



Preliminary Plat Checklist

This is a summary of the information that shall be provided on the plat. This summary is provided for the applicant's benefit; however, fulfilling the requirements of this summary check list does not relieve the applicant or his/her agent from the responsibility of satisfying all the requirements of the Zoning regulations (Chapter 106 of city code) and General Development regulations (Chapter 98 of city code), or any other development-related ordinances of the City of Crowley. Please refer to the Crowley City Code, available online through Municode.com, for the city's development requirements.

Each phase included in a preliminary plat must be able to stand alone in terms of public and semipublic improvements.

_____ Title block as follows.

PRELIMINARY PLAT
NAME OF THE ADDITION
LIST OF ALL LOTS & BLOCKS & PHASES
TOTAL ACREAGE
ZONING
SURVEY ABSTRACT NUMBERS(S)

Project summary

_____ For all residential subdivisions, include a plan summary table, showing total acreage per phase, total number of lots and number of lots per phase, and zoning classification, minimum lot size, minimum dwelling size, and density per acre.

_____ Name, address, and phone number of contact person of applicant, and of developer, owner, or builder if different from applicant, and of the engineer or surveyor.

Map elements

_____ Sheet size shall be 22 inches by 34 inches or 24 inches by 36 inches.

_____ North point arrow (oriented to the top or right of the sheet) and date. Dates of revision are also to be added with each modified set of plans.

_____ Location map: one inch equals 1,000 feet.

_____ The maximum scale on preliminary plats shall be one inch equals 100 feet, except that nonresidential tracts over 100 acres may be drawn to a maximum scale of one inch equals 200 feet.

Site information

_____ Abstract number(s) and survey name(s) of subject tract.

_____ Abstract and survey lines.

_____ Boundary line, accurate in scale, of the subject tract.



- _____ Lot number, block letter designations, and acreage of each lot.
- _____ Zoning of subject lot and adjoining properties.
- _____ The layout, building setback lines including setbacks from water, sanitary sewer and drainage easements, and approximate dimensions of proposed lots, blocks, etc.
- _____ Contours with intervals of two feet or less, referred to sea level datum, including benchmark.
- _____ The names of adjacent subdivisions and/or the names of record owners of adjoining parcels of unplatted land.
- _____ Lines or limits designating boundaries of municipalities, counties, and special districts such as municipal utility districts, road utility districts, etc.
- _____ Approximate floodplain and floodway limits.

Utilities

- _____ Existing and proposed sanitary sewer and water system shown for a distance which impacts the subject property.
- _____ Other utility systems, proposed and existing, including private transmission lines.

Drainage

- _____ A drainage plan of the proposed and existing drainage system. The drainage plan shall include: all drainage areas (on-site and off-site) that affect the area being preliminary or final platted, both in its natural state and in the ultimate development, location of lines, nets, existing and proposed easements, proposed drainage rights-of-way, and all required drainage calculations.

Streets and traffic

A traffic impact analysis prepared by a qualified professional in the field of traffic evaluation and forecasting may be required to determine the traffic generated by the proposed subdivision and to demonstrate adequacy of the adjacent roadway system. See Sec. 98-63(34) for requirements.

- _____ Existing and proposed streets and alleys, including widths of right-of-way and pavement. Street names shall provide continuity with existing streets. Where a development abuts a street shown on the city's thoroughfare plan, the preliminary plat shall include a proposed dedication of right-of-way in accordance with the requirements of the thoroughfare plan.
- _____ Cross section of proposed streets and alleys showing the width of pavement, type of pavement and location, and width of sidewalks.
- _____ Control of access lines, corner clips, and clear vision areas.
- _____ Traffic control signals, traffic devices, and striping.
- _____ Median openings, turning lanes, and acceleration and deceleration lanes.
- _____ Block lengths for each block included in the plat.



Encumbrances

_____ Easements, deed restrictions or encumbrances which impact development of the lot.

_____ Permanent structures and uses already existing within the subdivision that will remain.

Parks and other features

_____ All land proposed for public use dedication or to be reserved for the common use of all property owners, together with conditions or limitations of such use. Such reservations and dedications must be designated by a separate lot and block.

_____ Park land dedication meeting the requirements of Section 98-41 of Crowley city code.

_____ Other features which impact the subject property including, but not limited to, buildings, cemeteries, parks, landfills, and monuments.

_____ For residential developments, park dedication provisions are to be addressed by the park board prior to approval of the preliminary plat. The park dedication agreement shall be noted on the face of the plat with the approval date.

_____ Prior to dedication of parkland, the developer shall make full disclosure of the presence of any hazardous substances, dumping, and/ or underground storage tanks and all construction processes affecting the site of which the developer has knowledge. *See Section 98-41 of city code for more detail about this requirement.*

Phases

_____ Phase lines must be clearly delineated, with improvements capable of standing alone as development occurs and not depending on future construction to meet city standards or requirements.

Variances

_____ Variances from this chapter which may be requested shall be listed on the face of the plat. (See requirements for signature blocks)

Signatures and dedications

_____ Owner signature block and city signature block as shown below.

Owner's Certificate of Dedication

NOW, THEREFORE, known all men by these presents:

That (owner/name) through the undersigned authority do/does hereby adopt this plat designating the hereinabove described property as (name of the addition, phase, lot and block) _____, an addition to the City of Crowley, Tarrant/Johnson County, Texas, AND does hereby dedicate to the public use forever the streets and alleys shown hereon; and does hereby dedicate the easement strips shown on the plat for mutual use and accommodation of the City of Crowley and all public utilities desiring to use, or using same. No building, fences, trees, shrubs, signs or other improvements shall be constructed or placed upon, over or across the easement strips on said plat. The City of Crowley and any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, signs or other improvements or growths which in any way endanger or interfere with the construction, maintenance or efficiency of its



respective system on any of these easements strips, and the City of Crowley and any public utility shall at all times have the right of ingress and egress to and from and upon any said easement strips for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining and adding to or removing all or part of its respective system without the necessity at any time of procuring the permission of anyone. A blanket easement of a three-foot radius from the center point of all fire hydrants and a two-foot radius from the center point of all other appurtenances (fire hydrant valves, water meters, meter boxes) is hereby granted to the City of Crowley for the purpose of constructing, reconstructing, inspecting and maintaining the above named appurtenances.

We do further dedicate, subject to the expectations and reservations set forth hereinafter, to the public use forever, all public use spaces shown on the face of the plat.

Name, Title Company	Name, Title Company
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Signature Blocks for Preliminary Plats

The following certificates shall be placed on the preliminary plat by the subdivider:

(a) If variances are requested, list all variances requested and:

- "Preliminary Plat for Review Purposes Only" [do not include quote marks on the plat]
- "Recommended for approval" [do not include quote marks on the plat]

_____ [Name], Chairman, Planning and Zoning Commission City of Crowley, Texas	_____ / _____ / _____ Date
Approved for preparation of final plat	
_____ [Name], Mayor, City of Crowley, Texas	_____ / _____ / _____ Date

(b) If no variances are requested:

"No variances from the general development ordinance requested:"
 Approved for preparation of final plat

_____ [Name], Chairman, Planning and Zoning Commission City of Crowley, Texas	_____ / _____ / _____ Date
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