



Platting Requirements

Staff requires (10) ten 18" x 24" copies and two (2) 11" x 17" copies be submitted at the time application is submitted for Master Plans, Preliminary Subdivision Plat, Final Subdivision Plat and Major Plat Amendment. All other Plats require two (2) 18" x 24" copies and two (2) 11" x 17" copies be submitted. Each should be folded with the project title facing out.

- Two Digital Copies (CD-ROMS):
- Survey Boundary Closure Report (NAD1983)
- AUTOCAD.DWG file of plat
- STATE PLANE TEXAS NORTH CENTRAL FLIPS 4202)

Digital copies are required to be submitted with all Master Plats, Preliminary Subdivision Plats, Final Subdivision Plats and Major Plat Amendments.

- Filing Fees:
- Preliminary Plat \$250 per Plat, plus \$5 per lot
 - Multiple Dwellings \$250 per Plat, \$10 per acre for Preliminary Plat
 - Other Plat – Costs incurred by the City of Caddo Mills are to be reimbursed
 - Final Plat \$300 per Plat, plus \$5 per lot
 - \$200 per Plat, \$10 per acre for Final Plat

Engineering Review and Inspection Fees – 5% of Construction Costs

- Detailed Cost estimate submitted by applicant
- 1% fee – Due with Preliminary Plat
- 4% fee – Due with Final Plat

Preliminary Plat Checklist	
	1. Application submitted with plats
	2. Drawings submitted on 24 x 36
	3. Fees paid per Fee Schedule
	4. Preliminary Plat Must include:
	(a) Location map
	(b) Names of owner and party responsible for plat preparation
	(c) Identification – Subdivision Proposed Name
	(d) Names of adjacent subdivisions and/or property owners
	(e) Boundary lines, width, and location of adjacent streets
	(f) Physical features of the property & size of water & sewer mains
	(g) Contours shown at 2 foot intervals and acreage of the property to be indicated; boundaries of acreage of flood plain must be shown
	(h) Location and width of proposed streets, lots, easements and other features, etc
	(i) North point, scale and date
	(j) Boundary line of tract to be submitted
	(k) Names of proposed streets
	(l) Layout, number and dimensions of proposed lots or tracts and square feet of each
	(m) All parcels intended to be dedicated to public use and the average
	(n) All parcels intended to be reserved for common use of owners and acreage
	(o) Any and all arrangement of lots, building lines, or streets proposed
	5. Profiles and cross sections may be required
	6. Designation of all proposed land uses within subdivision including acreage, such as,
	a) Classified type of residential use by zoning ordinance
	b) Location of retail classification of industrial sites by zoning ordinance
	c) Sites for churches, schools or other special uses
	7. Dedication of all park land or cash in lieu of land per Park Land Dedication Ordinance
	8. Preliminary Plat for non-residential property to be accompanied by a Treescape Plan:
	a) Location of all existing/proposed structures as shown on the grading plan
	b) All improvements properly dimensioned and referenced to property lines
	c) Setback and yard requirements
	d) Existing and proposed site elevations and grades
	e) Location of existing/proposed utilities and easements
	f) Name, address, lot/block, subdivision name, address/phone of plan preparer
	9. Certificates (see Code for specific format and wording)
	10. Subdivider's statement (see Code for specific language)
	11. Adequate number of copies for review by Development Review Committee

Platting Requirements

Final Plat List	
1)	Preliminary Plat previously submitted and approved in accordance with the adopted codes OR Development Plat, Replat or Amended Plat. Attach the Preliminary checklist showing all Preliminary Platting Requirements have been completed.
2)	Drawings submitted on 24 x 36 (inch paper on a scale of 1 inch equals 100 feet)
3)	Fees paid per Fee Schedule
4)	Attach recommendation from P&Z
5)	Application/checklist submitted with drawing
6)	Fees paid per the Fee Schedule
7)	The Plat shall show:
	a) Name of owner and/or subdivider
	b) Name of the licensed state land surveyor responsible for the plat
	c) Name of the subdivision
	d) Names of adjacent subdivisions and/or property owners
	e) Names of streets
	f) Accurate boundary survey and description of the property
	g) Lines of adjacent lands and adjacent street and alleys w/ widths and names
	h) North point, scale and date
	i) Location of proposed lots, streets, public highways, alleys and/or parks
	j) Accurate dimensions of lots, streets, etc. in feet and decimal fractions of feet
	k) Length of radii and/or arcs of all curves, angles, w/ other engineering information
	l) Dimensions shall be shown from all angle points
	m) Contours with a minimum of 2 feet shown as light dashed lines
	n) All elevations shown should refer to sea level datum
	o) Locations of building lines on front and side streets and utility easements
	p) Instrument of dedication signed by owner(s)
	q) Certificate of dedication of all streets, public highways, alleys, parks etc
	r) All deed restrictions to be filed with the plat shall be shown or filed separately
	s) Waiver of claim for damages
	t) Certification by licensed surveyor
	u) Certificates of approval
8)	Plat shall be accompanied by plan-profile sheets for each proposed street
	a) 24 x 36
	b) Having a scale of 40 feet to horizontal inch and five or six feet to a vertical inch
	c) See code for specific and additional requirement for plan profiles
9)	Typical cross sections of the type and width of paving for proposed streets
10)	Appropriate right-of-way is dedicated
11)	Reviewed by Development Review Committee
12)	All development fees have been paid