



FINAL PLAT CHECKLIST

1. A COMPLETE FINAL PLAT APPLICATION SHALL CONSIST OF ALL OF THE FOLLOWING:

- Full payment of the final plat review fee
- Tax certificate form and Deed
- A complete narrative metes and bounds description of such boundaries
- Title report/ Owner policy/ Letter of authorization
- Construction documents (3 complete sets)
- Topographic and/or soil test
- TxDot permit (if fronting TxDot road)

2. FINAL PLAT SHOWING THE FOLLOWING MAPPED INFORMATION:

- A clear vicinity map shall be at a scale of one inch equals 2,000 feet
- North indicators
- The entire boundary of the proposed subdivision
- All existing and proposed monuments on such boundary
- The centerlines of all such street rights-of-way
- The proposed names of all such streets
- All existing easements that are recorded in the county map records, used as state road rights-of-way, or listed in a recent title report
- All proposed easements
- Tie lines located more than 125 feet from the boundary of the proposed subdivision may include any necessary breaks
- The proposed boundaries of all lots, blocks and reserve areas
- Complete lot, block and reserve-area numbers
- For all rights-of-way and all easements shown inside the proposed subdivision or within 125 feet thereof, the plat shall show all width dimensions and all existing street names
- For all straight lines, the information shall be sufficient to determine readily the location, bearing and length of all such lines and sufficient to reproduce such lines upon the ground
- For all curved lines other than flood area boundaries or edges of water, the information shall be sufficient to determine readily the location of the end points of such lines and to determine readily the following curve data: central angle, radius, tangent length, and arc length
- All other mapped information shall be at a scale of one inch equals 100, 60, 50, 40, 30, 20, or ten feet
- The edge of water for all rivers, lakes and resacas

- The boundaries of all flood areas
- All nonmapped information shall be separated from all mapped information by blank spaces at least one-half inch wide
- All information shall be precise, accurate, unambiguous, and clearly legible at one-half reduction
- Each statement on the face of the plat shall be contained within the body of one of the nonmapped items required. No such item shall refer to any document being attached to the final plat.

3. FOR THE AREA THAT IS OUTSIDE THE BOUNDARIES OF THE PROPOSED SUBDIVISION AND THAT IS WITHIN 25 FEET:

- All existing easements that are recorded in the county map records
- All existing nonroad rights-of-way that are recorded in the county map records

4. FOR THE AREA THAT IS OUTSIDE THE BOUNDARIES OF THE PROPOSED SUBDIVISION AND THAT IS WITHIN 125 FEET:

- All existing road rights-of-way that are recorded in the county map records or used as state road rights-of-way
- The names and boundaries of all subdivisions recorded in the county map records, with their page numbers and volume or cabinet numbers

5. FOR A SUFFICIENTLY LARGE AREA:

- A corner of the survey or subdivision of which the proposed subdivision is a part
- At least one tie from such corner to a corner of the proposed subdivision

6. ON EACH SHEET OF THE FINAL PLAT:

- A plat caption located in the lower right hand corner of the sheet
- A blank planning commission certificate
- A narrative metes and bounds description of the entire boundary of the proposed subdivision
- Surveyor's certificate
- Blank county clerk's certificate
- Certificates for all owners of the proposed subdivision
- Acknowledgements for all such owners' certificates
- Certificates for all general purpose tax collectors having any jurisdiction over property within the proposed subdivision, with each such certificate stating only that all taxes owed to the taxing unit represented by such tax collector are currently paid in full for the area inside the boundaries of the proposed subdivision
- Certificates for all utility districts within which the proposed subdivision is located
- At least one potable water retailer's certificate

- Certificates for all local health departments, if on-site wastewater disposal is proposed

7. ADDITIONAL REQUIRED INFORMATION:

- Setbacks for proposed lots
- Plat number and number of lots (displayed on the lower right corner above the plat description)
- Sheet number
- Park fees
- Cameron County Engineering Department initials
- All required signatures on the plat (City and County are last to sign)