



FINAL PLAT, REPLAT, MINOR PLAT, AMENDING PLAT, AND PLAT VACATION CHECKLIST

This checklist is not all-inclusive of all City ordinances and standards.

GENERAL

- Final Plat, Replat, Minor Plat, Amended Plat, and Plat Vacation Checklist** (this document) completed, signed, and included in submitted Documents.
- Plat.** See Plat Details below.
- Completed [Landowner Authorization](#), signed by LANDOWNER AND PROJECT REPRESENTATIVE/APPLICANT. When the ownership is a Corporation, Limited Liability Company (LLC), Limited Company (LC), Partnership, Limited Partnership, Trustee or any organization other than an individual owner, provide documentation authorizing the signatory to sign on behalf of the ownership.
- Current Deed** showing proof of ownership. Ownership reflected on the deed shall match the application.
- [City Tax statement\(s\)](#) from Collin County and/or Denton County indicating City taxes are current. **Applications with past due taxes will be rejected.**
- Written statement from the Applicant's engineer that all easements have been obtained for necessary public and franchise utilities. (see [Subdivision Ordinance §5.03](#))

PLAT DETAILS (all)

- Collin County property** – Provide a 2" x 4" square in the lower right corner of each sheet for the filing information.
- Denton County property** – Provide a 3" x 3" square in the lower right corner of each sheet for filing information.
- Title block located in lower right corner, above the area for filing sticker, with subdivision name, plat type (i.e. Final Plat) block and lot numbers, survey name and abstract number, number of acres, preparation date, city, county and state, and City project number.
- Lots and blocks with lot and block numbers (block stated first)
- Legend, if abbreviations or symbols are used
- Entity name, contact name, address and phone number for owner, applicant, and surveyor and/or engineer.
- Location/vicinity map. (Use a single line drawing)
- North arrow and scale appropriate for the level of detail – multiple sheets may be required

PLAT DETAILS (all)

- Legal (metes and bounds) description with total acreage (Refer to [Plat Language](#) Document). 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 bearings and angles to street and alley lines
- List the following note on the plat:
Notice: Selling a portion of this addition by metes and bounds is a violation of city ordinance and state law and is subject to fines and withholding of utilities and building permits.
- Adjacent properties within 75 feet of the subject property - 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, drainage, and drainage and detention, etc.) Refer to [Easement Language](#) document.
- Bold** the labels and easement lines 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 (Refer to [Plat Language](#) document)
- City approval signature block located on the right side of the page (Refer to [Plat Language](#) document)
- Certificate of ownership with notary block(s) (Refer to [Plat Language](#) document)
- Include any applicable notes as shown in the [Plat Language](#) document.
- Additional documents necessary for dedication or conveyance of easements or rights-of-way



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FINAL PLAT DETAILS

- Confirmation from the Engineering Services Department that the project construction is at a point where a Final Plat may be submitted. Contact the City Civil Engineer assigned to the project for confirmation.
- Residential Final Plat: HOA document (see [Subdivision Ordinance §8.11](#)). Fee for legal review will be collected prior to Planning & Zoning Commission meeting.

REPLAT DETAILS

- Add a purpose of and justification for replat statement
Example:
The purpose of this replat is to add a five-foot utility easement along the front of Block A, Lots 1-9, because _____.
- Residential Replat: HOA document (see [Subdivision Ordinance §8.11](#)). Fee for legal review will be collected prior to Planning & Zoning Commission meeting.

REQUIREMENTS FOR RESIDENTIAL PROPERTIES (SINGLE FAMILY, TWO FAMILY, TOWNHOME & MULTIFAMILY)

- Provide a table of lot and block numbers with the square footage of each lot in a PDF document (e.g. not a drawing) on an 8½ x 11 page. (Not required for Multifamily)
- Show building Lines along street
- Provide a note stating the zoning of the property and which zoning or Planned Development standards apply to the subdivision. Example:
Zoning: PD-324-Townhome; Built to Patio Home Standards
- For plats that have alleys, list the following note:
All driveways shall access the alleys; no driveways may access streets.
- For plats that do not have alleys, unless overridden by the PD (if one), list the following note:
Where a 'J-swing' garage is not utilized, the face of the garage shall be set back a minimum of 25 feet from the front property line.
- List the following note on the plat:
Placement of street trees shall not interfere with the placement of traffic control devices or visibility at intersections. Existing and future traffic control devices may require the removal or preclude the planting of street trees.

REQUIREMENTS FOR RESIDENTIAL PROPERTIES (SINGLE FAMILY, TWO FAMILY, TOWNHOME & MULTIFAMILY)

- List the following note on the plat:
Development standards of this plat shall comply with Zoning Ord. 11-04-09 as amended.
- For a plat with a required landscape edge, list the following note:
The required HOA Landscape Edge along (name the street) shall not be encumbered by any utilities.
- For any key lot, show front building setbacks on both rights-of-way and add a label/symbol to the lot and legend referring to a note which will state the following:
Fencing restrictions apply to this key lot. Refer to the Zoning Ordinance.
- Provide a typical lot detail showing all setbacks for the applicable residential district(s)

ENGINEERING

- Existing and proposed easements. Provide all bearing and distance information on proposed easements, including separate instruments. Where property or easement extends into multiple counties, plats and separate instruments are to be filed with each county.
- Filing information for all existing easements and rights-of-way
- Complete curve data (delta, length, radius, tangent, point of curve, point of reverse curve, and point of tangent) and bearings of all tangents
- Locations, material, and size of all monuments found and set. The surveyor will construct two monuments in accordance with the Survey Requirements section of the City of Frisco Engineering Standards and establish grid coordinates for the monuments in reference to City of Frisco GPS Monuments using the City of Frisco Combined Scale Factor as necessary. Elevations (to 2 decimal places) will be established on the two monuments in reference to the City of Frisco GPS Monuments. The three-dimensional coordinates established for these monuments will be clearly shown on the face of the plat on two opposing corners. The plat must hold grid bearings and must not be from an assumed north. All distances shown on the plat will be surface distances.
- Limits of FEMA Effective Special Flood Hazard Area floodplain and regulatory floodway within and adjacent to plat area.



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ENGINEERING

- Provide minimum finished floor elevations of all lots adjacent to FEMA and/or City floodplains.
- Drainage and detention easement limit shall be at the freeboard elevation
- Provide Floodplain Note:
 "According to Flood Insurance Rate Map (FIRM) Map No. _____ dated _____ prepared by Federal Emergency Management Agency (FEMA) for <Denton/Collin> County, Texas, this property is within Zone(s) <A, AE, X>."
- Floodplain drainage easement limit shall include all 100-year floodplain limits and Erosion Hazard Setback Limits. Only show FEMA floodplain
- Easements on adjacent properties with recording information

TRAFFIC

- 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
- Right-of-way dedications in fee simple

By signing this document, I attest that this plan complies with the Zoning and Subdivision Ordinance, Engineering Standards and all other applicable codes and ordinances of the City of Frisco.

Preparer's Name (printed)

Preparer's Signature