SECTION 5:
PLATS

- Plat Information
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- Flow Chart: Administrative Plat Process
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- Preliminary Plat Checklist
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PLATS

Introduction

When a plat application is submitted, staff will review the request and send comments to the applicant on the third Friday after the request was submitted. The applicant may be directed to resubmit the corrected materials and/ or additional materials for staff to review for clearance. When staff comments have been addressed, the plat is certified as "filed." (Note: The 30-day statutory review period for plats commences on the date the plat is certified as "filed.")

Preliminary, Final, Short Form Final, Replats, and Vacation Plats

The Planning and Zoning Commission (P&Z) is the final authority for platting as per Chapter of the Development Code and City Charter, (other than Administrative Plats) unless a subdivision variance is sought, requiring the approval of City Council. Once staff has certified a plat as "filed," the plat will be placed on the next P&Z agenda for action.

The City will provide to the applicant a copy of the written staff recommendation. If staff recommends denial, the applicant has the option to withdraw the plat. The Planning and Zoning Commission will consider the plat and the written recommendation at the regularly scheduled meeting and will either approve, approve with conditions, or deny the proposed plat with reasons. The Development Review Coordinator will furnish the applicant a letter indicating the outcome of the P&Z meeting. If the plat is approved, the letter will serve as the "Plat Certificate" under state law. If the plat is denied, the applicant must follow state law and update the plat for the ability to be approvable.

Administrative Plats: Amending Plats and Minor Plats

Staff, by recommendation to the City Manager, may review an amending plat or minor plat for compliance with Section 5-15 or 5-16 of the Development Code in accordance with state law. When all comments are addressed and staff approves the amending or minor plat, the City Manager and Mayor sign the plat for recordation. Staff may elect to present the amending plat to the Planning & Zoning Commission for approval or denial, as in the case of other plats. The City staff will not disapprove an amending or minor plat. If the City does not administratively approve the plat, it will be referred to the Planning and Zoning Commission for action under Chapter 5 of Sugar Land's Development Code and Chapter 212 of the Texas Local Government Code.

Extension of Approval

Per the Development Code, preliminary plat approval expires if a final plat is not approved after one year. A final plat expires after one year if it is not recorded in the Fort Bend County plat records. The Commission may grant an extension of up to one year. To request an extension, the applicant must submit:

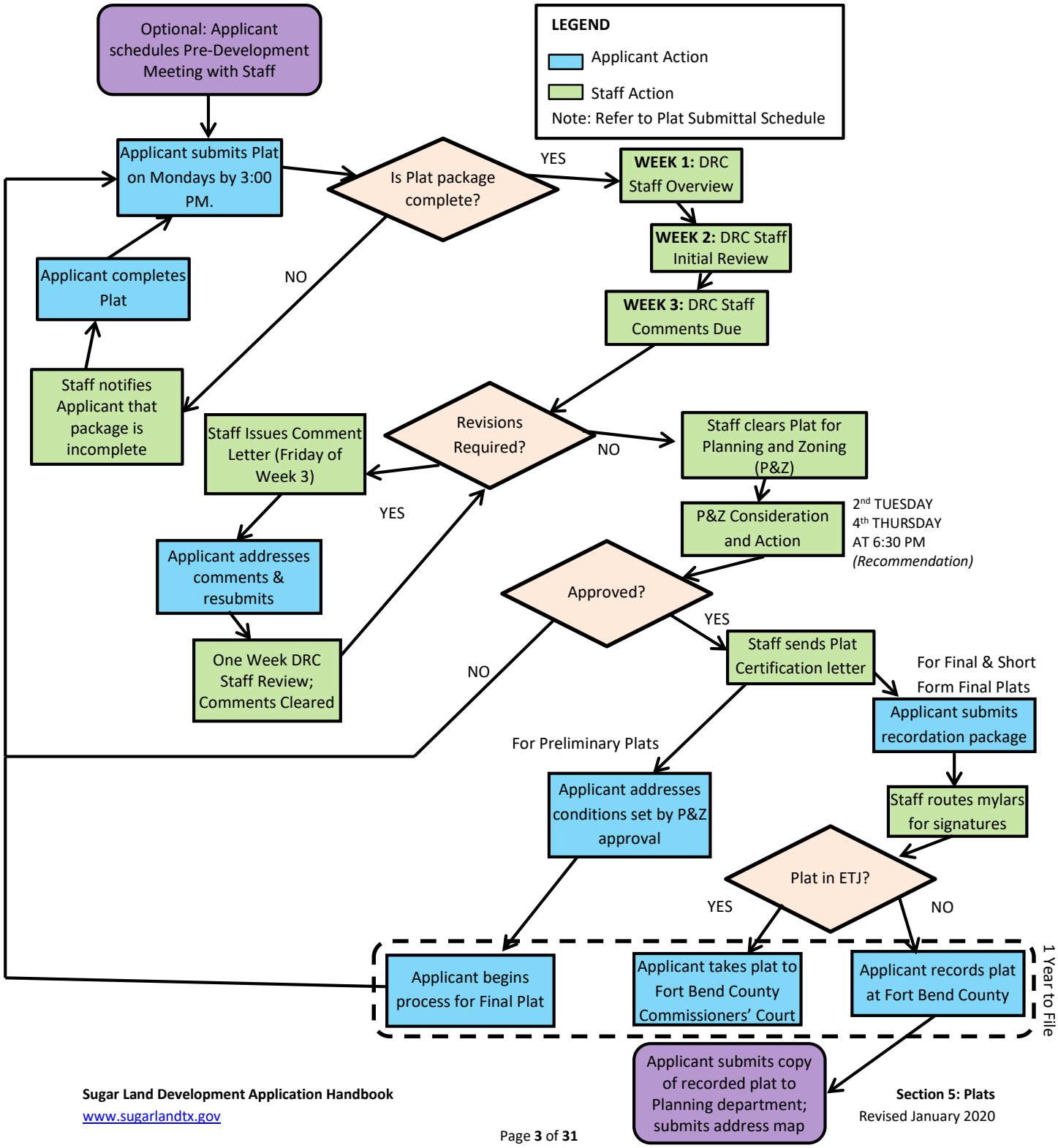
a) Plat application,
b) Letter of request 30 days prior to expiration date of approved final plat including reason for the extension request, and
c) A PDF of approved plat.

Plat Recordation

Following the approval by the Planning and Zoning Commission or the City of a standard plat, amending or minor plat, the procedures on page 31 apply to recordation.

