

ARTICLE II. SUBMISSION REQUIREMENTS

Sec. 40-37. Prints of plats.

The director of public works may require the developer to provide an original and up to six copies of prints or reproducible copies of the plat for approvals, and for forwarding to the tax assessor and for other permanent public records.

(Code 2014, § 40-37; Ord. No. 426, exh. A(§ 2-1), 3-9-1998)

Sec. 40-38. Preliminary plat and accompanying data.

(a) Filing time and copies.

- (1) The developer shall deliver ten blue or black line copies of the plat together with one reproducible sepia or film or original in the public works office at least 15 working days prior to the date at which the preliminary plat is submitted to the city council.
- (2) The director of public works shall mark the delivery date on the original copy and any accompanying data.

(b) Form.

- (1) The plat shall be drawn in black permanent drawing ink on stable-base reproducible film or material of higher quality, with a minimum of 18 inches by 24 inches in size.
- (2) The plat shall be drawn to a minimum scale of one inch equals 100 feet. Larger scale may be used if appropriate.
- (3) If more than one sheet is required to accommodate the entire area of the subdivision, an index sheet showing the entire subdivision at an appropriate scale shall accompany the plat.
- (4) The following notice shall be placed on the face of each preliminary plat and utility plan by the city:
"Preliminary Plat for Review Purposes Only"
- (5) The following certificate shall be placed on the preliminary plat by the subdivider:

Approved for Preparation of Final Plat	
Mayor, City of Madisonville _____	
Date _____	

(c) The plat shall indicate the following data:

- (1) Names, addresses and phone numbers of the developer and the registered professional land surveyor (RPLS).
- (2) Proposed name of the subdivision, which shall not have the same spelling as nor be pronounced similar to the name of any other subdivision located within the city or within the extraterritorial jurisdiction of the city.

-
- (3) The extension (i.e., Madisonville S/D-1, Madisonville S/D-2) of any existing subdivision name should be made when possible if the two subdivisions are adjacent to each other.
 - (4) Names of adjacent subdivisions and owners of adjacent parcels of unsubdivided land or unplatted lands.
 - (5) An arrow or line shall locate the property line of adjacent parcels of unsubdivided land or unplatted lands.
 - (6) Adjacent unplatted or unsubdivided land shall be so indicated.
 - (7) Description by metes and bounds of the subdivision:
 - a. At least one corner of the plat shall be located with respect to an original survey corner or an existing iron pin on an approved and recorded plat.
 - b. Reference in the description shall be made to the deed and recorded volume and page originally conveying the property to the developer.
 - c. All measurements shall use the English system.
 - (8) Primary control points or descriptions, and ties to such control points to which all dimensions, angles, bearings, block numbers and similar data.
 - (9) Subdivision boundary lines shall be indicated by solid heavy lines.
 - (10) The computed acreage of the entire subdivision including public dedications.
 - (11) Existing site features as follows shall be shown by dashed lines:
 - a. The exact location, dimensions, name and description of all existing or recorded streets, alleys, reservations, easements, or other public rights-of-way and all existing utilities within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries.
 - b. The exact location, dimensions, description and name of all existing or recorded residential lots, parks, public areas, permanent structures and other sites within or contiguous with the subdivision.
 - c. The exact location, dimensions, description and flow line of existing watercourses and drainage structures within the subdivision or on contiguous tracts.
 - d. Regulatory flood elevations (FEMA 100-year flood) and boundaries of floodprone areas, including floodways, if known.
 - (12) The approximate location, dimensions, description and name of all proposed streets, alleys, drainage structures, parks, other public areas, reservations, easements or other public rights-of-way, blocks, lots, and other sites within the subdivision;
 - (13) Date of preparation, scale of plat and north arrow;
 - (14) Topographical information sufficiently depicting the grade of the property, which, at a minimum, shall include contour lines on the basis of two vertical feet in terrain with an average slope of two percent or more and on a basis of two vertical feet in terrain with a slope averaging less than two percent;
 - (15) The director of public works may require at least one USGS Benchmark on each preliminary plat;
 - (16) Identifying numbers for each lot or site, and block;
 - (17) Front building setback lines on all lots and sites, and side yard building setback lines at street intersections for corner lots;

-
- (18) An outline of any proposed deed restrictions or any existing deed restrictions if applicable and homeowner association bylaws;
 - (19) Location of city limits line, 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;
 - (20) Vicinity sketch or map at a scale of not more than 1,000 feet to an inch which shall show existing subdivisions, streets, easements, rights-of-way, parks and public facilities in the vicinity, the general drainage plan and ultimate destination of water, and possible storm sewer, water, gas, electric and sanitary sewer connections by arrows.
- (d) At least two copies showing schematic routing of existing water and sewer and proposed water and sewer lines shall be submitted.
 - (e) Texas State Plane Coordinates (NAD 1983) are required on all plats. At least two diagonal corners of the plat shall have the Texas State Plane Coordinates.
- (Code 2014, § 40-38; Ord. No. 426, exh. A(§ 2-2), 3-9-1998)

Sec. 40-39. Area layout.

