



Conveyance Plat/ Revised Conveyance Plat Checklist

The following is a partial listing of requirements for conveyance plat and revised conveyance plat applications as found in Plano's development regulations and policies. A completed checklist must be submitted with each application. Applicants shall indicate compliance with standards by checking the box adjacent to the standard. Failure to comply with standards could result in rejection of application and/or delay of conveyance plat/revised conveyance plat approval. Adopted within in Section 3.1 (General) of the Subdivision Ordinance.

Bold references following each checklist items refer to the Subdivision Ordinance subsection.

Section 1 - Plat Format & General Standards *(check if provided; indicate NA if not applicable)*

Plats shall comply with the following graphic format and general standards:

- 1.1 Sheet size shall be 24" x 36", black and white drawing on bond paper in landscape view. No blue-line copies will be accepted. **Sec. 3.1 e.3**
- 1.2 Plat is clear and legible. Use a variety of line types and line weights. Do not screen information. Indicate plat boundary/limits with heavy/bold line weight. Do not use grey-scale shading. Abandonments may be indicated by stipple or crosshatch shading. **Sec. 3.1 e.3**
- 1.3 Permissible scale for plat are engineer scales 1" = 10', 20', 30', 40', or 50'. A 1" = 60' or 100' scale may be used with prior approval. Architectural scales are not acceptable. **Sec. 3.6 c.2(i)**
- 1.4 Title block shall be in the lower, right-hand corner of the plat. The title block shall contain: plat type; project name (subdivision name, lot and block designations); gross acreage; city, county and state name; survey and abstract name; and date of preparation. **Sec. 3.1 e.3 & Sec. 3.6 c.2(g)**
- 1.5 Title for revised conveyance plats shall reference subdivision name, lot and block designations, and recording information of the plat being revised. **Sec. 3.1 e.3 & Sec. 3.6 c.2(g)**
- 1.6 Provide 1 1/2" x 5" blank area above title block for city approval stamps. **Sec. 3.1 e.3**
- 1.7 Label company name, preparer name, address, and phone number of plat preparer (e.g., surveyor, engineer, etc.) in the vicinity of the title block. **Sec. 3.1 e.3**
- 1.8 Label company name, contact name, address, and phone number of current property owner in the vicinity of the title block. **Sec. 3.1 e.3 & Sec 3.6 c.2(h)**
- 1.9 Orient plat so that north is to the top or left-hand side of sheet. **Sec. 3.1 e.3**
- 1.10 Provide north arrow, graphic scale, and written scale in close proximity to each other. **Sec. 3.6 c.2(i)**
- 1.11 Provide a vicinity map in the same orientation of plat showing subject property, north arrow, scale (or labeled "not to scale"), and adjacent thoroughfares within a one mile radius of site. **Sec. 3.1 e.3**
- 1.12 Point of beginning tied to abstract corner if not previously platted or subdivision corner if platted. Indicate on graphic and/or in legal description. **Sec. 3.5 c.6**
- 1.13 For property boundary lines, provide distances (to nearest hundredth of feet) and bearings

(to nearest second). **Sec. 3.6 c.2(a)**

Section 1 - Plat Format & General Standards Continued *(check if provided; indicate NA if not applicable)*

- 1.14 For property boundary curves, provide curve lengths, curve radii, and chord lengths (to nearest hundredth of feet), and internal angle and chord bearing (to nearest second). **Sec. 3.1 e.3**
- 1.15 If plat uses abbreviations, provide legend. **Sec. 3.1 e.3**
- 1.16 Label boundary monuments as to type and size and whether found or set for all property corners, points of intersection, and points of curvature/tangency. **Sec. 3.2 c.2(e) & Sec 3.2 c.2(e)**
- 1.17 If revised conveyance plat, state purpose of revision (e.g., "The purpose of this revised conveyance plat is _____."). **Sec. 3.1 e.3**
- 1.18 Provide the following note on the plat: "Notice: Selling a portion of this addition by metes and bounds is a violation of city subdivision ordinance and state platting statutes and is subject to fines and withholding of utilities and building certificates." **Sec. 3.5 c.1**
- 1.19 Provide the following note on the plat: "A conveyance plat is a record of property approved by the city for the purpose of sale or conveyance in its entirety or interests thereon defined. No building permit shall be issued nor permanent public utility service provided until a final plat is approved, filed of record, and public improvements accepted in accordance with the provisions of the Subdivision Ordinance of the City of Plano. Selling a portion of this property by metes and bounds, except as shown on an approved, filed, and accepted conveyance plat, final plat, or replat is a violation of the city ordinance and State law." **Sec. 3.6 c.2(o)**

