

CITY OF LOS FRESNOS

CHECK LIST FOR SUBMITTING A FINAL PLAT

A final plat shall be required for all subdivision of land within the corporate limits and the extraterritorial jurisdiction of the City and for any parcel of land requiring a building permit. The final plat shall comply in all respects to the **approved** preliminary plat, and may include all or only a part of the area of the **approved** preliminary plat. The City shall refuse to approve a plat if it does not meet the requirements prescribed by or under these rules. **CHECK LIST MUST BE RETURNED WITH PLAT.**

- As soon as practical after the subdivider is notified of the approval of the preliminary plat, the subdivider shall submit three (3) copies of a final plat to the City Administrative Officer or his/her designee and they shall make a study of the plat in accordance with ordinance requirements. Incomplete submittals will be returned to the subdivider prior to further processing by the City.
- No final plat will be considered unless a preliminary plat has been submitted and fully approved. A preliminary and final plat may be submitted at the same time. However, if an approved plat has been duly recorded and the subdivider wishes to increase the size of it by combining two or more lots or by combining a lot with a portion of the adjacent lot in such manner that no portion of a lot remains smaller than the original lots, no preliminary replat will be necessary.
- Once the City Administrative Officer or his/her designee has completed the review and changes, if needed, are made then the subdivider shall submit twelve (12) copies of a final plat of the entire area being subdivided to the City Secretary's office, not less than twenty (20) days prior to the Planning and Zoning Commission meeting.

Final Plat approval shall not be granted unless the subdivider has accomplished the following.

- Dedicate the sites for the adequate water and sewerage facilities identified in the final plat to the appropriate retail public utility responsible for operation and maintenance of the facilities.
- Provided evidence that the water facilities and sewerage facilities have been constructed and installed in accordance with the criteria established within these rules and the approvals from TCEQ of the plans and specifications for such construction, including any change orders filed with these agencies.
- Obtained all necessary permits for the proposed water facilities and sewerage facilities (other than for OSSF permits on individual lots within the proposed subdivision) and has entered into a financial agreement with the City secured by a

bond or other alternative financial guarantee such as a cash deposit or letter of credit for the provision of water and sewerage facilities with the bond or financial guarantee meeting the criteria established in Section 3.18 in the Subdivision Ordinance.

- The final plat and accompanying data shall substantially conform to the preliminary plat as conditionally approved by the Planning and Zoning Commission, incorporating any and all changes, modifications, alterations, corrections, and conditions imposed by the Planning and Zoning Commission, City Engineer and the City Council.
- A reproducible copy of the final plat on Mylar sheets 24 “ x 36” with a one-inch margin on the binding side of the sheet, and of not less than one-half inch on the other three sides. The plat shall be drawn at a scale no smaller than one hundred (100) feet to one (1) inch. Where more than one sheet is necessary to accommodate the entire area, an index drawing showing the entire subdivision at an appropriate scale shall be included on the first sheet.
- All subdivision perimeter corners shall be monumented by buried concrete monuments, at least 6 inches in diameter and 24 inches long with surveyor’s identification cap. In some cases, where subdivisions have irregular shapes and many corners, certain main corners shall be monumented with concrete monuments and intermediate corners may be monumented with at least ½ inch diameter by 24 inch long steel rods with surveyor’s identification cap. All such monumentation shall be illustrated and described as “set” or “found” on the final plat.

In addition to the various requirements for the preliminary plat, the final plat shall also include the following:

- Primary control points or description, and ties to such control points to which all dimensions, angles, bearings, block numbers, closure data and area as may be required shall be rendered.
- Adjoining subdivisions with recording information and legal description, and deed recording information for adjoining unplatted property.
- Owner’s acknowledgment of the dedication to public use of all streets, alleys, parks, and other public places shown on final plat.
- The certification of the surveyor and engineer responsible for surveying the subdivision area, attesting to its accuracy, and for the preparation of the final plat and supporting data, attesting to its accuracy.

