

HEWITT

TEXAS

FINAL PLAT CHECKLIST

City of Hewitt Code of Ordinances Appendix B, Part 1, Section 8

- 1) Final Plat shall be drawn at a scale of 1-inch equals 100 feet and where necessary, may be on several sheets accompanied by an index sheet showing entire subdivision. The required plat size is 18 inches by 24 inches. Three sets of paper plans and two sets of mylars are required to be turned in along with digital versions (.pdf and CAD .dwg files)
- 2) An accurate boundary survey of the property, with bearings and distances, referenced to survey lines and established subdivisions, showing pertinent data concerning property immediately adjacent in dashed lines (including flood plain designations)
- 3) Right-of-way lines of streets and alleys, property lines of lots, parks and other sites with accurate dimensions, bearing or deflection angles, and radii, arcs and central angles of all curves.
- 4) Name and right-of-way width of each street or other right-of-way.
- 5) Locations, dimensions and purpose of any easements.
- 6) The location of minimum building setback lines from all streets, side lots and other sites
- 7) Location and description of monuments, which shall be placed at each corner of the boundary survey of the subdivision. Permanent lot markers shall be placed at each corner lot.
- 8) Number of all lots and blocks
- 9) Two points on the plat show the Texas State Plane Coordinate System coordinates. Bearing shall also be based upon the Texas State Plan Coordinate System, North American Datum of 1983 (NAD83) Texas Central Zone. For subdivisions involving street, or water and wastewater construction, a benchmark based upon the North American Vertical Datum of 1988 (NAVD88) shall be included.

10) Surveyor's certificate to be placed on the subdivision plat:

"KNOW ALL MEN BY THESE PRESENTS:

That I, _____, do hereby certify that I made an actual and accurate survey of the platted land and that the corner monuments shown on the foregoing plat were properly placed under my personal supervision, in accordance with the Subdivision Regulations of the City of Hewitt, Texas."

11) The engineered construction plans for public infrastructure.

12) A drainage study prepared by a licensed engineer.

13) Certificate of approval on final plat must contain one of the following phrases based on the manner in which the plat is approved:

a. Certificate of approval by Hewitt Planning & Zoning Commission (to be placed on plat):

Approved this _____ day of _____, 20____, by the Hewitt Planning and Zoning Commission of the City of Hewitt, Texas.

Chairman

Zoning Secretary

b. Minor Plat – Certificate of approval by Building Official (to be placed on plat):

Approved this _____ day of _____, 20____, by the Building Official of the City of Hewitt, Texas.

Building Official

Zoning Secretary

- 14) A certificate of dedication of all streets, alleys, parks, easements and other land intended for public use, signed by the owner or owners and by all other persons, firms or corporations owning an interest in the property subdivided and platted which shall be acknowledged in the manner prescribed by the laws of the State of Texas for conveyance of real property.
- 15) Flood area statement with reference to map number and effective date of map
- 16) Include Revised Date on plat

In addition to the Final Plat Checklist, the following items are required in order to file a plat with the McLennan County Clerk's Office. This is necessary to maintain a consistent historical record of the plats filed in McLennan County.

<http://www.co.mclennan.tx.us/180/Plat-Filing>

- 1) Must include the original signature and stamp seal of the surveyor.
- 2) Must include the field notes of the survey.
- 3) Must include the dedication of the subdivision by the owners (signatures must be followed by notary acknowledgement).
- 4) Must be approved by the proper City and/or County authority.
- 5) All stamp seals and signatures must be original.
- 6) Blank areas of at least 3/4 inches high by 4.5 inches wide somewhere along the top of the plat, and at least 2.5 inches high by 4.5 inches wide somewhere along the bottom of the plat, are required for the placement of our recording information.
- 7) A tax certificate from the McLennan County Tax Office must be presented with the plat.