Section 2 - Site Information *(check if provided; indicate NA if not applicable)*

For the proposed site, provide the following:

- 2.1 Plat is consistent with valid plans and plats approved for site. **Sec. 3.1 e.3**
- 2.2 Plat integrates with valid plans and plats approved for adjacent contiguous sites. **Sec. 3.1 e.3**
- 2.3 Plat depicts proposed layout of lots, streets, easements, and rights-of-way (R.O.W.). **Sec. 3.6 c.2(d) iii & iv**
- 2.4 Do not show or label existing or proposed improvements including buildings, utilities, landscape areas, parking areas, etc. **Sec. 3.1 e.3**
- 2.5 Do not show or label existing or proposed topography. **Sec. 3.1 e.3**
- 2.6 Do not show, label, or dimension (width) required landscape edge. **Sec. 3.1 e.3**
- 2.7 Show the subdivision boundary in heavy lines. Label line and curve data to match legal description. **Sec. 3.1 e.3**
- 2.8 Show current and proposed property boundaries/lot lines. Label line and curve data. Provide ties and/or intermediate distances as appropriate. **Sec. 3.2 c.2.(a)**
- 2.9 Label proposed lot and block designations. **Sec. 3.1 e.3**
- 2.10 Label lot area for each lot in acres and square feet. **Sec. 3.1 e.3**
- 2.11 Show and label existing easements. Provide line and curve data for easement boundaries and tie down easements. Provide recording information. If all or portion of an existing easement is to be abandoned, label "To be abandoned by this plat." **Sec. 3.6 c.2.(d)iii**
- 2.12 Show and label necessary easements as determined in pre-application meeting. Provide line and curve data for easement boundaries and tie down easements. **Sec. 3.6 c.2.(d)iii**

- 2.13** Show public street and alley R.O.W. Label as existing or proposed. Dimension R.O.W. width. Show street centerline and provide line and curve data. **Sec. 3.6 c.2.(d)iii**
- 2.14** Label street names (as approved by City of Plano). **Sec. 3.6 c.2.(d)i**

Section 3 - Adjacent Property Information *(check if provided; indicate NA if not applicable)*

For properties contiguous to the site and for properties across R.O.W. contiguous to the site, provide the following information within 50 feet of the site boundary and 50 feet of R.O.W. contiguous to the site boundary: **Sec. 3.1 e.3**

- 3.1** Show and label properties. For platted properties, show lot lines and label subdivision name, lot and block designation, and plat record information for each lot. For unplatted properties, show parcel lines and label record owner and deed record information for each parcel.
- 3.2** Do not show or label existing or proposed improvements including buildings, utilities, landscape areas, and parking areas.
- 3.3** Show all easements. Label as existing or proposed. If existing, provide recording information.
- 3.4** Show public street and alley R.O.W. Label as existing or proposed. Dimension R.O.W. width.
- 3.5** Label street names.
- 3.6** Show and label city limit lines, county limit lines, and/or survey (abstract) lines.

Section 4 - Legal Description and Plat Language *(check if provided; indicate NA if not applicable)*

Provide legal description of the land including the following:

- 4.1** Name of record owner and corresponding deed reference. **Sec. 3.1 e.3**
- 4.2** Name of survey, abstract, county, and state. **Sec. 3.1 e.3**
- 4.3** Metes and bounds legal description for subdivision boundary. Calls and monumentation match plat graphic. **Sec. 3.6 c.2(1)**
- 4.4** Total area of the plat in acres and square feet. **Sec. 3.6 c.2(1)**

Provide standard City of Plano plat language for the following (available online): **Sec. 3.1 e.3**

- 4.5** General owner's certificate and dedication language.
- 4.6** Owner signature block and notary block for owner signature.
- 4.7** Certificate of approval language with signature block and notary block.
- 4.8** Surveyor certificate language with signature block and notary block.
- 4.9** Specific dedication language for fire lane, access, visibility access maintenance (VAM), and/or floodway and drainage easements.

Section 5 - Other *(check if provided; indicate NA if not applicable)*

- 5.1** If public utilities have not been constructed and accepted, provide subdivision improvement agreement and associated surety. **Sec. 3.2 c.3(c)**
- 5.2** For offsite easement and/or R.O.W. dedication (as approved by the City Engineer), provide field notes and other documents necessary for dedication or conveyance. **Sec. 3.1 e.3**

- 5.3** □ Closure sheet showing the difference between the beginning coordinate and the ending coordinate in the legal description. The closure sheet should include the coordinate geometry (COGO) data for all of the calls as well as any error of closure. Provide the error of closure to no more than six decimal places. Typical error should be between 0.00 to 0.02 feet. **Sec. 3.1 e.3**