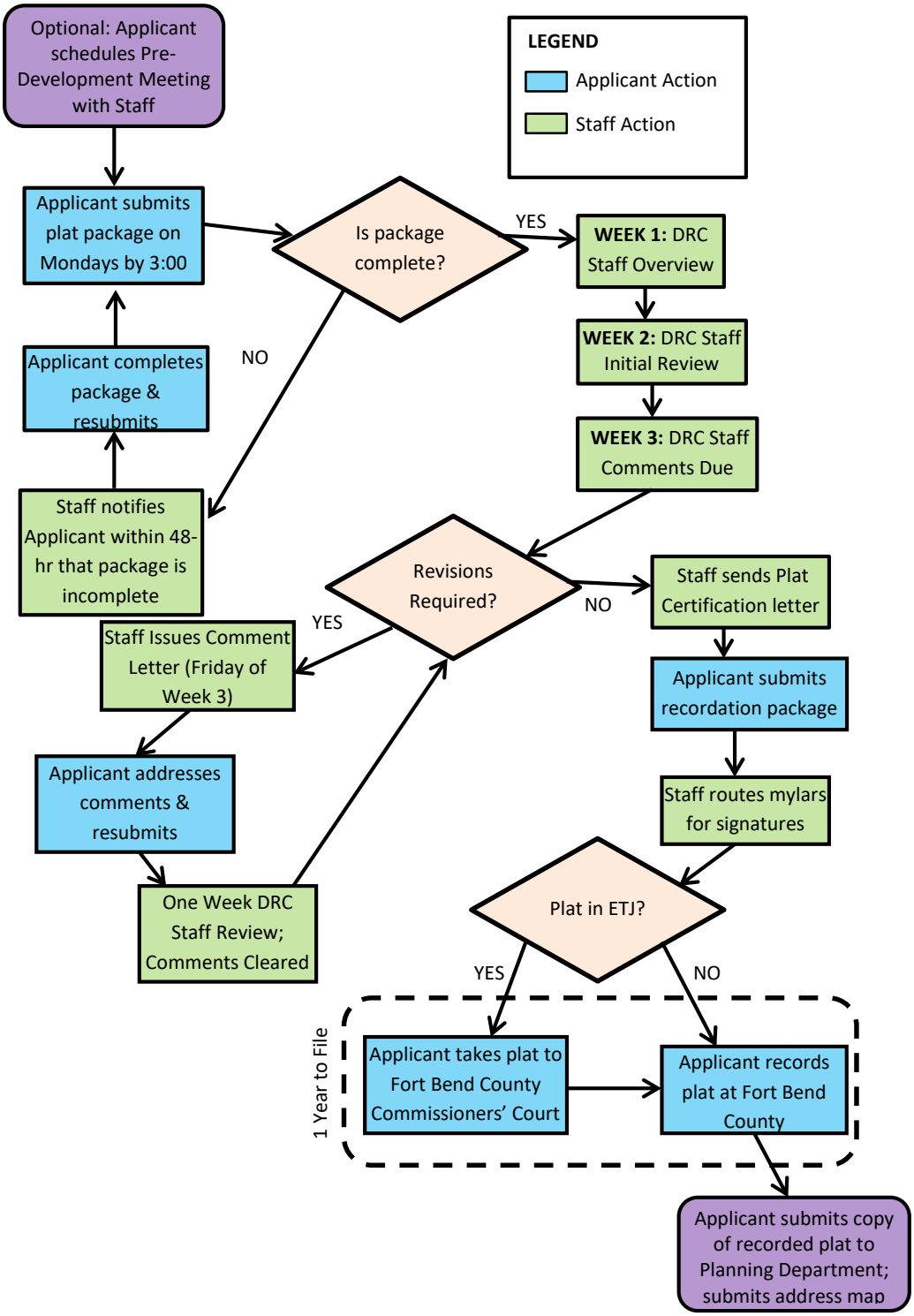
FLOW CHART: PLAT PROCESS FOR PLANNING & ZONING

PRELIMINARY, FINAL, AND SHORT FORM FINAL PLATS



FLOW CHART: ADMINISTRATIVE PLAT PROCESS

MINOR AND AMENDING PLATS



City of Sugar Land Planning & Zoning Commission Plat Submittal Schedule 2020 (Rev. 01/2020)

Please Note: Schedule is subject to change without notification. Please verify schedule with Development Planning Staff. Estimated Commission meetings are based on staff comments being cleared once resubmitted. If comments are not clear, the plat will be placed on a future P&Z agenda. Contact Development Planning Staff for schedules for other submittal types. **Staff will provide comment letters by noon when there is a "Next Day Resubmittal" deadline.**

Submittal (By 3 PM)	Comments Due	Comment Letter Sent	Last Day to Resubmit (By 3 PM)	Planning & Zoning (Estimate)	Notes:
Dec 9	Dec 26, 2019	Dec 27, 2019	Jan 8	Jan 23	
Dec 16	Jan 2, 2020	Jan 3	Jan 8	Jan 23	
Dec 23	Jan 9	Jan 10	Jan 27	Feb 11	
Dec 30	Jan 16	Jan 17	Jan 27	Feb 11	
Jan 6	Jan 23	Jan 24	Jan 27	Feb 11	Next Day Resubmittal
Jan 13	Jan 30	Jan 31	Feb 12	Feb 27	
Jan 17	Feb 6	Feb 7	Feb 12	Feb 27	*Friday Submittal Closed Monday 01/20/20
Jan 27	Feb 13	Feb 14	Feb 24	Mar 10	
Feb 3	Feb 20	Feb 21	Feb 24	Mar 10	Next Day Resubmittal
Feb 10	Feb 27	Feb 28	Mar 11	Mar 26	
Feb 17	Mar 5	Mar 6	Mar 11	Mar 26	
Feb 24	Mar 12	Mar 13	Mar 30	Apr 14	
Mar 2	Mar 19	Mar 20	Mar 30	Apr 14	
Mar 9	Mar 26	Mar 27	Mar 30	Apr 14	Next Day Resubmittal
Mar 16	Apr 2	Apr 3	Apr 8	Apr 23	
Mar 23	Apr 9*	Apr 9*	Apr 27	May 12	*Thursday letter sent Closed Friday, 4/10//20
Mar 30	Apr 16	Apr 17	Apr 27	May 12	
Apr 6	Apr 23	Apr 24	Apr 27	May 12	Next Day Resubmittal
Apr 13	Apr 30	May 1	May 13	May 28	
Apr 20	May 7	May 8	May 13	May 28	
Apr 27	May 14	May 15	May 22*	Jun 9	*Friday Resubmittal Closed Monday, 5/25/20
May 4	May 21	May 22	Jun 10	Jun 25	
May 11	May 28	May 29	Jun 10	Jun 25	
May 18	Jun 4	Jun 5	Jun 10	Jun 25	
May 22*	Jun 11	Jun 12	Jun 29	July 14	*Friday Submittal Closed Monday 05/25/20
Jun 1	Jun 18	Jun 19	Jun 29	July 14	
Jun 8	Jun 25	Jun 26	Jun 29	July 14	Next Day Resubmittal

Submittal (By 3 PM)	Comments Due	Comment Letter Sent	Last Day to Resubmit (By 3 PM)	Planning & Zoning (Estimate)	Notes:
Jun 15	July 2	July 3	July 8	July 23	
Jun 22	July 9	July 10	July 27	Aug 11	
Jun 22	July 16	July 17	July 27	Aug 11	
Jun 29	July 23	July 24	July 27	Aug 11	Next Day Resubmittal
July 6	July 30	July 31	Aug 12	Aug 27	
July 13	Aug 6	Aug 7	Aug 12	Aug 27	
July 20	Aug 13	Aug 14	Aug 24	Sep 8	
July 27	Aug 20	Aug 21	Aug 24	Sep 8	Next Day Resubmittal
Aug 3	Aug 27	Aug 28	Sep 9	Sep 24	
Aug 10	Sep 3	Sep 4	Sep 9	Sep 24	
Aug 17	Sep 10	Sep 11	Sep 28	Oct 13	
Aug 24	Sep 17	Sep 18	Sep 28	Oct 13	
Aug 31	Sep 24	Sep 25	Sep 28	Oct 13	Next Day Resubmittal
Sep 4*	Sep 24	Sep 25	Oct 7	Oct 22	*Friday Submittal Closed Monday 09/7/20
Sep 14	Oct 8	Oct 9	Oct 26	Nov 10**	**1 meeting in November
Sep 21	Oct 15	Oct 16	Oct 26	Nov 10**	**1 meeting in November
Sep 28	Oct 22	Oct 23	Oct 26	Nov 10**	**1 meeting in November Next Day Resubmittal
Oct 5	Oct 29	Oct 30	Nov 23	Dec 8**	**1 meeting in December
Oct 12	Nov 5	Nov 6	Nov 23	Dec 8**	**1 meeting in December
Oct 19	Nov 12	Nov 13	Nov 23	Dec 8**	**1 meeting in December
Oct 26	Nov 19	Nov 20	Nov 23	Dec 8**	**1 meeting in December Next Day Resubmittal
Nov 2	Nov 25	Nov 25	Dec 28	Jan 12, 2021	Comments Due & Letter Sent Same Day
Nov 9	Dec 3	Dec 4	Dec 28	Jan 12, 2021	
Nov 16	Dec 10	Dec 11	Dec 28	Jan 12, 2021	
Nov 23	Dec 17	Dec 18	Dec 28	Jan 12, 2021	
Nov 30	Dec 23	Dec 23	Dec 28	Jan 12, 2021	Comments Due & Letter Sent Same Day
Dec 7	Dec 31	Dec 31	Jan 7, 2021	Jan 22, 2021	Comments Due & Letter Sent Same Day

