

SECTION 3: Plat Submittal and Review Procedures

Section 3.1 General Process

3.1.1 Subdivision Process: Subdividing is the process by which a piece of land is divided and improvements made by the property owner or an authorized agent. Subdivision regulations seek to ensure subdivisions are appropriately related to the surroundings with provisions for compatible utilities, street access, block length, and lot size. Additionally, subdivision regulations provide design standards based in part on the policies of the municipality and in conjunction with Texas State laws.

The normal subdivision process will take a minimum of 30 days with timely submissions from the representative surveyor or engineer. The following are major steps in the process:

1. Developer and/or Engineer/Surveyor may schedule a preliminary conference with City Staff and the Developer (optional).
2. Preparation and timely submission of a preliminary and/or final plat and accompanying materials by Engineer/Surveyor. Deadlines for submission are available for a calendar year at the Planning Department, generally at least 24 days prior to the monthly P&Z meeting. (Note: preliminary and final plat may be submitted concurrently.)
3. Timely submission by the Engineer/Surveyor to other reviewing entities as necessary.
4. Review by Subdivision Review Committee and notification to Engineer/Surveyor of plat deficiencies by Planning Department.
5. Submittal of revised plats by Engineer/Surveyor.
6. Final plat review by City Staff for determination of completeness of submittals. If not complete, loop back to step four until plat requirements are substantially met. When this step is satisfactorily completed it is considered a formal submission of plat (plat filing as defined in Section 212.009).
7. Preliminary and/or final plat is placed on P&Z agenda for consideration by City Staff.
8. If approved, all public improvements shall be constructed by a contractor of the Developer's choosing prior to plat recording (or a letter of credit/bond for 110% improvements amount must be submitted).

9. Submit three copies of construction plans and profiles with cost estimates and diskette of final subdivision plat in .dwg or .dgn format.
10. Once construction is complete a letter of acceptance by the public entity will be issued to the Engineer and copied to the Planning Department. At this time a maintenance agreement contract shall be filed with the Planning Department. Submit a diskette containing “as-built” plans in .dwg or .dgn format.
11. Submit at least two original mylars of the final plat with all signatures other than those that must be obtained by the City of Harlingen (or those that must be obtained after approval by the City if in etj).
12. Final plats for subdivisions located within the City limits will be filed with the Cameron County Clerk by Harlingen City Staff on a pre-established schedule (available at the Planning Department).
13. Final plats for subdivisions located outside city limits, but within the etj will be delivered to Cameron County Engineering Office on a pre-established schedule (available at the Planning Department).

A graphic representation of the process described above is shown in Exhibit A.

Note: Other approvals may be necessary prior to recordation (such as Drainage District or Cameron County Engineering) and time frames, ability to receive approvals concurrently, and approval processes for such are not included in this ordinance and are the responsibility of the submitting engineer/surveyor.

- 3.1.2 Responsibility of the Subdivider. It is the subdivider’s responsibility to satisfy all outside agency requirements including, but not limited to Drainage and Irrigation Districts, Cameron County, Texas Department of Transportation, the Environmental Protection Agency, Texas Commission on Environmental Quality and the Agency on International Boundaries Water Commission. Approval of subdivision by the Planning & Zoning Commission does not represent that the subdivider has met the requirements of any other agency.
- 3.1.3 Series of Permits. Approval of a subdivision plat is not tied to nor guarantees issuance of a building permit or zoning. The subdivision process constitutes a separate series of permits and completion of a subdivision plat does not vest a building permit or any other type of action.
- 3.1.4 Number of Dwellings Per Lot on Residential Subdivisions. No more than one single family detached dwelling shall be located on each tract. A notation of this restriction shall be placed on the face of the final plat. This restriction shall be placed in all deeds and contracts for deeds for real estate sold within the subdivision. Notice of this restriction must be given by the seller to purchasers

prior to execution of any binding agreement for sale or conveyance of any real estate. Proposals which include multi-family residential may note this on the plat and therefore not restrict the dwellings to one. They shall also include adequate, detailed planning materials as required for determination of proper water and wastewater utility type and design.

