

FINAL PLAT, MINOR PLAT, OR REPLAT CHECKLIST

PLANNING & DEVELOPMENT DEPARTMENT OF THE TOWN OF SUNNYVALE



GENERAL

- Sheet size shall be 24" x 36", black and white drawing on bond paper in landscape view.
- North arrow, scale, and legend, if abbreviations or symbols are used.
- Permissible scale for plat/replat 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.
- Provide 1 ½" x 5" blank area above title block for county approval stamps.
- Title block located in lower right corner, above the area for filing sticker, with subdivision name, plat type (e.g. Final Plat) block and lot numbers, survey name and abstract number, number of acres, preparation date, town, county and state, and space for Town Project Number.
- Label company name, preparer name, address, and phone number of plat preparer (e.g., surveyor, engineer, etc.) in the vicinity of the title block.
- Label company name, contact name, address, and phone number of current property owner in the vicinity of the title block.
- Orient plat so that north is to the top or left-hand side of sheet.
- 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).
- Unless replat, provide two standard Town of Sunnyvale monuments with horizontal and vertical control geo-referenced to N.A.D. 1983 State Plane coordinates.
- Show and label fire lane, access, and utility easements. Provide line and curve data for easement boundaries and tie down easements.
- For proposed detention ponds, locate within easements and add note for required maintenance.
- Show and label easements for water, sanitary sewer, and storm sewer utilities. Provide line and curve data for easement boundaries and tie down easements.
- Show and label floodway and drainage easements including access and maintenance easements. Provide line and curve data for easement boundaries and tie down easements.
- For lots adjacent to or containing floodway and drainage easements, label minimum finish floor elevation. Reference FEMA FIRM # adjacent to FEMA-mapped floodplain.
- Show and label wall maintenance easements for required screening walls. Provide line and curve data for easement boundaries and tie down easements.
- For sidewalks not within R.O.W., show and label sidewalk easements. Provide line and curve data for easement boundaries and tie down easements.
- For other public utilities not within R.O.W., show and label easements. Provide line and curve data for easement boundaries and tie down easements.
- Show and label Town limit lines, county limit lines, and/or survey (abstract) lines.
- If public utilities that have not been constructed and accepted, provide subdivision improvement agreement and associated surety if applicable.
- Provide record drawings for the subdivision if applicable.
- For offsite easement and/or R.O.W. dedication (as approved by the Town Engineer), provide field notes and other documents necessary for dedication or conveyance.
- Location/vicinity map. (Use a single line drawing. Do not use website maps.).
- Legal (metes and bounds) description with total acreage. Ensure that the total acreage in the legal matches the title block.
- Property boundary drawn with "phantom" line type (-----) with dimensions and bearings.
- Lot dimensions in feet and hundredths of feet with angles and bearing to the nearest second for street and alley lines.
- Provide the following note on the plat: "Notice: Selling a portion of this addition by metes and bounds is a violation of Town ordinance and state law and is subject to fines and withholding of utilities and building permits.
- Adjacent properties – subdivision name of platted properties or owner name of unplatted property with recording

information.

- Dedication language for easements (fire lane, landscape, Visibility, Access and Maintenance, Public Way, access, utility/water/sanitary sewer, drainage, and drainage and detention, etc.).
- Bold the labels of any easements or rights-of-way being dedicated, abandoned or modified per the plat so that they stand out from the existing easements.
- Outline of all property offered for dedication for public use.
- Surveyor's certificate (signed and sealed) with notary block.
- On Final Plat's include a signature line for the Director of Planning & Development.
- Town approval signature block located on the right side of the page. Example provided.
- Certificate of ownership with notary block(s).
- Additional documents necessary for dedication or conveyance of easements or rights-of-way.
- Add the following note: Development standards of this plat shall comply with platting requirements of the Unified Development Ordinance.