PLAT APPLICATION

FOR OFFICE USE (Rev. 01/02/20)
Accounting Code: PF
2020 Fee: See below
*Fee Required*_____
*Case No.*_____-_____

Return Your Submittal Monday from 8:00am- 3:00pm To Development Planning (Attn: Development Review Coordinator)
Sugar Land City Hall, 2700 Town Center Blvd. North, Sugar Land, TX 77479, Phone#: (281) 275-2218

For Plat Submittal Requirements, please see the *Development Application Handbook* for the *Preliminary Plat Checklist* and *Final Plat Checklist* on Planning Department page at www.sugarlandtx.gov. **Plats will not be routed for review unless all Submittal Requirements are included with the plat.**

***ALL FIELDS MUST BE COMPLETED. ***

PROJECT NAME _____

Submittal Type	☐ Preliminary Plat ☐ Final Plat ☐ Short Form Final	☐ Preliminary Replat ☐ Final Replat	☐ Amending Plat or Replat ☐ Minor Plat or Replat	☐ Preliminary Plat Extension ☐ Final Plat Extension ☐ Vacation Plat
Fee	$1,178.50 + $3/lot + $16.50 acre or fraction in reserves	$1,095 + $3/lot + $16.50 per per acre or fraction in reserves	$520.75	No Fee

Total Acreage _____ No. of Lots _____ Acres in Reserves _____

MUD _____ LID _____

Public Infrastructure Construction Plans *(for Final Plats):*

☐ Included with Final Plat ***OR***

☐ Submitted at an earlier time

If Submitted at an earlier time:

Name on plan: _____

Date Submitted:_____

School District: ☐ Fort Bend ISD ☐ Lamar Consolidated ISD

Project Location: ☐ City Limits (Zoning: _____) ☐ ETJ

Survey/Abstract No._____

Geographic Location _____

Types of Uses (Check all that apply)
☐ Single-Family Residential
☐ Multi-Family Residential
☐ Commercial/ Industrial
☐ Business/ Office

CONTACT INFORMATION

Project Representative: ☐ Engineer ☐ Land Planner ☐ Surveyor

Contact Person _____

Company_____

Phone _____ Email _____

Additional Contact: ☐ Engineer ☐ Land Planner ☐ Surveyor

Contact Person _____

Company_____

Phone _____ Email _____

This is to certify that the information on this form is COMPLETE, TRUE and CORRECT and the undersigned is authorized to make this application. I understand that this application will expire one year from the date of submittal if the Planning Department has not received a revised submittal.

*X*_____ _____

Project Representative's Signature Date

Property Owner (Please Note - the Property Owner's Information Must be provided):

Name _____

Company _____

Phone _____ Email _____

Property Owner's Authorization (May be submitted under separate cover on company letterhead):
I am the owner of the property for which this application is being made. I authorize
_____ (*Project Representative*) ***to submit this application and to correspond with the City of Sugar Land regarding this application on my behalf.***

X _____ _____
Property Owner's Signature (Required) Date

For Plat Submittal Requirements, please see *Preliminary Plat Checklist* and *Final Plat Checklist* on the Planning Department webpage as well as included in this file. Plats will not be routed for review unless all Submittal Requirements are included with the plat. Plat requirements can be found within Chapter 5 of the Development Code and the Development Application Handbook. The Filing Date of a plat application for approval by the Commission shall be the date when the application is certified complete and marked "filed" by the Director stating that all information required by the application of these regulations have been properly submitted and all fees paid. The date the application is certified and marked "filed" is the date to be considered as the initial date of the statutory 30-day time period in which the Commission is required to act upon a plat submitted to it under the Texas Local Government Code

For submittal deadlines and the Planning & Zoning Commission meeting schedule, please the *Development Application Handbook* for the *Plat Submittal Schedule* on the Planning Department page at www.sugarlandtx.gov.

Please note that staff suggests scheduling an appointment for a pre-application meeting to discuss platting requirements prior to the submittal of a specific plat application. Please contact staff at (281) 275-2218 or at planning@sugarlandtx.gov for an appointment to review requirements.

Traffic Impact Analysis (TIA) Threshold Worksheet

Complete this form as an aid to determine if your project requires a Traffic Impact Analysis.

Project Name: _____
Location: _____
Applicant/Contact:_____
Contact Phone Number: _____ Contact Email: _____

Application Type (check one):

_____ Zoning (CUP/PD) _____ Site Plan _____ Plat _____ Other: _____

Anticipated Land Use	Units*	ITE Code	ITE Trip Rates / Trips Generated			
			Daily Total	AM Peak Hour	PM Peak Hour	Weekend Peak Hour
			/	/	/	/
			/	/	/	/
			/	/	/	/

* Units should be based on what is used for the trip generation rate (ie. Gross Floor Area, Acreage, etc), be sure to specify in the box.

All Trips generated should be based on the latest edition of the ITE Trip Generation Manual.

All thresholds to determine when a TIA is necessary are contained in the City of Sugar Land's **Traffic Impact Analysis Guidelines** which is available on the City website www.sugarlandtx.gov. Go to the Engineering Department then click on Design Standards.

Applicant's Signature: _____ Date: _____

Preliminary Plat Checklist

Plat Name:	Reviewer:
Plat Type:	
☐ In COSL Zoning District:	☐ In ETJ*

Submittal Requirements – The following shall be included with the plat submittal in digital format:

- ☐ Copy of completed application form (digital and paper version)
- ☐ Required fee paid
- ☐ PDF Copy of the plat 24" x 36"
- ☐ Copy of utility one-line drawings with pipe sizes shown
- ☐ Letters verifying that the plat has been sent to the following entities for review:

  For all plats:

  - ☐ CenterPoint Energy
  - ☐ MUD
  - ☐ LID
  - ☐ Appropriate ISD (Fort Bend or Lamar Consolidated)
  - ☐ Any other applicable district or entity with jurisdiction in the area to verify adequate capacities and applicable fees. Provide name(s) here:

    _____

    _____

  Additional letters required for plats in COSL ETJ*

  - ☐ FB County Drainage District
  - ☐ FB County Engineer
- ☐ Box Exhibit, **Residential Plats only**
- ☐ 11" x 17" copy of the approved General Land Plan with proposed section shown, **if applicable**
- ☐ Copy of each existing easement filed by separate instrument, **if applicable**
- ☐ Copy of each abandoned easement filed by separate instrument, **if applicable**
- ☐ Variance request, **if applicable:** request must include justification based on variance criteria in Chapter Five, Article VI, Sec. 5-42 of the Development Code
- ☐ Specific Approval Request Form, **if applicable:** request must include justification based on the criteria found in Division 1.8.2 of the Design Standards

*** ETJ plats require Fort Bend County Commissioner's approval following City of Sugar Land approval.**

<u>Plat Submittal Schedule can be found above as well as the Planning Department page on the City's website.</u>

Graphic Requirements – The following items shall be shown on the face of the plat:

Complete		***Items Required on Preliminary Plat***
1.	☐	All information provided is legible and easily read
2.	☐	Title block in the lower right-hand corner with the following elements: ☐ Type of plat (Preliminary Plat of...) ☐ Name of plat ☐ Name and address of both owner and developer ☐ Name of development ☐ Date ☐ Location ETJ or COSL ☐ Total Acreage ☐ County ☐ Survey and Abstract # ☐ Prepared by:
3.	☐	North Arrow, Date, and other pertinent data oriented to the top of the sheet
4.	☐	Scale – 1”:10’, 1”:20’, 1”:30’, 1”:40’, 1”:50’, 1”:60’, 1”:100’ or as approved by the Director
5.	☐	Vicinity map located in the upper right-hand corner of the sheet (delineates the location of the proposed subdivision with respect to major thoroughfares, freeways, watercourses and ditches)
6.	☐	Plat boundary is solid bold line (all other boundary lines should be a solid thin line)
7.	☐	Contours or spot elevations (Contours with intervals of one foot or less shown for the area with all elevations on the contour map referenced to the latest NAVD. If no contours exist on-site or immediately adjacent to the site, spot elevations may be used as a substitute for contour lines. Spot elevations shall be no farther apart than five hundred feet)
8.	☐	The following are shown and labeled**, when applicable**: ☐ Sugar Land City Limits ☐ ETJ Limits (Sugar Land & others) ☐ All special district boundaries ☐ Abstract lines ☐ Survey lines ☐ Existing easements, in italics, including recordation information ☐ Public access easements ☐ Existing or proposed highways and streets, including proposed street names (Street names shall be shown and shall not duplicate existing street names in the City or the extraterritorial jurisdiction. Extensions of streets shall have the same name as the existing street. Similar spelling or pronunciations should be avoided to prevent confusion. Street names must be finalized by the time of Final Platting) ☐ 100-year flood plain according to Federal Emergency Management Agency information ☐ Watercourses/ditches ☐ Railroad ROWs
9.	☐	The name and location of the following if within 200 feet of the plat boundary (drawn to the same scale and shown in dotted lines): ☐ All subdivision boundaries and recordation information, if land within 200 feet unplatted provide deed information including name of owners, size in acres, and instrument number ☐ Corporate city limits (Sugar Land & others) ☐ ETJ Limits (Sugar Land & others)

		☐ All special district boundaries ☐ Abstract lines ☐ Survey Lines ☐ Existing easements, including recordation information ☐ Existing or proposed streets & alleys ☐ 100-year flood plain according to Federal Emergency Management Agency information ☐ Watercourses/ditches ☐ Railroad ROWs
10.	☐	Land uses consistent with General Land Plan and/or zoning
11.	☐	Proposed arrangement of residential blocks: ☐ 500' minimum block length ☐ 1200' maximum block length
12.	☐	Single-family residential lot details (per zoning district if in City, per subdivision regulations if in ETJ): ☐ Lot and block numbers ☐ Lot dimensions **(to the nearest whole number)** ☐ Minimum lot depth ☐ Minimum lot width – corner lots require extra 10' ☐ Minimum lot area
13.	☐	Single-family building setbacks (per zoning district if in City, per subdivision regulations if in ETJ): ☐ Front building lines ☐ Street side building lines ☐ Rear building lines on lots directly adjacent to arterials, with no landscape reserve, shall have front building lines on both frontages and shall include Master Note 34 regarding access to double frontage lots
14.	☐	Proposed arrangement of **all non-single-family reserves**, including commercial, multifamily & all types of open space reserves: ☐ Labeled using letters ☐ Reserve dimensions **(to the nearest whole number)** ☐ For reserves intended for structures, include the minimum building lines along all streets
15.	☐	If reserves are present, provide a Reserve table that depicts designation by letters, states allowed uses and if no restrictions are applied, label as unrestricted **(see example below):** **Reserve** / **Land Use** / **Size (Acres)** A / Commercial / 1.09 B / Landscape/drainage / .13 C / Unrestricted / .59
16.	☐	Parkland dedicated as required by Development Code and/or General Land Plan
17.	☐	Major streets in compliance with: ☐ Master Thoroughfare plan ☐ Transportation Impact Analysis (TIA) ☐ General Land Plan
18.	☐	All streets and other ROW dedications in compliance with: ☐ Street Centerline radius ☐ Maximum cul-de-sac length (1200' for residential streets, 500' for commercial streets)

		☐ Intersections at 90° angles ☐ Minimum right-of-way widths ☐ Intersection spacing
19.	☐	Access to a collector street for every 75 lots
20.	☐	Dead end streets are temporary in nature; if over 150 feet, a temporary turnaround is provided (per Fire Code)
21.	☐	One-foot buffer reserve along ROW adjacent to unplatted land
22.	☐	Legend showing only those abbreviations found on the plat **(see example below)**:

Abbreviation Legend	
B.L.	Building Line
C.P.E.	CenterPoint Energy Easement
D.E.	Drainage Easement
F.B.C.O.P.R.	Ft. Bend County Official Public Records
F.B.C.P.R.	Ft. Bend County Plat Records
P.L.	Property Line
S.S.E.	Sanitary Sewer Easement
STM. S.E.	Storm Sewer Easement
U.E.	Utility Easement
W.L.E.	Water Line Easement

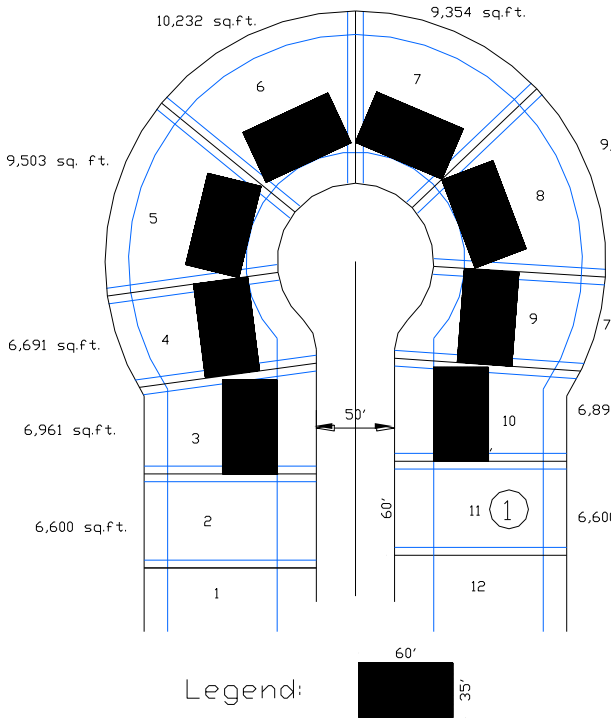
23.	☐	The following are not shown: ☐ Proposed easements **(unless providing a public access easement)** ☐ Master notes ☐ Certification blocks

Separate Exhibit – The* following item shall be included with residential plats*:

24.	☐	Box Exhibit information (**see additional information & example below**): ☐ Required building line shown per Zoning District or Subdivision Regulations ☐ Boxes situated directly on required building lines ☐ Table showing square footage for all lots not comprised of right angles

Box Exhibit: On residential plats, the applicant shall provide a *separate exhibit* showing the graphic portion of the plat only. This exhibit shall be dimensioned and plotted at the same scale as the preliminary plat itself. It shall include the area, in square feet, of each lot. On each non-perpendicular lot (lots on any curved street or cul-de-sac), it shall include a box that fits between the side *lot lines* and is equal to the minimum lot requirements. Note that corner lots will be larger in most zoning districts and shall have a different box size, as necessary. The box shall be placed along the shortest tangent to the *required front building line* of the lot (see Section 5-24 of the City of Sugar Land Subdivision Regulations). The box is for graphical purposes only, and does not represent the proposed building footprint. (The box exhibit example shown below represents those lots located in the R-1 or the HR-1 districts in the City and the minimum lot width required in the ETJ.)