- (a) Where a subdivision is a unit or part of a larger tract, an area layout shall be submitted with the preliminary plat. The purpose of the area layout is to allow the city council to review proposed streets and thoroughfares, proposed land uses, and the area's relationship to adjacent subdivisions or properties. The area layout shall:
 - (1) Be drawn to a scale of one inch equals 200 feet or larger (i.e., one inch equals 100 inches).
 - (2) Include title block with proposed name of the subdivision, surveyor's name, address, phone number, name and address of the developer, scale, north arrow, location of the tract according to the abstract and survey of the county;
 - (3) Clearly show the limits of the whole tract, with the subdivision indicated;
 - (4) Show all existing streets and thoroughfares;
 - (5) Show the names of all adjacent subdivisions or names of owners on unsubdivided land;
 - (6) Show existing physical features such as railroad rights-of-way, creeks and streams, political subdivisions and corporate limits; and
 - (7) Show tentative alignment of streets to the proposed overall land use.
- (b) The foregoing requirement is directed toward large tracts of land which are not being developed all at one time. The intent is to allow the city council to review the subdivided tract along with the larger tract for consistency with surrounding land use, streets utility extensions, and drainageways.

(Code 2014, § 40-39; Ord. No. 426, exh. A(§ 2-3), 3-9-1998)

Sec. 40-40. Final plat and accompanying data.

A chart and checklist summarizing the required submissions for a final plat for quick and convenient reference are on file in the city secretary's office. In the event of a conflict between said items and the text of this article, the text shall control.

- (1) General requirements.

-
- a. The final plat and accompanying data shall conform to the preliminary plat as approved by the city council, incorporating any and all changes, modifications, alterations, corrections and conditions imposed or required by the city council.
 - b. The final plat shall be accompanied by site improvement data and plans bearing the seal and signature of a registered professional land surveyor.
 - c. Construction plans and engineering calculations shall on each sheet bear the seal and signature of an engineer, one inch equals 100 feet or larger as requested by the director of public works.
 - d. The final plat and the accompanying site improvement data and detailed cost estimates prepared by the developer's engineer/surveyor, where required, shall be approved by the director of public works.
- (2) Form.
- a. The final plat shall be drawn in black permanent drawing ink on prepared transparent tracing paper or of material of higher quality sheets 18 inches wide and 24 inches long or by means of a computer disc when available.
 - b. Margins of not less than three-fourths of an inch on all four sides shall be provided.
 - c. The plat shall be drawn to a scale of one inch equals 100 feet or larger as allowed by the director of public works.
 - d. Where more than one sheet is required to accommodate the entire area of the subdivision, an index sheet showing the entire subdivision at an appropriate scale shall be attached to the plat.
- (3) Filing time and copies.
- a. The developer shall submit ten blue or black line copies of the final plat together with the original plus one Mylar to the director of public works 15 working days prior to the date at which he or his agent present the preliminary plat to the city council.
 - b. The director of public works shall mark the delivery date on the original copy and any accompanying data.
- (4) The final plat shall include the following:
- a. The boundary lines with accurate distances and bearings and the exact location and width of all existing or recorded street rights-of-way intersecting the boundary of the tract.
 - b. True bearings and distances to the nearest established street lines or official monuments, which shall be accurately described on the plat; municipal, county, or survey lines accurately tied to a corner of the subdivision by distances and bearings.
 - c. An accurate location of the subdivision with references to the abstract and survey records of the county.
 - d. The exact layout of:
 - 1. Street names.
 - 2. The length of all arcs, radii, internal angles, points of curvature, length, and bearings of the tangents.
 - 3. All existing and proposed easements for rights-of-way provided for public services or utilities and any limitations of the easements.
 - 4. All lot numbers and lines with accurate dimensions in feet and hundredths of a foot, and with bearings and angles to street and alley lines.