ENGINEERING

- The exact layout including:
 - o Street names.
 - o The length of all arcs, radii, internal angles, points of curvature, length, and bearing of the tangents.
 - o All easements for rights-of-way provided for public services or utilities and any limitations of the easements.
 - o All lot numbers and lines with accurate dimensions in feet and hundredths of feet and with bearings and angles to street and alley lines.
- Utility Easements – water, sanitary sewer, drainage, electric, telephone, gas, cable television, fire lane, etc. Show all bearing and distance information on existing and proposed easements, including separate instruments.
- Filing information for all existing easements and rights-of-way.
- Locations, material, and size of all monuments found and set. The surveyor will construct two concrete monuments and establish grid coordinates for the monuments in reference to Town of Sunnyvale GPS Monuments using the Town of Sunnyvale Combined Scale Factor as necessary. Elevations will be established on the two monuments in reference to the Town of Sunnyvale GPS Monuments. The three-dimensional coordinates established for these monuments will be clearly shown on the face of the plat. The plat must hold grid bearings and must not be from an assumed north. All distances shown on the plat will be surface distances.
- Point of beginning labeled and tied to abstract corner if not previously platted or subdivision corner if platted. Indicate on graphic and/or in legal description.
- Two opposing property corners in 3D coordinates.
- Existing and proposed FEMA 100-year floodplain with elevation. Include minimum finished floor elevations of all lots adjacent to floodplain. If the site does not contain a floodplain, note that: "no floodplain exists on the site."
- Existing and proposed location of streets and alleys, right-of-way widths, and names of streets.
- Dimension from the property to centerline of right-of-way.
- Additional certificates to properly dedicate easements or right-of-way as may be necessary. Such easement certificates shall be in the form designated in the Unified Development Ordinance.

REQUIREMENTS FOR RESIDENTIAL PROPERTIES

- For plats more than 4 lots, provide a letter-size exhibit of a table of lot and block numbers with the square footage of each lot.
- Provide a typical lot detail showing all setbacks for all the applicable residential districts.

REQUIREMENTS FOR REPLATS

- For all replats – Purpose of and justification for replat statement (i.e.: "The purpose of this replat is to add a five-foot utility easement along the front of Block A, Lots 1-9, because _____").

REQUIREMENTS FOR FINAL PLATS

The following criteria shall be used by the Commission to determine whether the Final Plat shall be approved or denied:

- The Final Plat conforms to the approved Preliminary Plat except for minor amendments that are authorized under Section 2.03.04. M Amendments to Preliminary Plats Following Approval and that may be approved without the necessity of revising the approved Preliminary Plat;
- All conditions imposed at the time of approval of the Preliminary Plat, as applicable, have been satisfied;
- The final layout of the Subdivision or development meets all standards for adequacy of public facilities contained in this UDO;
- The Plat conforms to design requirements and construction standards as set forth in the Engineering Design Manual; and
- The Plat conforms to the Director of Development Services' subdivision Application checklists and UDO regulations.

Example of Town Action Block placed above title block for a FINAL PLAT:

APPROVED BY THE PLANNING & ZONING COMMISSION OF THE TOWN OF SUNNYVALE, TEXAS, ON THE _____ DAY OF _____, 20____.	
_____ CHAIRMAN	_____ DATE
_____ ATTEST: TOWN SECRETARY	_____ DATE

ADDITIONAL RESOURCES

For construction and fire code requirements with local amendments, please refer to the Town of Sunnyvale:

- o Building Permit and Inspection Division: <https://www.townofsunnyvale.org/71/Building-Permits-and-Inspections>
- o Fire Department: <https://www.townofsunnyvale.org/78/Fire>

For planning and zoning requirements, including platting, please refer to the Uniform Development Ordinance: <https://tosdev.org/UDO>

Engineering requirements, including water and wastewater requirements and the Town's Storm Drainage Design Manual, can be found here: <https://tosdev.org/Engineering>

Example of Town Action Block placed above title block for a MINOR PLAT or a REPLAT:

RECOMMENDED FOR APPROVAL BY THE PLANNING & ZONING COMMISSION OF SUNNYVALE, TEXAS, ON THE _____ DAY OF _____, 20____.	
_____ CHAIRMAN	_____ DATE
APPROVED BY THE TOWN COUNCIL OF THE TOWN OF SUNNYVALE, TEXAS, ON THE _____ DAY OF _____, 20____.	
_____ MAYOR	_____ DATE
_____ ATTEST: TOWN SECRETARY	_____ DATE

Example of Town Action Block placed above title block for an AMENDING PLAT:

RECOMMENDED FOR APPROVAL BY THE PLANNING & DEVELOPMENT DIRECTOR OF SUNNYVALE, TEXAS, ON THE _____ DAY OF _____, 20____.	
_____ DIRECTOR	_____ DATE
_____ ATTEST: TOWN SECRETARY	_____ DATE

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