Section 3.1.5 Minor Plat Approval Delegation.

Any person proposing to subdivide a property under the conditions set out below may file a plat directly with the Director of Planning. The Director of Planning, upon the receipt of a plat filed under this section, shall verify the conditions set out below and upon verification thereof is hereby authorized to approve such plat as specified in V.T.C.A. Local Govt. Code Chapter 212.0065. Upon such approval, the signature and recording requirements for other plats covered by this section shall be carried out.

In order to qualify for approval under this section, the plat must conform to the following requirements:

- A. There will be no more than four lots in the subdivision;
- B. All lots front on an existing dedicated public street;
- C. The subdivision does not require the creation of any new street
- D. All lots will be served by existing municipal facilities (water, sewer, drainage); and
- E. The plat must limit the use of lots for single family residential units or be limited under appropriate zoning limitations, if in city limits;

All information necessary to make this determination must be provided to the Director for consideration. If the Director of Planning determines that any of the foregoing conditions will not be met in such subdivision, then the subdivision shall be processed as otherwise provided under this chapter.

Section 3.2 Plat Required.

A subdivision plat is required under nearly all circumstances for the purposes specified in Section 1.2. For specific exemptions to platting requirements see Section 3.9.

3.2.1. The owner of a tract of land located within the corporate limits of Harlingen or within the five mile extraterritorial jurisdiction that divides the tract in any manner that creates one or more lots of five acres or less must have a plat of the subdivision prepared or the owner of a tract that has been previously split and inadequately subdivided.

3.2.2. A division of a tract is defined as any division regardless of whether it is made by using a metes and bounds description, or any description of less than a whole parcel, in a deed of conveyance or in a contract for a deed, using a contract of sale or other executory contract, lease/purchase agreement, or using any other method to convey property.

- 3.2.3 The owner of a tract of land located inside the city limits of Harlingen or its extraterritorial jurisdiction who divides the tract into two or more parts to lay out a subdivision of the tract, including an addition, or to lay out suburban lots or building lots, or to lay out streets, alleys, squares, parks, or other parts of the tract intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alleys, squares, parks, or other parts must have a Plat prepared.
- 3.2.4 No subdivided land shall be sold or conveyed until the subdivider:
- A. Has received approval of a final plat of the tract; and
 - B. Has filed and recorded a legally approved plat with the county clerk of the county in which the tract is located.
- 3.2.5. These rules and any preceding rules shall apply to land that has been divided on or after November 1, 1978.

Section 3.3 Preliminary Conference

Prior to the official filing of a preliminary plat, the subdivider may consult with and present a proposed plan of subdivision to the (Director of Planning, City Planner, City Engineer or other official) for comments and advice on the procedures, specifications, and standards required by the City for the subdivision of land.

Section 3.4 Preliminary Plat

- 3.4.1. General: The subdivider shall cause to be prepared a preliminary plat by a surveyor or engineer in accordance with this Ordinance. A preliminary and final plat may be filed at the same time. If the final plat is a portion of a larger tract owned by the applicant, a preliminary plat must be filed on the entire tract.
- 3.4.2. Time for filing and Copies Required: The subdivider shall file with the P & Z Commission (through the Planning Department) fifteen (15) blue-line copies of the preliminary plat, folded with the name of the subdivision showing and an application on a form specified by the City (See Exhibit B). Deadlines for submission are available on a yearly basis at the Planning Department.
- 3.4.3. Preliminary Plat Form and Content: The plat shall be drawn to a scale of not smaller than 100 feet to one (1) inch on a sheet 24” x 36” and shall contain the following:
- A. Proposed name of the subdivision printed across the lots and blocks, which shall not have the same spelling as or be pronounced similar to the name of any other subdivision within the City or within its extraterritorial jurisdiction;

