



## Plat Checklist

City of Roanoke  
500 S. Oak St. Roanoke TX 76262  
Planning (817) 491-2411

---

Planning & Zoning meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month at 7:00 p.m.

City Council meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each month at 7:00 p.m.

### **SUBMITTAL INFORMATION**

**All plats require a completed application, filing fee, and transmittal letter. All plats require a minimum of ten (10) business days to be reviewed prior to being submitted to the Planning and Zoning Commission.**

#### **Review Requirements:**

A copy of the plat, including supplementary material in pdf format.

Once plat has been approved, please contact April S. Hill, City Secretary at [ahill@roanoketexas.com](mailto:ahill@roanoketexas.com) or 817-491-2411 for instructions on print requirements and filing with Denton County.

#### **Preliminary Plats:**

The Subdivider shall cause a surveyor and/or engineer to prepare the necessary preliminary drawings showing the proposed arrangement of streets, lots and blocks for the tract of land proposed to be divided, the method of accomplishing storm drainage and the location and size of proposed water and sewer mains for the subdivision.

The preliminary plat application is required to be signed by the current property owner. If the property owner is not available to sign the application, then a notarized letter of authorization from the property owner is required to be submitted which empowers a designee to sign for the property owner.

#### **Final Plats:**

No final plat shall be submitted by a subdivider nor shall it be accepted for consideration by the City until a preliminary plat has been submitted, revised as necessary, and approved by the Planning and Zoning Commission.

Roanoke Code of Ordinance, Chapter 9, Article 9.200, Section 9.201(b) – No final subdivision plat shall be approved on any development until the dedication requirements of this section have been met.

For a complete list of this requirement please go to the following web site:

[http://library.municode.com/HTML/13617/level3/PTIICOOR\\_CH9SU\\_ART9.200PAREDERE.html#TOPTITLE](http://library.municode.com/HTML/13617/level3/PTIICOOR_CH9SU_ART9.200PAREDERE.html#TOPTITLE)

**Re-Plats:**

Re-plats require a public hearing notice to be given before the 15<sup>th</sup> day of the date of the hearing. To meet publication requirements, please add an additional 3 (business) days to have notice published.

**Waiver from Section 212.009.** Texas Local Government Code requires that the municipal authority responsible for approving plats must take action on a plat within thirty (30) days of the accepted application submittal. A plat is considered approved by the municipal authority unless it is disapproved within that period. Because 30 days is generally not enough time for a plat to be reviewed by City Staff, considered by the Planning & Zoning Commission, and submitted to City Council for approval, a waiver for this section has been provided. If the waiver is not signed, then it is likely that the plat will be forwarded to the Planning and Zoning Commission with a staff recommendation of denial within 30 days of the application being accepted. The waiver must be signed by the property owner or by the property owner's designee as noted on a letter of authorization.

**30-DAY WAIVER:**

I, \_\_\_\_\_, hereby waive the 30-day review period recognizing that some applications may require additional time due to the level of complexity or because it lacks complete information.

PRINT NAME

\_\_\_\_\_  
Applicant Signature

**NOTE:**

The City of Roanoke will make every effort to process applications within a 30-day time frame. Applications that require a public hearing may take additional time to process.

**MINOR PLATS**

**Review Requirements:**

One copy of the plat, including supplementary material in pdf format.

**Minor Plats:**

In accordance with Section 212.0065 of the Texas Local Government Code, as amended, the City delegates to the City Manager, upon a recommendation of the Director of Public Works, the authority to approve minor plats and amendments to minor plats and the authority to approve amending plats under certain conditions.

Please visit the following web site for a complete list of criteria:

[http://library.municode.com/HTML/13617/level3/PTIICOOR\\_CH9SU\\_CH9EXA.html#PTIICOOR\\_CH9SU\\_CH9EXA\\_S6FIPL](http://library.municode.com/HTML/13617/level3/PTIICOOR_CH9SU_CH9EXA.html#PTIICOOR_CH9SU_CH9EXA_S6FIPL)

**This checklist is provided as a supplement only. It is the applicant's responsibility to review and comply with the requirements of the Zoning Ordinance, Subdivision Regulations and Construction Specifications.**

## **Submission Requirements**

- Completed Application Form
- Filing Fee
- Transmittal Letter

### Staff Review

- One copy of the plat, including supplementary material in pdf format.

### Planning & Zoning Commission

- One copy of the plat, including supplementary material in pdf format. (Plans shall be received two (2) weeks prior to P&Z meeting.)

Meetings are held on the 1<sup>st</sup> and 3<sup>rd</sup> Monday at 7:00 p.m. of each month. All additional information must be received one week prior to the meeting date.