Box Exhibit:



NOTE: The boxes are not house pads.

Disclaimer:

Plats are required to comply with all applicable Development Code & Design Standard regulations regardless of whether said regulations are found on this checklist.

Final Plat Checklist

(Includes Short Form Final, Amending, & Minor Plats)

Plat Name:	Reviewer:
Plat Type:	
☐ In COSL Zoning District:	☐ In ETJ*

Submittal Requirements: The following shall be included with plat submittal in digital format:

- ☐ Copy of completed application form (digital and paper copy)
- ☐ Required fee paid
- ☐ PDF Copy of the plat 24" x 36"
- ☐ Signed & sealed closure reports that meet the Texas Board of Professional Land Surveying requirements
- ☐ A recent copy of title report/city planning letter
- ☐ Copy of Metes & Bounds Description
- ☐ Public Infrastructure Requirements
  - ☐ **Final & Short Form Final Plats:** Construction Plans:
    - ☐ Included with Final Plat **OR**:
    - ☐ Submitted at an earlier time:
      - Name of plan & Date Submitted: _____
  - ☐ **Amending & Minor Plats:** Copy of utility one-lines showing existing public utilities
- ☐ No objection letters from all applicable entities:

  For all plats:
  - ☐ CenterPoint Energy
  - ☐ MUD
  - ☐ LID
  - ☐ Appropriate ISD (Fort Bend or Lamar Consolidated) (only for plats containing residential land use)
  - ☐ Any other applicable district or entity with jurisdiction in the area to verify adequate capacities and applicable fees. Provide name(s) here:

  _____

  Additional letters required for plats in COSL ETJ*
  - ☐ FB County Drainage District
  - ☐ FB County Engineer

    Note: If staff has not received all required approval letters by the date of the Planning and Zoning Commission meeting, the plat is considered incomplete.
- ☐ **Replats and Amending Plats:** Copy of the original plat
- ☐ 11" x 17" copy approved General Land Plan with the proposed section shown, **if applicable**
- ☐ Copy of each existing easement filed by separate instrument, **if applicable**
- ☐ Copy of each abandoned easement filed by separate instrument, **if applicable**
- ☐ Variance application, **if applicable:** request must include justification based on variance criteria in Chapter Five, Article VI, Sec. 5-42 of the Development Code
- ☐ Specific Approval Request Form, **if applicable:** request must include justification based on the criteria found in Division 1.8.2 of the Design Standards

*** ETJ plats require Fort Bend County Commissioner's approval following City of Sugar Land approval**
Plat Submittal Schedule can be found on the Planning page on the City's website

Graphic Requirements – The following items shall be shown on the face of the plat:

Complete		***Items Required For Final Plat***
1.	☐	All information provided is legible and easily read.
2.	☐	Title block in the lower right-hand corner with the following elements: ☐ Type of plat ("Final Plat" shall not be included in the title, but Replat & Amending Plat shall be included when applicable), **for example:** **Correct:** Shady, Acres, Section One, A Replat **Correct:** Shade Acres, Section One, An Amending Plat **Incorrect:** Shady Acres, Section One, A Final Plat **Incorrect:** A Final Plat of Shady Acres, Section One ☐ Name of plat ☐ Name and address of both owner and developer ☐ Name of development (if not part of plat name) ☐ Date ☐ Location ETJ or COSL ☐ Total Acreage ☐ County ☐ Survey and Abstract # ☐ Prepared by: ☐ Reason for replat or amending plat, **if applicable**
3.	☐	North Arrow, Date, and other pertinent data oriented to the top of the sheet
4.	☐	Scale – 1":10', 1":20', 1":30', 1":40', 1":50', 1":60', 1":100' or as approved by the Director
5.	☐	All dimensions shown to the hundredth decimal point
6.	☐	Vicinity map located in the upper right-hand corner of the sheet (delineates the location of the proposed subdivision with respect to major thoroughfares, freeways, watercourses and ditches)
7.	☐	Plat boundary is solid bold line (all other boundary lines should be a solid thin line)
8.	☐	Contours or spot elevations (Contours with intervals of one foot or less shown for the area with all elevations on the contour map referenced to the latest NAVD. If no contours exist on-site or immediately adjacent to the site, spot elevations may be used as a substitute for contour lines. Spot elevations shall be no farther apart than five hundred feet)
9.	☐	The following are shown and labeled**, when applicable,** with in the plat boundary: ☐ Sugar Land City Limits ☐ ETJ Limits (Sugar Land & others) ☐ All special district boundaries ☐ Abstract lines ☐ Survey lines ☐ Existing easements, in italics, including recordation information ☐ Existing or proposed highways and streets, including street names (Street names shall be shown and shall not duplicate existing street names in the City or the extraterritorial jurisdiction. Extensions of streets shall have the same name as the existing street. Similar spelling or pronunciations should be avoided to prevent confusion. Street names must be finalized by the time of Final Platting) ☐ 100-year flood plain according to Federal Emergency Management Agency information ☐ Watercourses/ditches ☐ Railroad ROW

10.	☐	The name and location of the following if within 200 feet of the plat boundary – (drawn to the same scale and shown in dotted lines): ☐ All subdivision boundaries and recordation information, if land within 200 feet unplatted provide deed information including name of owners, size in acres, and instrument number ☐ Corporate City limits (Sugar Land & others) ☐ ETJ Limits (Sugar Land & others) ☐ All special district boundaries ☐ Abstract lines ☐ Survey Lines ☐ Existing easements, including recordation information ☐ Existing or proposed streets & alleys ☐ 100-year flood plain according to Federal Emergency Management Agency information ☐ Watercourses/ditches ☐ Railroad ROWs
11.	☐	Land uses consistent with General Land Plan and/or zoning
12.	☐	Proposed arrangement of residential blocks: ☐ 500' minimum block length ☐ 1200' maximum block length
13.	☐	Single-family residential lot details (per zoning district if in City, per subdivision regulations if in ETJ): ☐ Lot and block numbers ☐ Lot dimensions (dimensions required to the decimal point) ☐ Minimum lot depth ☐ Minimum lot width – corner lots require extra 10' ☐ Minimum lot area
14.	☐	Single-family building setbacks (per zoning district if in City, per subdivision regulations if in ETJ): ☐ Front building lines ☐ Street side building lines ☐ Rear building lines on lots directly adjacent to arterials, with no landscape reserve, shall have front building lines on both frontages and shall include Master Note 34 regarding access to double frontage lots
15.	☐	Proposed arrangement **of all non-single-family reserves**, including commercial, multifamily & all types of open space reserves: ☐ Labeled using letters ☐ Reserve dimensions (dimensions required to the decimal point) ☐ For reserves intended for structures, include the minimum building lines along all streets
16.	☐	If Reserves are present, provide a Reserve table that depicts designation by letters, states allowed uses and if no restrictions are applied, label as unrestricted **(see example below)**: **Reserve** / **Land Use** / **Size (Acres)** A / Commercial / 1.09 B / Landscape/drainage / 0.13 C / Unrestricted / 0.59
17.	☐	Parkland dedicated as required by Development Code and/or General Land Plan

18.	☐	Major streets and other ROW dedications in compliance with: ☐ Master Thoroughfare plan ☐ Transportation Impact Analysis (TIA) ☐ General Land Plan
19.	☐	All streets in compliance with: ☐ Street Centerline radius ☐ Maximum cul-de-sac length (1200' for residential streets, 500' for commercial streets) ☐ Intersections at 90° angles ☐ Minimum right-of-way widths ☐ Intersection spacing
20.	☐	Access to a collector street for every 75 lots
21.	☐	Dead end streets are temporary in nature; if over 150 feet, a temporary turnaround is provided (per Fire Code)
22.	☐	One-foot buffer reserve along ROW adjacent to unplatted land
23.	☐	Line and curve tables **(see examples below):** **Curve Table:** Curve | Radii | Arc Length | Chord Direction | Chord Length | Central Angle **C1** **C2** **Line Table:** Line | Bearing | Length **L1** **L2**
24.	☐	Legend showing only those abbreviations found on the plat **(see example below):**