- B. Names of adjoining subdivisions and an indication of whether or not adjoining properties are platted;
- C. Subdivision boundary lines, indicated by heavy lines and the computed acreage of the subdivision;
- D. Primary control points with description and location of said points with ties to original block corners;
- E. Existing site information as follows:
 - 1. The location, dimensions, name and description of all existing or recorded streets, centerline and pavement width of existing roads, alleys, reservations, easements or other public rights-of-way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries, all existing or recorded residential lots, parks, public areas, permanent structures, existing water courses, irrigation canals, drainage structures, and other sites within or contiguous with the subdivision;
 - 2. The location of all existing utilities within and immediately adjacent to the proposed subdivision;
 - 3. Cross section of any ditches and canals on the proposed subdivision with ties to the property line;
 - 4. Regulatory flood elevations and boundaries of floodprone areas, including floodways, if known;
- F. The location, R-O-W and pavement dimensions, description and name of all *proposed* streets, alleys, parks, other public areas, reservations, easements or other rights-of-way, lots with net square footage (net and gross acreage if septic tanks and/or wells are being proposed), blocks and other sites within the subdivision;
- G. Date of preparation, scale of plat and north arrow;
- H. Topographical information shall include high and low elevations within the subdivision, elevations on 100-foot centers each way on the property based on USGS datum and the location of the benchmark shall be shown (topographic and utility information may be shown on a separate sheet). Aerial photographs may be substituted at the City Engineers' approval.
- I. A number or letter to identify each lot or site and each block;
- J. Building setback lines (if different from zoning ordinance standards);
- K. Fire hydrants must be shown (existing and proposed) that together create a coverage of not more than 600' intervals not to exceed 500' of hose length measured along streets or other public access right-of-way for single family

residential subdivisions. (In other subdivisions this distance must be 300' radius.) Standard hydrants shall be installed as per specifications of the state board of insurance and Harlingen Waterworks (See Exhibit R).

- L. Street lighting plan (existing and proposed) that indicate placement of a standard streetlight at all street intersections, cul-de-sac ends and where a block exceeds 600' in length mid-block lighting shall be required;
- M. Location of city limits lines, the City's extraterritorial jurisdiction boundary and/or zoning district boundaries, if they traverse the subdivision, form part of the boundary of the subdivision, or are contiguous to such boundary;
- N. A vicinity map at a scale of not more detail than one inch to two thousand feet (1"=2000') that shall show existing subdivisions and streets, city limits and/or etj boundary;

3.4.4 Along with the preliminary plat, the following shall be submitted:

- A. Preliminary plans for the drainage system showing the location and flow direction of the discharge. (This information should also be submitted to the Drainage District where applicable.)
- B. Proposed fills or other structure elevating techniques, levels, channel modifications, seawalls and other methods to overcome flood or erosion related hazards.
- C. A non-refundable plat review fee in the amount of \$100 (subject to change upon City Commission approval).
- D. An 8-1/2" x 11" reduced copy.

3.4.5 Simultaneous Submission:

Plats shall be simultaneously submitted to the various utilities for review. They should also be submitted to the county and/or drainage/irrigation district for review (where applicable).

3.4.6 Approval Time Limit:

The preliminary approval shall be good for a period of twelve (12) months from the date of the Planning & Zoning Commission's approval and may be extended by staff approval upon written application during the original time period to the Planning Department for a period not to exceed six (6) additional months. Staff may elect to require approval from the P&Z for any reason.

If the development is a phased type development, then preliminary approval for the entire development shown, is secured upon recordation of the first phase, and preliminary approval shall remain until such time as a revised preliminary plan submitted for the development is approved.

After the file has been inactive for twelve (12) months, the Planning Department will issue a letter to the subdivider or authorized agent that the file is no longer valid and will be discarded in three months if no response from the subdivider or authorized agent is made. Such letter is informational and failure to issue such will not grant extension or further approval for said preliminary plat.

3.4.7 Processing of Preliminary Plat

- A. A preliminary plat can be considered concurrently with a final plat.
- B. If all information and other required submittals are contained within the submission package and the preliminary plat is complete in every respect, the plat shall be recommended to the Planning & Zoning Commission for their approval.

