



CITY OF CORINTH

Preliminary Plat Checklist

Project Name:

GENERAL INFORMATION

- 1) See [3.03.02. Preliminary Plat](#) of the Unified Development Code for more information on the preliminary platting process.
- 2) A pre-application conference with City Staff is encouraged, but not required.
- 3) 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 flash drive. Each file shall be labeled on the drive as it appears on the checklist. Drives must be clearly labeled with the project name on the outside of the media.

APPLICATION CHECKLIST

Item	Applicant	Staff
Completed and Signed Universal Application Form - One (1) paper copy and one (1) PDF	<input type="checkbox"/>	<input type="checkbox"/>
Application Fee (Fee Schedule)	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Intent - One (1) paper copy and one (1) PDF	<input type="checkbox"/>	<input type="checkbox"/>
Tax Certificates from Denton County indicating that City taxes are current (http://dentoncounty.com/Departments/Tax-Assessor-Collector/Property-Tax/Tax-Certificates.aspx) - 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"/>
Required Documentation		
Three (3) sets of folded preliminary plat prints 24" x 36" size sheets	<input type="checkbox"/>	<input type="checkbox"/>
Three (3) sets of preliminary water, wastewater, and drainage plans 24" x 36" size sheets	<input type="checkbox"/>	<input type="checkbox"/>
Formatting Requirements		
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"/>



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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"/>
All Park and Trail dedication must be approved by City Council. For residentially zoned properties, proof of the City Council's approval of the Park and Trail Dedications (<i>see UDC Section 3.05.10</i>).	<input type="checkbox"/>	<input type="checkbox"/>
Preliminary Plat Title Block Elements		
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"/>
Graphic Elements to be shown on Preliminary Plat		
Titled "Preliminary Plat"	<input type="checkbox"/>	<input type="checkbox"/>
Signature block for the Planning and Zoning Commission Chairman (Page 31)	<input type="checkbox"/>	<input type="checkbox"/>
Seal and signature of the 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"/>
City and County limit lines, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
Existing structures, indicating whether any structures will be removed	<input type="checkbox"/>	<input type="checkbox"/>
Legal description of the property (metes and bounds description)	<input type="checkbox"/>	<input type="checkbox"/>
Monument locations, materials, and size	<input type="checkbox"/>	<input type="checkbox"/>
Lot area and dimensions	<input type="checkbox"/>	<input type="checkbox"/>
Lot and block numbers	<input type="checkbox"/>	<input type="checkbox"/>
Required building setback lines	<input type="checkbox"/>	<input type="checkbox"/>

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Use the current City of Corinth benchmarks (https://www.cityofcorinth.com/planning-development/page/city-benchmarks)	<input type="checkbox"/>	<input type="checkbox"/>
Name the responsible entity for the operation and maintenance of any building, park, equipment, pools, planting, lawns, or legal interests if it is proposed that they are to be shared by owners of the real property within the subdivision	<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 of numbers and dimensions of existing blocks, lots, building lines, water courses, ravines, bridges, culverts, and 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 of 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"/>
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"/>
ROW dedication 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"/>
Identify all lots and blocks	<input type="checkbox"/>	<input type="checkbox"/>
Identify zoning of subject land and adjacent properties and boundary lines of respective zoning	<input type="checkbox"/>	<input type="checkbox"/>
Proposed densities, lot sizes, and number of residential lots and blocks	<input type="checkbox"/>	<input type="checkbox"/>
Acreage of the individual lots	<input type="checkbox"/>	<input type="checkbox"/>
Approximate area in parks and in other nonresidential uses	<input type="checkbox"/>	<input type="checkbox"/>
Square footage of each lot in the proposed subdivision/development	<input type="checkbox"/>	<input type="checkbox"/>
Streets and Access Elements		
Label all existing and proposed streets in the proposed and abutting subdivision	<input type="checkbox"/>	<input type="checkbox"/>
All streets shall conform to Corinth Design Criteria and the Comprehensive Plan	<input type="checkbox"/>	<input type="checkbox"/>
Radius of the curve shall be shown, lots facing on curved streets, the chord width of the lot at the front building setback line shall be shown	<input type="checkbox"/>	<input type="checkbox"/>
Provide cross-sections of proposed streets showing the width of pavement, type of pavement, and location and width of sidewalks	<input type="checkbox"/>	<input type="checkbox"/>