Abbreviation Legend	
B.L.	Building Line
C.P.E.	CenterPoint Energy Easement
D.E.	Drainage Easement
F.B.C.O.P.R.	Ft. Bend County Official Public Records
F.B.C.P.R.	Ft. Bend County Plat Records
P.L.	Property Line
S.S.E.	Sanitary Sewer Easement
STM. S.E.	Storm Sewer Easement
U.E.	Utility Easement
W.L.E.	Water Line Easement

25.	☐	Benchmark description: Provide a permanent benchmark and description shown as part of the City of Sugar Land Geodetic Survey Control. The control map and descriptions can be found on the Engineering web page. In addition, provide the description of the Temporary Benchmark utilized for the site and confirm (via description) it was tied to SGR14R. The permanent benchmark should be used to set the temporary benchmark **(see example below):**

		City of Sugar Land Geodetic Control Station, SGR-14R, located at the intersection of Brooks Street (Spur 58) and Brooks Lake, from the intersection of SH6 and Brooks Street, North 0.2 miles to the benchmark on the right. Elev. =79.1700'
26.	☐	Metes & bounds description is consistent with the closure report
27.	☐	Label controlling monuments
28.	☐	Label Point of Beginning (POB) and Point of Commencement (POC) with state plane coordinate as required
29.	☐	State basis of bearing, **for example**: Basis of bearing is the North Line of XYZ Road (insert recorded bearing) as recorded by plat in Vol. 1234, page 567, plat records of Fort Bend County
30.	☐	The minimum Finish Floor (slab in ETJ) elevation shall be labeled on each individual lot that back up to creeks, channels, ponds, ditches, SFHA, drainage easement, etc., **for example:**. FF = 74.5 ft (per Sec. 8.2 of Design Standards)
31.	☐	Certification & dedication blocks: ☐ City of Sugar Land Plat Certification Blocks (Planning and Zoning Commission Approval, Administrative Approval- Amending Plat, Administrative Approval- Minor Plat) ☐ County Clerk's Certification Block ☐ Owner's Dedication Block & Notary Block ☐ A signature block for Lien holder's certification (include printed name & title) and notarization (if applicable) ☐ Surveyor's Certification Block ☐ Adequate space for clerk's certificate information including: "Filed in Plat No._____ of the Plat Records of Fort Bend County, Texas" County Engineer & Commissioners' Court certification block **(only on plats in COSL ETJ)**
32.	☐	Master Notes are matched to the correct note numbers; If a note is omitted, label as **"Master Note N/A" (all omitted notes shall be removed from mylars, see instructions on Master Notes List)**
33.	☐	Plat is consistent with approved Preliminary Plat, and all Planning & Zoning Commission conditions of Preliminary Plat approval have been met

Additional Requirements (separate documents as required):

34.	☐	For any easement that crosses or overlaps another easement, documentation has been provided stating whether the easement is exclusive or non-exclusive
35.	☐	Title report/city planning letter is consistent with owners, easements, and lienholders shown on the plat
36.	☐	Metes & bounds legal description including: ☐ Ownership ☐ Deed Reference ☐ Survey, abstract, county and state ☐ Metes and Bounds (Matching the graphic) ☐ Total area in Acres and square feet

Disclaimer: **Plats are required to comply with all applicable Development Code & Design Standard regulations regardless of whether said regulations are found on this checklist.**

Revised November 2018
MASTER NOTES LIST FOR PLATS
IN THE ETJ AND CITY LIMITS OF SUGAR LAND

The following Master Notes are intended to create consistency amongst plats filed within the City of Sugar Land City Limits and Extraterritorial Jurisdiction. The plat preparer should use professional judgment, in coordination with City Staff, to determine which notes apply and are to be utilized on each plat. Any language below in bold typeface or italics indicate a clarifier provided to the plat preparer, and is not intended to be placed on the face of the plat. **All notes shall be shown on the plat in the order they appear, using the number assigned in the following Master Note List. Prior to preparation of plat mylars, all Master Notes listed as "Master Note N/A" shall be removed from the face of the plat; however, remaining notes shall not be renumbered.**

Required Notes:
Note: Notes 1 – 13 shall not be modified unless Staff indicates otherwise.

1.) Elevations used for delineating contour lines are based upon NAVD 1988 datum, 2001 adjustment.

2.) All bearings referenced to the Texas State Plane coordinate system, south central zone.

3.) This plat was prepared to meet City of Sugar Land and Fort Bend County requirements.

4.) This plat was prepared from information furnished by _____, g.f. no._____ , effective date _____ . The surveyor has not abstracted the above property.

5.) This plat lies wholly within Municipal Utility District No. _____, Levee Improvement District No. _____, Fort Bend Subsidence District, Fort Bend County Drainage District, Fort Bend Independent School District **(or)** Lamar Consolidated Independent School District, and the ETJ of the City of Sugar Land **(or)** City limits of Sugar Land, and Fort Bend County.

6.) *Use the following note for plats requiring Planning and Zoning Commission approval:*
Approval of this plat will expire one year from Planning and Zoning commission approval if not recorded in the Real Property Records of the county of Fort Bend.

OR

Use the following note for plats requiring administrative approval:
Approval of this plat will expire one year from City approval if not recorded in the Real Property Records of the county of Fort Bend.

7) There are no pipelines or pipeline easements within the limits of the subdivision

OR

The pipelines and/or pipeline easements within the limits of the subdivision are as shown.

8.) All landscaping and structures, including fences, at intersections shall conform to the City of Sugar Land and AASHTO site distance requirements for motorists.

9.) No owner of the land subject to an easement may place, build or construct any permanent building, structure or obstruction of any kind over, under or upon the easement, provided that such owner may cross or cover the easement with a paved driveway/parking lot under the following conditions. The driveway shall be jointed at the boundary line of the easement to limit the amount of paving that must be removed to provide access, and there shall be no obligation of the City to replace/repair any paving removed in the exercise of this easement.

10.) Wood shingles are hereby prohibited within this subdivision.

SIDEWALK NOTES:

11.) *Use the following note for residential plats:*
Sidewalks shall be constructed as required by Section 7.8 of the Design Standards of the City of Sugar Land. Prior to the acceptance of streets within the subdivision by the City of Sugar Land, sidewalks shall be constructed by the developer along all streets where houses will not front or side. (Does not apply to US59 and Grand Parkway) Homebuilders shall construct sidewalks along streets on which homes front and along streets on which homes side before certificates of occupancy will be issued.

OR

Use the following note for non-residential plats:
Sidewalks shall be constructed as required by Section 7.8 of the Design Standards of the City of Sugar Land. Prior to the acceptance of streets within the subdivision by the City of Sugar Land, sidewalks shall be constructed by the developer along all streets non-residential construction will not front or side. (Does not apply to US59 and Grand Parkway) Commercial building developers shall construct sidewalks along streets on which non-residential construction front and along streets on which non-residential construction side before certificates of occupancy will be issued.

SIDEWALK NOTE MODIFICATION ON ETJ PLATS:
For ETJ plats, replace "acceptance of streets" with "certification of compliance of streets" and remove "before certificates of occupancy will be issued"

DRAINAGE NOTES:

12.) **(Subdivision name)** lies within **(shaded or unshaded)** zone _____ as per flood insurance rate map, map number _____, dated _____.

OR

If a Letter of Map Revision (LOMR) has been issued for the area to be platted, the applicant shall create a custom note to be approved by the City of Sugar Land Engineering Department.

