

PRELIMINARY PLAT CHECKLIST

Preliminary 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 Preliminary Plat application, staff will review the project to confirm that all pre-requisite application type(s) have been submitted, review, 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 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 Preliminary Plat
- 24-000001-S-SUBD – Second Submittal Topographical Map
- Etc.

1 - GENERAL

- Preliminary 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, including all adjacent land owned by the developer.
- 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 showing:
 - The subdivision boundary as determined by a boundary survey or by recorded description of the property;
 - The street and lot layout and the proposed use of the property;
 - Proposed and existing easements, sewers, water lines, gas mains, water courses, ravines, bridges, culverts, existing structures, drainage areas in acreage, and other features pertinent to subdivision;
 - Proposed and dedicated right-of-way;
 - The proposed legal description of the subdivision;
 - The proposed name of the subdivision;
 - The date of the plat and of any revisions;
 - The scale to which the plat was drawn, (1:1200 unless this scale is impractical);
 - Computed total acreage;
 - A north arrow;
 - The name and address, signature, and date of signature of the owner of the property;
 - The words shown on the plat "PRELIMINARY PLAT FOR REVIEW PURPOSES ONLY";
 - The city plan commission approval date;
 - The Texas Commission on Environmental Quality (TCEQ) water certification of convenience and necessity file number;
 - The electric service cooperative that serves the area.

3 – TOPOGRAPHICAL MAP

- A topographical map of the entire subdivision, and of a one hundred (100) foot wide strip surrounding the subdivision.
- Contours shall be shown at two (2) foot intervals with all elevations referenced to city approved datum.
- Topographic information is necessary only for subdivisions exceeding two (2) acres in gross area and/or having unusual topography.
- Topographic information may be included directly on the preliminary plat or placed on a separate map drawn to the same scale as the preliminary plat.
- The topographic map shall be either an actual on-the-ground survey, material obtained from Engineering Services of the City of Waco, or an aerial survey approved by Engineering Services. A note shall be placed on the plat stating which method was used to provide the topographical map.

4 – LOCATION MAP

- A location map shall be shown on the Preliminary Plat showing:
 - The proposed subdivision in relation to existing streets and/or other easily recognizable geographic features,
 - A north arrow, and
 - The proposed name of the subdivision.

5 – ON-SITE SEWER SYSTEMS

- For sites not served by public sanitary sewer:
 - A report by an independent registered professional engineer indicating sufficient soil tests have been conducted and that the said engineer has determined the environmental suitability of each lot for safe operation of an on-site sewage facility (OSSF)
 - The report shall determine a minimum lot size, density, and type of proposed disposal system.
 - This report is to be submitted to the city engineer and utility services environmental coordinator for approval and shall comply with all Texas Commission on Environmental Quality (TCEQ) regulations.

6 – STUDIES (if required)

- Utilities (Texas Administrative Code, Part 1, Chapter 217; Texas Administrative Code, Part 1, Chapter 290)
- Streets and Traffic Impact (Texas Local Government Code 212.0021)
- Stormwater (Texas Local Government Code 212.0021)

7– 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 88th Legislative Session – Adopted 8/15/2023
- [City of Waco - Public Works](#)
 - [Specifications, Manuals, and Regulations](#)
 - [Standard Details Listing](#)
 - [Stormwater Management](#)
- [City of Waco – Water Utility Services](#)
 - [Water Master Plan and Wastewater Master Plan](#)
 - [Water & Sanitary Sewer Design Manual](#)
 - [Waco Metropolitan Area Regional Sewerage System](#)