

CITY OF LOS FRESNOS

CHECK LIST FOR SUBMITTING A PRELIMINARY PLAT

- Pre-Application Conference
- Written request to the Planning and Zoning Commission to process the preliminary plat. **PLEASE RETURN CHECK LIST WITH PLAT.**
- Listing of adjacent property owners and other property owners within two hundred (200) feet of the property to be subdivided with addresses as recorded by the Cameron Appraisal District.
- Name of developer (owner) and if owner is a partnership, corporation, or other legal entity other than an individual, the name of the responsible individual such as President or vice-President must be given.
- Preliminary plat shall be prepared on sheets at a maximum size of twenty-four inches (24") by thirty-six (36") inches and at a scale of one inch equals one hundred (1" = 100') feet or greater.
- The plat scale, north arrow, date, name of the owner and subdivider and the name of the Register Public Surveyor, Registered Professional Engineer or Land Planner responsible for the design of the plat.
- Proposed name of the subdivision, which shall not have the same spelling as or be pronounced similar to the name of any other subdivision within the city or within its extraterritorial jurisdiction.
- Names and recording information for contiguous subdivisions shall be drawn on the proposed plat at the same scale and shown in dotted lines. If adjoining property is not subdivided, a brief legal description and recording information of deeds to adjoining properties shall be provided.
- Heavy lines shall indicate subdivision boundary lines, and the computed acreage of the subdivision must be provided on the plat.
- A number or letter to identify each lot or site and each block should be shown on the plat.
- Building setback lines shall be shown.
- The plat shall show the exact location, dimensions, name and description of all existing or recorded streets, alleys, reservation, easements or other public rights-

of-way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries.

- The plat shall show the exact location, dimensions, description of all existing or recorded lots, parks, public areas, permanent structures, existing water courses, irrigation canals, drainage structures, and other sites within or contiguous with the subdivision.
- The plat shall show regulatory flood elevations and boundaries of flood prone areas, including floodways, if known.
- Topographical information and all existing above ground features shall appear on the preliminary plat which shall include power lines, fences, buildings, ditches, etc., elevation of existing ditches, drainage structures, adjacent roadway, on-site ground surface elevations with a maximum contour interval of a ½ foot at locations not more than 100 feet apart in both directions and more frequently when needed to show changes in slope. A statement by the surveyor that the elevations shown “hereon” are based on USGS and U.S.C.& C. S. Sea Level Datum of 1929 and reference to a permanent on-site benchmark shall be included on the face of the plat.
- Location or city limits lines, the outer border of the city’s extraterritorial jurisdiction, and zoning district boundaries, if they traverse the subdivision, form part of the boundary of the subdivision, or are contiguous to such boundary.
- Vicinity sketch or map at a scale of not more than two thousand (2,000’) feet to an inch, which shall show existing subdivisions and streets in the vicinity of the proposed subdivision, possible water and wastewater and other utility connections.
- Letters from the various utilities that service is available and can be provided to the site. Water Wastewater Electric Gas Telephone Other
- Preliminary plans for the drainage system showing the location of the discharge.
- A brief narrative, prepared by a licensed engineer, shall be attached to the preliminary plat and describe the installation of utilities (water/sewer), location of easement, rights-of-way, and drainage of storm water.
- Proposed plans for other structures, elevating techniques, levels, channel modifications, seawalls and other method to overcome flood or erosion related hazards.
- A check in the amount of \$700.00 is the required filing fee. This includes one (1) review. Any additional reviews of the preliminary plat will require a fee of \$350.00. Fees must be paid prior to the review.