### City Council

- One (1) electronic copy (PDF) of the complete site package with and revisions made by the Planning & Zoning Commission.

Meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday at 7:00 p.m. of each month. All information must be received one week prior to the meeting date. These prints should contain any revisions made by staff or Planning & Zoning Commission.

## **Plats**

- Title block, titled Preliminary or Final Plat, lower right corner including subdivision name, block & lot numbers, and date of preparation.
- Name, address, phone and fax numbers of the owner, applicant and engineer or architect.
- North arrow and scale.
- Proposed name of the subdivision, which shall not have the same spelling as or be pronounced similar to the name of another subdivision located within the City or within five (5) miles of the current City limits.
- Name of contiguous subdivisions and the name of owners of contiguous parcels of unsubdivided land and an indication of whether or not contiguous properties are platted and filed of record. All shall be shown in dotted lines, letters, and figures.
- Boundary lines of the total area proposed for subdivision and the computed acreage of the total area. Bearing and length of each boundary line shall be shown and description by metes and bounds shall be supplied separately on 8½ by 11 or 8½ by 14 inch paper.
- Property boundaries with dimensions.
- Zoning districts adjacent to the property.
- Adjoining streets including existing and proposed median openings, curbs, sidewalks, street intersections, driveways, and alleys **within 300 hundred feet of the property.**
- The location of lots and blocks, including number designations, proposed for inclusion in the first section of development.

- Front building setback lines on all lots and sites. Side yard building setback lines at street intersections and crosswalk ways.

## Plat Continued

- 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 contiguous to such boundary.
- Indicate spacing between driveways within the subject property and adjacent properties.
- Dedicated fire lanes if required, access easements, existing and proposed drainage and utility easements.
- Show existing and proposed Waste Water.
- Show existing and proposed Water
- If curved streets are proposed, the radius of the curve on curve data shall be shown.
- Show location of the FEMA 100 year flood plain.
- Proposed attached and monuments signs, showing elevations, dimensions, total square footage, materials, colors, font and lighting source. (sign information may be include on separate sheet)
- Preliminary Engineering. (conceptual utility plan)
- Show all existing and proposed sidewalks.
- Show Fire hydrant layout.
- Cite the map projection used (assumed North Central Texas State Plane, NAD 83, FIPS 4202)  
Provide the Northing / Easting values for the POB and one opposite corner.  
Provide the ground-to-grid conversion angle and scale factor for the cited projection.



# Plat Application

City of Roanoke 500 S. Oak Street Roanoke, Texas 76262  
 Planning Department (817) 491-2411

- Preliminary Plat  
  Final Plat  
  Re-plat  
  Minor/Amended Plat

Date Filed:		File No.
Name of Applicant	Address of Applicant	Phone Number & E-Mail

Engineer or Land Planner	Address	Phone Number & E-Mail	
		Fax Number	
Location of Property	Name of Addition/Subdivision	Acres	Lot / Block

Does the proposed subdivision require the abandonment or relocation of any existing streets, alleys or easement?  
 Yes    No

If "Yes" has an application to secure approval of such abandonment or relocation been made?  
 Yes    No

### Type of Subdivision

- Re-subdivision of existing lot or lots
- Original subdivision of acreage
- Platting of Streets or Alleys
- Correcting error or omission

### Proposed Use

- Residential Lots
- Industrial
- Commercial or Retail
- Public or Institutional

### Improvements Proposed

- City of Roanoke
- Well
- Other \_\_\_\_\_

### Type of Sanitary facilities

- City of Roanoke Sewer
- Septic Tank
- Other \_\_\_\_\_

### Type of Street Surfacing

- City of Roanoke Standards
- Existing paved street
- Other \_\_\_\_\_

### Type of Storm Drainage

- Curb and Gutter
- Storm Sewers
- Other \_\_\_\_\_

In submitting this application for approval of the above described subdivision, I understand that if said subdivision is within the corporate limits or within the extraterritorial jurisdiction of the City of Roanoke that all improvements installed shall be in conformance with the standards and requirements of the City of Roanoke.

Fees for Preliminary and Final Plat are \$300.00 plus \$10.00 per acre and \$250.00 for a Re-plat, Minor and Amended Plat. Fees are subject to change if amended by Ordinance.

Applicants Signature \_\_\_\_\_

Date \_\_\_\_\_

### FOR OFFICE USE ONLY

Preliminary Plat Filing Fee	Final Plat Filing Fee	P&Z Meeting	CC Meeting	File for Record
-----------------------------	-----------------------	-------------	------------	-----------------