- The certification by City Engineer or other designated city official that the final plat conforms to all requirements of the subdivision regulations of the City of Los Fresnos.
- After the approval of the final plat by the Planning and Zoning Commission, the City Council shall either approve or disapprove the final plat for execution.
- Along with the final plat, the applicant shall submit in writing statements from the various utilities that they have reviewed the subdivision and that they can provide service and are prepared to do so when requested by the subdivider. For water service, the subdivider shall submit an executed contractual agreement between the subdivider and public water service provider for the provision of sufficient water to serve the ultimate needs of the subdivision for at least thirty (30) years. For sewer service, the subdivider shall submit an executed contractual agreement between the subdivider and a wastewater service provider for the provision of sufficient wastewater treatment capacity to service the ultimate needs of the subdivision for at least thirty (30) years.
- Before final plat is recorded; a certificate shall accompany the record plat showing that all taxes payable shall have been previously paid in full.
- Subdivider shall submit with the final or record plat the opinion of an attorney, licensed to practice law in the State of Texas, showing good recorded liens and encumbrances affecting the title to said land as of the date of submission of the record plat for approval. If any liens appear of record, the subdivider prior to final approval shall secure the subordination of such liens to the plat and dedications contained therein.
- Certification by developer and engineer, licensed to practice in Texas, that water and sewer facilities to be installed shall be in compliance with the City of Los Fresnos requirements.
- When the final plat is filed with the Planning and Zoning Commission for approval, it shall be accompanied by the following fees:
 - A. A check to the City of Los Fresnos for \$1,000.00. This includes one review.
 - B. Any additional reviewing of the final plat will require a fee of \$350.00
 - C. The fees must be paid prior to the review.
- Final Engineering Report, Section 3.11, which provides the following site improvement data, shall accompany the final plat. All plans and engineering calculations shall bear the seal and signature of a registered engineer. Three (3) copies of the following, along with cost estimates per lot, shall be filed with the City.
 - **Sanitary Sewer:** The location and dimensions of existing and proposed sanitary sewer lines, indicating the depth and grades of the lines. When a

separate sewer system or treatment plant is proposed, the point of discharge or disposal area, along with the plans and specification of the treatment plant shall also be submitted.

- **Water Lines:** The location profile, and size of existing and proposed water lines and fire hydrants, showing the depth and grade of the lines. When a separate water system is planned, or when connections to a water system other than to the City water system are proposed, the plan shall show the point of connection and/or source of supply along with the plans and specifications of any treatment facilities.
- **Storm Drainage:** all street width and grade with elevations shall be indicated on plan profile drawing. Drainage easements shall be indicated. Calculations showing the anticipated storm water flow utilizing the Rational Method and rainfall design frequency concentration. When a drainage ditch or storm sewer is proposed calculations shall be submitted showing basis for design frequency of not less than 5 years, including water shed area, percent runoff and time of concentration. When a drainage ditch or storm sewer is proposed calculations shall be submitted showing basis for design. The drainage calculations shall be accompanied by a brief report supported by field investigation explaining the anticipated “worst case” effect, or extent of flooding when rainfall intensity and/or duration exceed the drainage system’s design criteria.
- **Construction Plan:** Cost for construction plan reviews will be as billed by engineer. This includes 1 review. Any additional reviews of the construction plans will require a fee as billed by engineer.
- **Recording of Plat:** After final plat has been approved by Planning and Zoning and the City Council the subdivider shall have the plat recorded and a recorded copy must be supplied to the City.

FINAL ENGINEERING REPORT – GENERAL CONTENTS:

1. Signed, dated, and sealed by a Texas professional Engineer. 364.52
2. Discussion of availability and methodology of providing water facilities and wastewater treatment to lots.
3. Detailed cost estimate per lot for unconstructed water and wastewater facilities necessary to serve lots. 364.52
4. Construction schedule for each significant element needed to provide water or wastewater facilities, including if financial guarantees are to be provided, start dates and completion dates. 364.52

5. The subdivider must provide evidence that the water and wastewater facilities have been constructed and installed in accordance with criteria set by the Model Rules and the approved plans and specifications.

Name of Subdivision: _____

Number of Lots: _____

Name/Address/Telephone Number of Owner: _____

Name of Engineer or Firm/Address/Telephone Number: _____

Date submitted to City: _____

FINAL PALT REVIEWED BY:

- City Administrative Officer
- Public Works Director
- City Engineer

APPROVED or DISAPPROVED by City: _____
(circle one) City Administrative Officer Date