-
- e. The exact location, material, and approximate size of all monuments, which shall denote X, Y, and Z coordinates.
 - f. The accurate outline of all property that is offered for dedication for public use, with the purpose indicated thereon, and of all property that may be reserved by deed covenant for the common use of the property owners in the addition or subdivision.
 - g. Building setback lines.
 - h. Special restrictions including, but not limited to, drainage and floodway, fire lines, or screening.
 - i. Proposed name of the subdivision or addition.
 - j. Name and address of the developer and registered professional land surveyor.
 - k. North point, scale, and date.
 - l. Certification by a registered professional land surveyor to the effect that the plat represents a survey made by him and that all the monuments shown thereon actually exist, and that their location, size, and material description are correctly shown.
 - m. A certificate of ownership and dedication of all streets, alleys, parks and playgrounds to public use forever, signed and acknowledged before a notary public by the owner and lienholder of the land along with complete and accurate description of the land subdivided and the streets dedicated.
 - n. Additional certificates to properly dedicate easement for rights-of-way as may be necessary.
 - o. Boundary survey closure and area calculations.
- (5) Submittals required for construction. Prior to authorizing construction, the director of public works shall be satisfied that the following conditions have been met:
- a. The final plat shall be completed to the requirements of the city at the time of approval.
 - b. All contract documents that are required shall be completed and filed with the director of public works.
 - c. All necessary off-site easements or dedications required for city-maintained facilities, not shown on the plat, must be conveyed solely to the city, with proper signatures affixed the original of the documents, and filing fees as determined by the public works department, shall be paid to the finance department prior to approval and release of the engineering plans.
 - d. Contractors participating in the construction shall be presented with a set of the approved plans bearing the stamp of approval of the public works department. These plans shall remain on the job site at all times.
 - e. If required by the director of public works, all parties participating in the construction shall meet in a pre-construction conference to discuss the project prior to beginning the work.
 - f. A complete list of contractors, their representatives on the site, and telephone numbers where a responsible party may be reached at all times must be submitted to the director of public works.
 - g. An original and three copies of the utility plan sheet, scale one inch equals 100 feet and three prints of the same, reduced to one inch equals 200 feet, shall be submitted to the director of public works.
 - h. Manufacturers' drawings for all fabricated appurtenances or special construction items, as required by the plans and specifications, shall be submitted to the director of public works.
- (6) Certification, acknowledgment and approvals required in the plat.

-
- a. Owner's acknowledgment of requirements of completion and offers of dedication to public use of all streets, alleys, parks, easements, and other public places shown on such final plat, or offer of the sum agreed upon in lieu of dedication;
 - b. Certification by the city council that the final plat conforms to all requirements of the subdivision regulations and construction plans and specifications;
 - c. Certification and seal of the surveyor responsible for surveying the subdivision area, attesting to its accuracy;
 - d. Any existing or proposed deed restrictions and homeowner association bylaws.
- (7) At the time of filing the final plat of a subdivision, the developer shall furnish the director of public works a title opinion or guarantee of title or letter from a licensed attorney or a title company authorized by the laws of the state to write the same, certifying that the signatures of all persons whose consent is necessary to pass a clear title to the land being subdivided and all acknowledgments thereto appear on the proper certificates and are correctly shown on the cover sheet, both as a consent as to the making thereof and affidavits of dedication where necessary.
- (8) Texas State Plane Coordinates (NAD 1983) are required on all plats. At least two diagonal corners of the plat shall have the Texas State Plane Coordinates.

(Code 2014, § 40-40; Ord. No. 426, exh. A(§ 2-4), 3-9-1998)

Sec. 40-41. Plats for minor subdivisions.

- (a) The director of public works may certify a subdivision or resubdivision as a minor subdivision set forth below if he finds:
- (1) The subdivision has no more than four lots fronting on an existing street, does not involve the construction of any new streets or roads, does not require the dedication of any additional rights-of-way, and does not require the modification of or creation of any municipal facilities and/or public improvements.
 - (2) The proposed subdivision meets the lot size and area requirements of the city and is not otherwise in violation of this article.
- (b) The submission requirements for a minor subdivision shall include a sketch plan and such other information as the director of public works may, at his discretion, require in order to ensure that the proposal meets the definitions of and standards for minor subdivisions as set forth in this chapter. The sketch plan shall include, but not be limited to, the following:
- (1) Name, address and phone number of the owner;
 - (2) Name, address and seal of registered professional land surveyor;
 - (3) Name of the proposed subdivision;
 - (4) Names of adjacent subdivisions or names of adjacent unplatted lands including acreage and deed information;
 - (5) Existing easements on the subject property;
 - (6) Metes and bounds description of land being subdivided;
 - (7) Signatures of owners; and
 - (8) Certificates required for approval of the city council, with other certificates as required by final plat approval process.

(Code 2014, § 40-41; Ord. No. 426, exh. A(§ 2-5), 3-9-1998)

Secs. 40-42—40-70. Reserved.