

# CITY OF CORINTH

## Final Plat, Minor Plat, Replat, Amending Plat, Conveyance Plat, and Plat Vacation Checklist

Please check the appropriate box below

Final Plat

Amending Plat

Minor Plat

Conveyance Plat

Replat

Plat Vacation

Project Name:

### GENERAL INFORMATION

- 1) See [Section 3.03.03](#). **Final Plat** of the UDC for more information on the final plat process.
- 2) See [Section 3.03.04](#). **Minor Plat** of the UDC for more information on the minor plat process.
- 3) See [Section 3.03.05](#). **Replat** of the UDC for more information on the replat process.
- 4) See [Section 3.03.06](#). **Amending Plat** of the UDC for more information on the amending plat process.
- 5) See [Section 3.03.07](#). **Conveyance Plat** of the UDC for more information on the conveyance plat process.
- 6) See [Section 3.03.08](#). **Plat Vacation** of the UDC for more information on the plat vacation process.
- 7) A pre-application conference with City Staff is encouraged, but not required.
- 8) All required materials shall be submitted in both hard copy and electronic formats (Adobe PDF), unless specifically instructed otherwise. All digital items shall be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

### APPLICATION CHECKLIST

Item	Applicant	Staff
Completed and Signed <a href="#">Universal Application Form</a> - One (1) paper copy and one (1) PDF	<input type="checkbox"/>	<input type="checkbox"/>
Application Fee ( <a href="#">Fee Schedule</a> )	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Intent - One (1) paper copy and one (1) PDF	<input type="checkbox"/>	<input type="checkbox"/>
Current title commitment issued by a title insurance company, a title opinion letter, or some other acceptable proof of ownership - One (1) paper copy and one (1) PDF	<input type="checkbox"/>	<input type="checkbox"/>
Tax Certificate(s) from <a href="#">Denton County</a> indicating that City taxes are current ( <a href="http://dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx">http://dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx</a> ) - One (1) paper copy and one (1) PDF	<input type="checkbox"/>	<input type="checkbox"/>
Required Documentation		
Three (3) sets <u>folded</u> (24" x 36") final plat	<input type="checkbox"/>	<input type="checkbox"/>

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One (1) paper copy and one (1) PDF sets of water, wastewater, and drainage plans 24" x 36" sheet size	<input type="checkbox"/>	<input type="checkbox"/>
One (1) sheet size of 24" x 36" of the approved preliminary plat (if a preliminary plat was prepared)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Formatting Requirements</b>		
Scale of 1" = 100' or larger	<input type="checkbox"/>	<input type="checkbox"/>
Graphic scale of the drawing	<input type="checkbox"/>	<input type="checkbox"/>
North arrow	<input type="checkbox"/>	<input type="checkbox"/>
Legend, if symbols used	<input type="checkbox"/>	<input type="checkbox"/>
Vicinity map with a scale of 1" = 2,000' or larger covering area of at least one (1) mile	<input type="checkbox"/>	<input type="checkbox"/>
For residentially zoned properties, proof of the City Council's approval of the Park and Trail Dedications (see UDC Section 3.05.10.)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Final Plat Title Block Elements</b>		
Name of proposed development	<input type="checkbox"/>	<input type="checkbox"/>
Subdivision name	<input type="checkbox"/>	<input type="checkbox"/>
Lot and block numbers	<input type="checkbox"/>	<input type="checkbox"/>
Survey name and abstract number	<input type="checkbox"/>	<input type="checkbox"/>
Gross acreage	<input type="checkbox"/>	<input type="checkbox"/>
Date of preparation and date of any revisions	<input type="checkbox"/>	<input type="checkbox"/>
<b>Graphic Elements to be shown on Final Plat</b>		
Titled "Final Plat"	<input type="checkbox"/>	<input type="checkbox"/>
Signature Blocks	<input type="checkbox"/>	<input type="checkbox"/>
Seal and signature of the licensed Professional Surveyor in the State of Texas who prepared the plat	<input type="checkbox"/>	<input type="checkbox"/>
Name, address, phone number, and email address of the developer, engineer, or surveyor	<input type="checkbox"/>	<input type="checkbox"/>
Label continuous and adjacent properties around proposed development (lots, blocks, tracts, abstracts, names, owners, platted or un-platted, existing zoning and proposed land use designation)	<input type="checkbox"/>	<input type="checkbox"/>

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City and County limit lines, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Signature Blocks, as shown in <a href="#">Section 3.03.03. M.</a> of the UDC	<input type="checkbox"/>	<input type="checkbox"/>
Acreage of the individual lots	<input type="checkbox"/>	<input type="checkbox"/>
Legal description of the property (metes and bounds description)	<input type="checkbox"/>	<input type="checkbox"/>
Location of numbers and dimensions of existing blocks, lots, building lines, water courses, ravines, bridges, culverts, present structures	<input type="checkbox"/>	<input type="checkbox"/>
Boundary line, accurate to scale, of the subject tract	<input type="checkbox"/>	<input type="checkbox"/>
Tract designation	<input type="checkbox"/>	<input type="checkbox"/>
Primary control points or descriptions, and ties to such control points to which all dimensions, angles, bearings, block numbers and similar data shall be referred	<input type="checkbox"/>	<input type="checkbox"/>
Subdivision boundary lines accurate in scale indicated by heavy lines	<input type="checkbox"/>	<input type="checkbox"/>
Bearing and length of each boundary line	<input type="checkbox"/>	<input type="checkbox"/>
Location, dimensions and names of all existing and proposed ROW's alleys, reservations, easements, or other ROWs within the proposed subdivision	<input type="checkbox"/>	<input type="checkbox"/>
All existing, recorded and proposed residential lots, parks, public areas, permanent structures within or contiguous with the proposed subdivision	<input type="checkbox"/>	<input type="checkbox"/>
ROWs in conformance with the Comprehensive Plan	<input type="checkbox"/>	<input type="checkbox"/>
Layout, building setback lines including setbacks for water, sanitary sewer, drainage easements and approximate dimensions of lots and blocks, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Number or letter to identify all lots and blocks	<input type="checkbox"/>	<input type="checkbox"/>
City and County limit lines, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Zoning of subject land and adjacent property and boundary lines of zone	<input type="checkbox"/>	<input type="checkbox"/>
Proposed densities, lot sizes, and number of residential lots and blocks	<input type="checkbox"/>	<input type="checkbox"/>
Engineering Construction Plan Checklist (to be accompanied with any plat that does not have approved Engineering Construction Plans). Note: plans should be approved prior to the submittal of the final plat	<input type="checkbox"/>	<input type="checkbox"/>
Franchise Utilities Elements	<input type="checkbox"/>	<input type="checkbox"/>
Provide Proof that Franchise Utilities (telephone, cable, gas, etc.) will serve the proposed development.	<input type="checkbox"/>	<input type="checkbox"/>

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## **Certification of Submitted Information**

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have included any required conditions of an approved rezoning, planned development (PD) zoning, special use permit, variance, or special exception or development agreement.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## **Verification of Detailed Information**

I hereby confirm that the above detailed information as required by the checklist is complete and accurate to the best of my knowledge. I understand that proper City staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided by me or my firm may delay the proper review of this application.

\_\_\_\_\_  
Design Engineer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name & License Number

\_\_\_\_\_  
Firm & Registration Number