13.) The minimum Finish Floor (Slab) elevation shall be _____ feet, one foot above top of curb, 1.5 feet above natural ground, or, if applicable, as indicated on individual lot, whichever elevation is higher. Natural ground contours indicated are prior to development of the tract.

ADDITIONAL NOTES:
Note: If any notes are not applicable, please indicate "Master Note N/A" next to the applicable note number
(Example: 14. "Master Note N/A")

DRAINAGE NOTES:

*Notes 14 & 15 are **only** for properties within the area bounded by the intersections of U.S. Highway 90A, U.S. Highway 59, and Commerce Green Boulevard that have drainage requirements established by Ordinance No. 1129 (in 1998).*

14.) The drainage system for this property shall be designed to meet the requirements of the City of Sugar Land and the Fort Bend County drainage criteria manual. This property is subject to the drainage requirements imposed by City of Sugar Land Ordinance No. 1129 effective June 15, 1998 which specifies drainage requirements for this area.

15.) Prior to any construction on subject lots or non-residential tracts, the City of Sugar Land shall review and approve drainage calculations performed by a registered Professional Engineer.

Include note 16 for all plats not subject to notes 14 & 15. If there are no residential lots, include notes 16 & 17.

16.) The drainage system for this subdivision shall be designed to meet the requirements of the City of Sugar Land and the Fort Bend county drainage criteria manual which allows street ponding during intense rainfall events.

17.) Prior to any construction on subject lots or non-residential tracts, the City of Sugar Land shall review and approve drainage calculations performed by a registered professional engineer illustrating available outfall and/or detention capacity.

NOTES REQUIRED ONLY FOR PLATS IN THE CITY OF SUGAR LAND:

18.) *Use the following note for plats located in a primary zoning district:*
This property is subject to zoning by City of Sugar Land ordinance and all regulations set forth therein.

<u>OR</u>

Use the following note for plats located in a Planned Development (PD) zoning district:
This property is subject to zoning by City of Sugar Land ordinance and all regulations set forth therein. This property is also subject to Planned Development Ordinance No. _____ and all regulations set forth therein.

19.) *Use the following note for plats located in a primary zoning district:*
All lots and reserves shall have minimum side and rear setbacks as specified in Chapter Two, Article II of the Development Code of the City of Sugar Land, as prescribed by the applicable Zoning District regulations.

<u>OR</u>

Use the following note for plats located in a Planned Development (PD) zoning district:
All lots and reserves shall have minimum side and rear setbacks as defined by Planned Development Ordinance No. _____ or as specified in Chapter Two, Article II of the Development Code of the City of Sugar Land, as prescribed by the applicable Zoning District regulations.

20.) As required by Chapter Five, Article V, Section 5-35(f) of the Development Code, the City shall not issue any permits for construction within the subdivision within the corporate limits, except permits to construct public improvements, until such time as all public improvements of the subdivision have been constructed and accepted by the City or a certified check, performance bond or letter of credit is provided to and accepted by the City.

NOTE FOR SUBDIVISION PLATS (RESIDENTIAL OR NON-RESIDENTIAL) WITH STREET RIGHT-OF-WAY ABUTTING UNPLATTED PROPERTY:

21.) One-foot reserve dedicated for buffer purposes to the public in fee as a buffer separation between the side or end of streets where such streets abut adjacent property. The condition of such dedication being that when the adjacent property is subdivided or re-subdivided in a recorded plat, the one-foot reserve shall thereupon become vested in the public for street right-of-way purposes and the fee title thereto shall revert to and revest in the dedicator, their heirs, assigns or successors.

OR

For private streets abutting adjacent unplatted property:
One foot strip of land reserved for buffer purposes, as a separation between end of private streets where such private streets abut adjacent unplatted property. Platted private streets adjacent to unplatted property shall not provide street access to the unplatted property, with the exception of essential property maintenance. When the adjacent property is subdivided or re-subdivided in a recorded plat, street access shall be granted from the private street to the adjacent platted property through an approved approach with curb cut.

NOTES FOR NON-RESIDENTIAL PLATS:

22.) *Use one of the following notes for plats within the City Limits:*

For plats in a primary zoning district:
Building height restrictions shall apply when non-residential property abuts residential property as specified in the Development Code of the City of Sugar Land.

OR

For plats in a Planned Development (PD) zoning district:
Building height restrictions shall apply when non-residential property abuts residential property as defined by Planned Development Ordinance No. _____ or as specified in the Development Code of the City of Sugar Land

23.) *The following note or a similar note should be placed only on plats where it is determined cross access or joint access is appropriate:*
Cross access **(or joint access)**, is provided for the reserves as noted within the separate instrument of FBCC File No. _____.

NOTES FOR NON-RESIDENTIAL PLATS:

24.) Site plans shall be submitted to the City of Sugar Land for staff review and approval prior to construction. Driveway requirements for the locations, widths and offset from an intersection and any existing driveways or proposed driveways, shall conform to the standards in Chapter Five, Article VII of the Development Code of the City of Sugar Land.

NOTES FOR RESIDENTIAL PLATS:

25.) All building line transitions shall be at 45 degree angles to the straight side lot line where the transition occurs.

26.) Driveway requirements for the locations, widths and offset from an intersection and any existing driveways or proposed driveways, shall conform to Chapter Five, Article VII of the Development Code of the City of Sugar Land.

NOTES FOR PLATS WITH PRIVATE COMMON SPACES:

27.) All lake/detention tracts, easements, open space, or other common areas within the boundaries of this plat shall be maintained by the applicable homeowners' association, Levee Improvement District, or other perpetual private entity. Homeowners' associations shall be established in accordance with Chapter Five, Article IV, Section 5-34 of the Development Code of City of Sugar Land.

NOTE REQUIRED FOR PLATS CONTAINING STREETS: (CITY ONLY)

28.) Street light design plans, in accordance with the City of Sugar Land Design Standards, shall be submitted to the City of Sugar Land for staff review and approval prior to installation of street lights.

NOTES REQUIRED ONLY FOR PLATS IN THE ETJ:

29.) All lots and reserves shall have minimum side and rear building setbacks as specified in Chapter Five, Article III, Section 5-22 Building Lines, of the Development Code of the City of Sugar Land.

30.) *Use the following note for residential plats in the ETJ:*
Within Sugar Land's ETJ, all garages shall be set back a minimum of twenty (20) feet from the street right-of-way on corner lots, when said lot is a side loading lot. A side loading lot is a corner lot with a side loading garage or carport.

NOTES REQUIRED FOR PLATS WITHIN THE BOUNDARIES OF THE SUGAR LAND REGIONAL AIRPORT LAND USE ZONING MAP:

31.) This property is located within the boundaries of the Sugar Land regional airport land use zoning map and is subject to Sugar Land regional airport zoning regulations as contained within Chapter Nine of the Development Code of the City of Sugar Land.

OTHER NOTES REQUIRED IN SPECIAL CIRCUMSTANCES:

32.) *Use the following note when property has avigation-related easements with City of Sugar Land filed for record. Ex. Telfair & Imperial:*
This property is subject to an avigation and noise intrusion easement granted to the City of Sugar Land, as recorded in F.B.C.C.F. No. _____.

33.) *Use the following note when private streets are included in a plat (to provide emergency access and maintenance):*
Private street reserve "**(street name)**" shall provide access to police, fire, emergency vehicles, utility operations and maintenance, and other municipal personnel as needed.

34.) *Use the following note for zero lot line residential subdivisions (a.k.a. patio homes) to provide maintenance access to the side of the building at the zero property line:*
► indicates zero lot line side of the lot and a 3 foot maintenance access easement is dedicated in the abutting lot along the side property line of each zero lot line indicated.

