELIMINARY PLAT STAMP "PRELIMINARY, THIS DOCUMENT SHALL NOT BE RECORDED FOR ANY PURPOSE".
<input type="checkbox"/>	LAYOUT AND LOTS NUMBERED AND AREA OF EACH LOT NOTED; OR TABLE IDENTIFYING EACH LOT AND THE SQUARE FEET OR ACREAGE OF EACH LOT.
<input type="checkbox"/>	EXISTING TRACT OR LOT AND BLOCK NUMBERS LISTED IN TITLE BLOCK WITH A DESCRIPTION OF THE PURPOSE OF THE PLAT OR SUBDIVISION.
<input type="checkbox"/>	NAME AND ADDRESS OF EACH OWNER, DEVELOPER, ENGINEER AND/OR SURVEYOR. NOTE: THE ENGINEER AND/OR SURVEYOR OF THE PLAT CAN NOT BE THE APPLICANT UNLESS THEY ARE ALSO THE OWNER.
<input type="checkbox"/>	TRUE NORTH ARROW, SCALE, AND VICINITY MAP.
<input type="checkbox"/>	LAYOUT, NAME AND DIMENSION OF ADJOINING OR PROPOSED STREETS AND ALLEYS (TOTAL WIDTH AND WIDTH FROM CENTERLINE) AND ALL PROPOSED STREET NAMES.
<input type="checkbox"/>	LOCATION AND IDENTIFICATION OF ANY STRUCTURE OR OBJECT WITHIN THE BOUNDARIES OF THE PROPERTY TO BE PLATTED; LOCATION AND IDENTIFICATION OF ANY SIGNIFICANT TOPOGRAPHIC FEATURES LOCATED ON THE PROPERTY OR WITHIN 150 FEET OF THE PROPERTY TO BE PLATTED. NOTE: ANY OF THESE ITEMS WHICH ARE TO BE REMOVED OR ALTERED MUST BE SO IDENTIFIED ON THE PLAT.
<input type="checkbox"/>	LOCATION AND PURPOSE OF PROPOSED EASEMENTS AND COMMON AREAS.
<input type="checkbox"/>	APPROPRIATE LANGUAGE OF DEDICATION AND ACKNOWLEDGMENT FORMS.
<input type="checkbox"/>	FOR ALL REPLATS, A CERTIFIED COPY OF THE MOST RECENT RECORDED ADDITION OR SUBDIVISION PLAT FROM THE SURVEY SECTION IN ROOM 318, 320 E. JEFFERSON BLVD. OR THE COUNTY OF RECORD
<input type="checkbox"/>	LOCATION, PURPOSE, AND GRANTEE OF EXISTING EASEMENTS, WITH THE VOLUME AND PAGE OF THE COUNTY RECORD(S) WHERE THE INSTRUMENT MAY BE FOUND.
<input type="checkbox"/>	LAYOUT OF PLATTED LOTS, UNPLATTED TRACTS, STREETS, STORM DRAINAGE, WATER AND WASTEWATER FACILITIES, PUBLIC RIGHT-OF-WAY, OTHER AREAS OFFERED FOR DEDICATION TO PUBLIC USE, AND PERTINENT FEATURES WITHIN (150) FEET OF THE PLAT.
<input type="checkbox"/>	(5) FOOT OR LESS CONTOUR INTERVALS. NOTE: THE DIRECTOR OF THE DEVELOPMENT SERVICES DEPARTMENT MAY REQUIRE CONTOUR INTERVAL LESSTHAN 5 FEET WHERE THE SLOPE OF THE LAND IS LESS THAN 1 TO 100.
<input type="checkbox"/>	TREE SURVEY SHOWING THE LOCATION, CALIPER AND NAMES (BOTH COMMON AND SCIENTIFIC) OF ALL TREES NEAR PROPOSED CONSTRUCTION (TREES IN CLOSE PROXIMITY THAT ALL HAVE A CALIPER OF LESS THAN EIGHT INCHES MAY BE DESIGNATED AS A "GROUP OF TREES" WITH ONLY THE NUMBER NOTED).
<input type="checkbox"/>	METES AND BOUNDS DESCRIPTION AND LOT & BLOCK NUMBER OF THE PROPERTY INCLUDED IN THE PLAT (INCORRECT DESCRIPTION MAY RESULT IN DENIAL OF THE APPLICATION).
<input type="checkbox"/>	COPY OF ANY SPECIFIC USE PERMIT, ZONING CHANGE ORDINANCE, BOARD OF ADJUSTMENT DECISION, OR PLANNED DEVELOPMENT DISTRICT ORDINANCE REGULATING THE PROPERTY; ALSO A COPY OF ANY DEED RESTRICTIONS ON THE PROPERTY IN WHICH THE CITY OF DALLAS IS A PARTY.
<input type="checkbox"/>	COPY OF ESCARPMENT PERMIT IF THE PROPOSED PLAT LIES WITHIN THE ESCARPMENT AREA OR GEOLOGICALLY SIMILAR AREA.
<input type="checkbox"/>	(30) BLUE OR BLACK LINE PRINTS FOLDED IN ACCORDANCE WITH ATTACHED DIAGRAM.
<input type="checkbox"/>	(30) 11" X 17" BLACKLINE PRINTS FOLDED TO 8 1/2" X 11" IN ACCORDANCE WITH ATTACHED DIAGRAM.
<input type="checkbox"/>	(1) COMPACT DISK CONTAINING THE PLAT IN A MICROSTATION COMPATIBLE FORMAT AS SPECIFIED BY THE CITY SURVEYOR.