For any property to be subdivided, the City may require that the Owner provides, at the Owner’s expense, a traffic study of the proposed development. One (1) paper copy and one (1) PDF of this study shall be submitted for review concurrently with the submittal of the Preliminary Plat.	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Threshold worksheet , if warranted - One (1) paper copy and one (1) PDF	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Impact Analysis (TIA), if required by Section 3.05.04.D	<input type="checkbox"/>	<input type="checkbox"/>
All proposed sidewalks shall be shown on the Preliminary Plat in accordance with the City of Corinth Design Criteria	<input type="checkbox"/>	<input type="checkbox"/>
Drainage Elements (Preliminary Drainage Plan)		
All proposed grading and drainage improvements for the proposed subdivision shall be in accordance with the City of Corinth drainage requirements	<input type="checkbox"/>	<input type="checkbox"/>
All drainage must be planned in accordance with the City’s drainage requirements and the best interests of the immediate and adjacent properties	<input type="checkbox"/>	<input type="checkbox"/>
Label all existing and proposed drainage patterns	<input type="checkbox"/>	<input type="checkbox"/>
Include existing contour lines on basis of two (2) foot intervals or less in terrain with a slope of five (5) percent or more and on a basis of one (1) foot intervals in terrain with a slope of less than five (5) percent	<input type="checkbox"/>	<input type="checkbox"/>
All elevations shall be reference to a City benchmark on the same datum and indicate which benchmarks were used on the drawing	<input type="checkbox"/>	<input type="checkbox"/>
Any proposed changes in topography shall be shown by proposed contour lines on a basis of five (5) foot intervals in terrain with a slope of five (5) percent or more, and on a basis of one (1) foot intervals in terrain with a slope of less than five (5) percent	<input type="checkbox"/>	<input type="checkbox"/>
Description of contributing drainage areas or basins which drain to the proposed subdivision	<input type="checkbox"/>	<input type="checkbox"/>
Area, slope, soil types and type of development in the contributing area	<input type="checkbox"/>	<input type="checkbox"/>
All calculations shall be based on ultimate development (based on the zoning designation) of the contributing drainage areas of basins	<input type="checkbox"/>	<input type="checkbox"/>
Location of existing drainage facilities or appurtenances for drainage such as pipes, inlets, culverts, and bridges	<input type="checkbox"/>	<input type="checkbox"/>
Drainage area map indicating drainage areas, and calculated run-off, and points of concentration from proposed development	<input type="checkbox"/>	<input type="checkbox"/>
Location, dimension, description, and flow line of existing drainage structures and the location, flow line and floodplain boundaries of existing water courses within the subdivision or contiguous tracts	<input type="checkbox"/>	<input type="checkbox"/>
Width of all existing and proposed drainage easements	<input type="checkbox"/>	<input type="checkbox"/>
All easements for proposed on and off drainage facilities shall be sized to accommodate those facilities required for ultimate development within the watershed	<input type="checkbox"/>	<input type="checkbox"/>

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<p>A Preliminary Storm Water Management Plan (SWMP) identifying permanent water quality feature opportunities for the development. The Preliminary SWMP and the Preliminary Drainage Plan may be shown on the same sheet. The Preliminary SWMP must comply with the standards and criteria outlined in the UDC, Engineering Standards Manual, and the Municipal Code.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Public Utilities Elements (Preliminary Utility Plan)</p>		
<p>Location of all existing sanitary sewer, water mains, storm sewers, gas mains, electric lines, telephone lines, culverts, or other underground and overhead structures or utilities within the tract and immediately adjacent thereto with pipe sizes, grades and locations indicated.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Size and location of all proposed water distribution mains, including valves and fire hydrants.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Location and size of all proposed sanitary sewer mains, including manholes, preliminary grades for each main between manholes, and the depth at each manhole.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Franchise Utilities Elements (Preliminary Utility Plan)</p>		
<p>The developer shall provide the City of Corinth letters from the franchise utility companies (telephone, electric, cable, gas, etc.) confirming that the franchise utility companies have been provided adequate easements for their utilities. These letters shall be submitted with the Preliminary Plat.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Floodplain Study</p>		
<p>The City may require that the owner provide, at the owner's expense, a floodplain study of the proposed development. If proposed development lies within a flood hazard area as delineated by the current Flood Insurance Rate Maps as provided by FEMA, then a Floodplain permit is required.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Tree survey or tree protection plan as outlined by Section 2.09.02 Tree Preservation</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Additional items as requested by the Planning & Zoning Commission, City Council, or City Staff</p>	<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

Surveyor Signature