

# FINAL PLAT CHECKLIST

## General Requirements

- Must be prepared in a clear and readable manner.
- All figures and letters shown must be plain, distinct, and of sufficient size.
- The paper copies submitted must be of sufficient quality so that all features are easily read.
- Shall generally conform to the preliminary plat, as approved by the City Planning Commission.
- A scale of one inch (1") to one hundred feet (100') shall be used, with a maximum sheet size of 18" x 24".
- Completed application & applicable fee.

## Recording Requirements

- After approved, the Planning Division shall be furnished at least four positive copies of the approved plat;
  - two made of Mylar film .003" thick and with a matte finish on the front side, with the print on at least one film being a "black line" suitable for permanent recording, and
  - two made of paper.
- A certificate (not a tax receipt) from the Tom Green County Appraisal District will be provided, showing there to be no delinquent taxes upon the property to be subdivided.
- The applicant or a representative shall notify the Planning Division within seven calendar days of the date of recording, providing all appropriate recording data.

## Each final plat shall contain the following information:

- The proposed name of the subdivision, which must not replicate or be similar to an existing subdivision.
- The names of the owners of all property being subdivided, all of which must appear beneath the proposed name or title of the subdivision.
- Orientation with north toward the top of the sheet, with a north arrow.
- Numerical or written scale and graphic scale.
- Location of subdivision by city, county and state.
- Location of the subdivision with respect to an original survey corner, together with reference to a corner in a recorded subdivision, if applicable, or satisfactory locatable title data, all by courses and distances.
- The boundaries of each adjoining street, alley, easement, lot or tract, shown by dotted or dashed lines.

- Sufficient relocation data, in order to reproduce the subdivision on the ground, shall be shown.
- Approved name and right-of-way width of each proposed street within the subdivision.
- The location, dimensions and purposes of any easements or other rights-of-way within or adjoining the proposed subdivision.
- Identification of each lot and block by letter or number.
- Building setback lines from street-side boundaries, where applicable, and shown by dotted or dashed lines.
- Boundary lines and identity of open spaces shall be shown.
- The description of all corners/monuments found or set to mark the lot or block corners or curve points, preferably in legend form.
- A statement as to the origin of the bearings.
- A certificate of ownership and dedication of all streets, alleys, parks and playgrounds to be dedicated for public use forever, signed and acknowledged before a notary public, by the owner of land.
- A complete and accurate description of the land being subdivided, including the name and survey number.
- Existing structures on the property (that are to remain) shall be shown on a separate copy of the plat or on a separate scale drawing, so that compliance with minimum required building setbacks can be assessed.
- Certificate of the Registered Public Surveyor who surveyed the subdivision and created the plat and who monumented the required corners shall be on the face of the plat. The signature and seal of said Registered Public Surveyor must be affixed to all plats and descriptions for which he/she is responsible.
- Location for filing information of plat and all related field notes or instrument numbers.
- Signature blocks shall be provided on said plat as shown on the following page(s).

I certify that all items checked above have been provided. I understand that not providing all of this information may result in an incomplete application and delay the consideration of my project for approval.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

**For Administrative Approvals:**

DEPARTMENT OF PLANNING

Approved for recording this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_  
Planning Director

DEPARTMENT OF PUBLIC WORKS

Approved for recording this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_  
Director of Public Works

DEPARTMENT OF WATER UTILITIES

Approved for recording this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_  
Director of Public Works

**For Final Plats/Replats Requiring Planning Commission Approval:**

CITY PLANNING COMMISSION

Approved for recording this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

City Planning Commission of San Angelo, Texas.

By: \_\_\_\_\_  
Chairman  
\_\_\_\_\_  
Secretary

DEPARTMENT OF PUBLIC WORKS

Approved for recording this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_  
Director of Public Works

DEPARTMENT OF WATER UTILITIES

Approved for recording this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_  
Director of Public Works

**For All Plat Documents:**

COUNTY CLERK

Approved for recording this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

County Clerk of Tom Green County, Texas.  
By: \_\_\_\_\_

SURVEYOR'S CERTIFICATE

Know all men by these presents: that I, \_\_\_\_\_, do hereby certify that I prepared this plat from an actual and accurate survey of the land and that corner monuments shown thereon will be, or were properly placed, under my supervision, in accordance with the rules for land subdivision by the City Council of the City of San Angelo; and I further certify that the tract of land herein platted lies within the City Limits, or within the extraterritorial jurisdictional area of the City of San Angelo, Texas, as established by law.

(Surveyor's Seal)

Sample certificate of ownership and dedication, with acknowledgment by notary:

I (we), \_\_\_\_\_, do hereby adopt this plat as the subdivision of my (our) property and dedicate for the use of the public the streets, alleys and easements as shown.

STATE OF TEXAS  
COUNTY OF TOM GREEN

This instrument was acknowledged before me on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BY: \_\_\_\_\_  
Notary Public in and for the State of Texas

\_\_\_\_\_  
My Commission expires