35.) *Use the following note when a double frontage lot fronts on an arterial street as identified in the Master Thoroughfare Plan:*
Lot(s**) (lot # - lot #)** of Block _____ shall not have direct access to **(arterial name)**.

36.) All drainage easements to be kept clear of fences, buildings, vegetation, and other obstructions to the operation and maintenance of the drainage facility.

Required Note:

37.) All numbers omitted above are City of Sugar Land Master Notes that do not apply to this property and were intentionally omitted.

All Custom Notes Shall be in Chronological Order Starting with Note 38.

City of Sugar Land Plat Certification Blocks

Planning and Zoning Commission Approval

This is to certify that the Planning and Zoning Commission of the City of Sugar Land, Texas has approved this plat and subdivision of _____ in conformance with the laws of the State of Texas and the ordinances of the City of Sugar Land as shown hereon and authorizes the recording of this plat this _____ day of _____, 20___.

_____ _____

Kathy Huebner, Chair Thomas Harris III, City Secretary

Administrative Approval- Amending Plat

This is to certify that this plat is an amending plat under the provisions of the Texas Local Government Codes Section 212.0065 and meets all the requirements of the Subdivision Regulations Section 5-15 Chapter 5 of the Subdivision Regulations of the City of Sugar Land. The City of Sugar Land has approved and authorizes the recording of this plat this _____ day of _____, 20 ____.

_____ _____

Joe R. Zimmerman, Mayor Thomas Harris III, City Secretary

_____

Michael W. Goodrum, City Manager

Administrative Approval- Minor Plat

This is to certify that this plat is a minor plat under the provisions of the Texas Local Government Codes Section 212.0065 and meets all the requirements of the Subdivision Regulations Section 5-16 Chapter 5 of the Subdivision Regulations of the City of Sugar Land. The City of Sugar Land has approved and authorizes the recording of this plat this _____ day of _____, 20 ____.

_____ _____

Joe R. Zimmerman, Mayor Thomas Harris III, City Secretary

_____

Michael W. Goodrum, City Manager

County Clerk Approval Block

I, Laura Richard, County Clerk in and for Fort Bend County, do hereby certify that the foregoing instrument with its certificate of authentication was filed for recordation in my office on _____, 20, ___, at _____ o'clock __.M., in Plat No. _____ of the plat records of said county.

Witness my hand and seal of office, at Richmond, Texas, the day and date last above written.

_____
Laura Richard, County Clerk
Fort Bend County, Texas

By:_____
Deputy

Owner' Dedication Block

The Undersigned, _____, a **(state)** Corporation (herein called "Owner"), Owner of the property subdivided in the above and foregoing plat of _____ do/does hereby make subdivision of said property according to the lines, streets, lots, building lines, and easements shown thereon and designate said subdivision as _____ , _____ acres, located in the _____ League, Abstract Number ____, Fort Bend County, Texas, and hereby dedicates to public use as such, the streets and easements shown thereon forever and does hereby waive any claims for damages occasioned by the establishing of grades as approved for the streets dedicated or occasioned by the alteration of the surface of any portion of streets to conform to such grades, and does hereby bind itself, its successors and assigns to warrant and defend forever the title to the land so dedicated.

In testimony, whereof, _____, has caused these presents to be signed by _____, and its common seal hereunto affixed this _____ day of _____, 20 ____.

_____

Notary Public in and for the state of _____

My commission expires:_____

Lienholder's Acknowledgement and Subordination Statement

I **(or we)**, **(name of mortgagee or names of mortgagees)**, owner and holder **(or owners and holders)** of a lien **(or liens)** against the property described in the plat known as _____, against the property described in instrument of record in Volume _____, Page _____, of the Official Records **(or Deed of Trust Records)** of Fort Bend County, Texas, do hereby in all things subordinate to said plat said lien**(s)** and I **(or we)** herby in all things subordinate to said plat said lien**(s)** and I **(or we)** hereby confirm that I am **(or we are)** the present owner **(or owners)** of said lien**(s)** and have not assigned the same nor any part thereof.

This _____ day of _____, 20__.

By: _____

Name: _____

Title: _____

Note: Repeat as necessary and provide additional Notary Public Block.

Notary Public Acknowledgement for all Signatures

State of _____

County of _____

Before me, the undersigned authority, on this day personally appeared **(names of persons signing the plat, owners, corporation officers and lienholder), (corporation titles if appropriate)**, known to me to be the persons whose names are subscribed to the foregoing instrument and acknowledge to me that they executed the same for the purposes and considerations therein expressed **(for corporations add:** "and in the capacity therein and herein set out, and as the act and deed of said corporation"**)**.

Given under my hand and seal of office, this _____ day of _____, of 20__.

_____

Notary Public in and for the state of _____

My commission expires: _____

Registered Surveyor's Block

"I, **(full name)**, a Registered Professional Land Surveyor of the State of Texas, hereby certify that this subdivision is true and correct; was prepared from an actual boundary survey of the property made on the ground under my supervision according to the standards of practice of the Texas Board of Professional Land Surveyors; that the plat boundary corners have been tied to the nearest street intersection; that the (optional: perimeter) boundary corners, angle points, points of curvature/tangency and other points of reference were marked on the ground before I signed and sealed this document; and that all previously existing property markers are sufficiently described on this document as found and all set markers are a minimum 5/8-inch diameter iron rod with surveyor's cap."

If only perimeter corners are set at the time the plat is signed and sealed, add the following statement:
"The interior corners of this subdivision were not set at the time this plat was signed and sealed by me. These corners are expected to be set after construction of the public infrastructure and final grading within the subdivision."

_____ _____

(Surveyor's Name), R.P.L.S. Date
Texas Registration No._____

Additional Certification Block for Plats in the ETJ
County Engineer and Commissioners' Court Approval Block

I, _____, Fort Bend County Engineer, do hereby certify that the plat of this subdivision complies with all of the existing rules and regulations of this office as adopted by the Fort Bend County Commissioners' Court. However, no certification is hereby given as to the effect of drainage from this subdivision on the intercepting artery or parent stream or on any other area or subdivision within the watershed.

_____
Fort Bend County Engineer

Approved by the Commissioners' Court of Fort Bend County, Texas, this _____ day of _____, 20__.

_____
Precinct 1, County Commissioner

_____
Precinct 2, County Commissioner

_____
Precinct 3, County Commissioner

_____
Precinct 4, County Commissioner

_____
County Judge

Plat Recordation Checklist

Plat Name: _____

Plat Type:

- ☐ P&Z Approval
- ☐ Administrative Approval

Recordation Package Checklist:

- ☐ 1 Plat mylar (only 1 copy is required, additional copies may be submitted. Number of copies submitted:
  - Verify Title Report Note is completed (Master Note 4) and matches.
  - Verify all outside signatures and dates (Owner, Surveyor, Notary, etc.) are completed and legible (not blurred)
  - No stickers for stamps (unless very sticky and well affixed)
- ☐ Plat in DGN, DXN, DWG format (on disk or via email)
- ☐ 1 Title Commitment or City Planning Letter, not more than 30 days old (digital format)
- ☐ 1 Taxing Entity Letter listing applicable taxing entities (check against Master Note #4) (digital format)
- ☐ 1 set of original Tax Certificates for each applicable taxing entity (only 1 copy is required, additional copies may be submitted) (digital format)
  - City/County/School District (one from FBCAD)
  - MUD
  - LID
  - Other: _____
- ☐ Park dedication fees, if applicable
- ☐ Transportation fees, if applicable
- ☐ Utility connection fees, if applicable
- ☐ Public infrastructure addressed, if applicable
  - Surety to guarantee public infrastructure; OR
  - Public infrastructure is complete (City has issued Initial Acceptance Letter)

NOTES:

_____

_____

_____