

# FINAL PLAT CHECKLIST

*Final Platting procedures and criteria for approval follow the regulations outlined in the Code of Ordinances, City of Waco, Texas, Appendix B, Subdivision Ordinance. Upon receipt of a Final Plat application, staff will review the project to confirm that all pre-requisite application type(s) have been submitted, reviewed, and approved.*

*The following items must be submitted for the application to be considered complete.*

## PREAPPLICATION CONFERENCE – STRONGLY RECOMMENDED

- Prior to submitting a subdivision plat, any person wishing to develop property may consult with city departments for comment and direction. At this stage, decisions are made concerning what information and documents should be submitted for review.
- The preapplication conference is the stage where the decision is made regarding which set of regulations apply to the proposed subdivision (e.g. the set of regulations enacted and adopted in 1955, or the set amended in 1985 or the set amended in 1995, etc.). Any person wishing to contest whether or not the appropriate set of regulations are being applied to their proposed property must contest the applicability at this stage.
- City staff may except a proposed subdivision from the requirements set forth in section 3.103 requiring submission of a proposed subdivision for preliminary subdivision plat approval. Exceptions to the preliminary subdivision plat approval requirements set forth in section 3.103 may only be granted during the preapplication conference.
- No fee is charged for a preapplication conference.
- The following documents should be submitted to the city plan department prior to the preapplication conference:
  - A sketch plan of the entire subdivision, drawn approximately to scale, showing proposed street, lot and utility and drainage layout;
  - A location map showing the subdivision in relation to existing streets or roadways (i.e. McLennan County Tax Map).

## RECOMMENDED LABELING – FOLLOW WITH ALL DOCUMENTS SUBMITTED

### Examples:

Project Number – [First/Second/Third] Submittal [Document Title]

- 24-000001-S-SUBD – First Submittal Final Plat
- 24-000001-S-SUBD – Second Submittal Final Plat
- Etc.

### 1 - GENERAL

- Final Plat Application (via [Online Application Portal](#))
- [Signature Page](#)
- Associated Fee(s): as listed on the [Planning Services Fee Schedule](#)
- A completed copy of this checklist (check each box if requested item is provided or indicate N/A if the item is not applicable).
- Preferred - Brief Project Narrative describing the purpose of the project.

### 2 – FORMAT AND GENERAL STANDARDS

- A legible, accurately scaled plat of the entire subdivision or portion thereof.
- Plats shall be submitted in both paper and digital format. Digital files shall be in a current version of AutoCAD (.dwg) or in Digital Exchange Format (.dxf) and shall be oriented to within ten feet of correct Texas State Plane Coordinates, NAD83.
- Plats shall be prepared by a Registered Professional Land Surveyor or a Registered Professional Engineer.

### 3 – INFORMATION SHOWN ON PLAT

- The subdivision boundary as determined by a boundary survey done on the ground by a registered professional land surveyor;
- The street and lot layout;
- Proposed and existing alleys and easements;
- Proposed and dedicated right-of-way;
- All dimensions and other surveying information necessary to produce the plat on the ground including:
  - Linear and curvilinear dimensions shall be shown in feet and decimals of a foot;
  - Bearings reference shall be shown by the current standards as prescribed by the State of Texas Land Surveyors Board;
  - The radii, tangents, central angles, chords, and arcs of all curves;
  - The lengths and bearings of all straight lines;
  - The dimensions from all angle points and points of curve of lot lines.
  - The long chord distance and bearings for all curves and curved lot lines;
  - Existing lot lines (shown by dashed lines) for property being resubdivided; and,
  - Side lot lines perpendicular to the street may have the bearing shown;
- Recording data for all property to include the owners name, acreage, adjacent to the subdivision.

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- Names and dimensions of proposed and existing streets within and adjacent to the subdivision unless where right-of-way becomes impractical;
  - The proposed name of the subdivision;
  - The date of the plat and of any revisions;
  - The scale to which the plat was drawn (recommended scale between 1:30 – 1:100, unless impractical);
  - A north arrow;
  - The name, address and signature line of the owner(s) of the property;
  - The name, address, signature, and seal of the registered professional land surveyor responsible for the survey of the properties being subdivided;
  - Abandoned streets, alley and easements with ordinance number and date;
  - A monument legend;
  - Certification by the registered professional land surveyor that the plat represents work done on the ground by his/her or under his/her supervision;
  - Certification by the surveyor that all survey monuments are correctly shown on the plat. The owner may provide a performance guarantee for monumentation along with a letter from the surveyor supporting the amount of the guarantee in lieu of certification that monuments have been set. After construction is complete, the surveyor shall set the monuments.
  - If a lot is not to be served by sanitary sewer, a certification approved by Planning Services shall be included on the plat as set forth in Section 5.201 (B)(2)(d). This certification shall be signed by the appropriate local health authority, or designee;
  - Location of all soil borings or other test sites where required; and
  - For subdivisions in the extraterritorial jurisdiction which are served by a private water utility, the Texas Public Utility Commission certificate number, date of certification, and name of water utility serving the subdivision shall be shown on the plat.

#### 4 – PLAT SIZE

- The plat should be no larger than necessary and easily read, and drawn to a standard format of 8½" x 11", 8½" x 14", 11" x 17", 18" x 24", 22" x 34", 24" x 36", and the size required by the McLennan County Clerk for recording in the official public records of McLennan County.

#### 5 – FIELD NOTES

- Complete set of fieldnotes of the boundary survey, signed by the surveyor, and having a closure error no greater than 1/10000.

## 6 – INSTRUMENT OF DEDICATION

- An instrument of dedication for all street and highway right-of-way, alleys, easements, parks, and/or property improvements intended for public use. The dedication shall be signed by the owner or his/her legally designated agent and acknowledged by a notary public and will be filed for record. The following certificate shall be placed below the dedication:

STATE OF TEXAS  
COUNTY OF MCLENNAN

"I hereby certify that the above and foregoing plat and fieldnotes of the (subdivision name) addition to the City of Waco, Texas, was approved by the City Plan Commission on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_."

\_\_\_\_\_  
City Secretary

- Sample dedication forms shall be available at the city plan department.

## 7 – DEED RESTRICTIONS

- One copy of any requirements or deed restrictions imposed upon the subdivision by an individual or agency other than city staff or the city plan commission.

## 8 – HELPFUL LINKS

- [City of Waco Planning Calendar](#)
- [Code of Ordinances City of Waco Texas – Appendix B - Subdivision](#)
- Subdivision Ordinances not yet Codified:
  - [Ordinance No. 2023-381](#) – Update to “City Engineer” Definition – Adopted 5/15/2023
  - [Ordinance No. 2023-484](#) – Designating Plan Commission as approval authority, updating procedures, updating department agency titles and names, referencing annual fees set by City Council – Adopted 6/20/2023
  - [Ordinance No. 2023-610](#) – Amending Sections 2.2 “Definitions”, 2.3 “Clarification Concerning the Term Subdivision Plan”, 3.3 “Required Documents”, 5.2 “Permanent Improvements”, and 5.4 “Approved Construction Plans and Specifications and Record Drawing Plans” – for the purpose of complying with revisions to TLGC Chapter 212, per House Bill 3699 of the 88<sup>th</sup> Legislative Session – Adopted 8/15/2023