Section 3.5 Final Plat

- 3.5.1. General: The subdivider shall cause to be prepared a final plat by a surveyor or engineer in accordance with this Ordinance. A preliminary and final plat may be filed at the same time.

No Final Plat shall be approved until the property is zoned in accordance with the City of Harlingen Zoning Ordinance for the uses intended.

- 3.5.2 Time for filing and Copies Required: The subdivider shall file with the P&Z Commission (through the Planning Department) fifteen (15) blue-line copies of the plat, folded with the name of the subdivision showing and an application on a form specified by the City. (See Exhibit B) Two original signed copies will be required after P&Z approval for all subdivisions within the city limits.

- 3.5.3 Final Plat Form and Content:

The final plat and accompany data shall substantially conform to the preliminary plat as conditionally approved by the P & Z Commission, incorporating any and all changes, modifications, alterations, corrections and conditions imposed by the P & Z Commission.

The plat shall be drawn in ink on mylar sheets with a minimum of a one and one half (1-1/2") inch margin on the binding side of the sheet, and margins of not less than one (1") inch on the other three sides. The plat shall be drawn to a scale of

not smaller than one inch to 100 feet (1"=100') on a sheet 24" x 36" and shall contain the following:

- A. Where more than one sheet is necessary to accommodate the entire area, an index sheet showing the entire subdivision at an appropriate scale be attached to the plat.
- B. Proposed name of the subdivision printed across the lots and blocks, which shall not have the same spelling as or be pronounced similar to the name of any other subdivision within the City or within its extraterritorial jurisdiction;
- C. Names of adjoining subdivisions and an indication of whether or not adjoining properties are platted and recording information for properties not platted;
- D. Subdivision boundary lines, indicated by heavy lines, a metes and bounds description and the computed acreage of the subdivision;
- E. Primary control points (set concrete monuments on each corner of the subdivision) with description and location of said points with ties to original block corners including dimensions, angles, bearings and other similar data as per the requirements of the appropriate state statutes;
- F. Existing site information as follows:
 - 1. The exact location, dimensions, name and description of all existing or recorded streets, right-of-way existing, alleys, reservations, easements or other public rights-of-way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries, all existing or recorded residential lots, parks, public areas, permanent structures, existing water courses, irrigation canals, drainage structures, and other sites within or contiguous with the subdivision;
 - 2. The exact location of all existing utilities within and immediately adjacent to the proposed subdivision;
 - 3. Cross section of any ditches and canals on the proposed subdivision with ties to the property line;
 - 4. Regulatory flood elevations and boundaries of floodprone areas, including floodways, if known;
- G. The exact location, dimensions, description and name of all *proposed* streets with full right-of-way dedication indicated, alleys, parks, other public areas, easements or other rights-of-way, lots with net square footage, blocks and other sites within the subdivision;
- H. Date of preparation, scale of plat and north arrow;
- I. A number or letter to identify each lot or site and each block;

- J. Building setback lines (if different from the zoning ordinance standards).
- K. Location of city limits lines, etj boundary and/or zoning district boundaries, if they traverse the subdivision or form part of the boundary of the subdivision;
- L. Vicinity map at a scale of not more detail than one inch to two thousand feet (1" = 2000') that shall show existing subdivisions and streets, city limits and/or etj with true north arrow if different from overall plat;
- M. Names of the subdivider, record owner, lienholders, engineer and/or surveyor with signature lines as appropriate;
- N. Owner's acknowledgement of the dedication to public use of all streets, alleys, easements, parks, and other public places, as applicable shown on such final plat (See Exhibit F);
- O. The certification of the surveyor and/or engineer responsible for surveying the subdivision area, attesting to its accuracy, and for the preparation of the final plat an supporting data, attesting to its accuracy (See Exhibit F);
- P. A blank statement for the certification of the Director of Public Works, City Engineer or other designated city official that the final plat conforms to all requirements of the subdivision regulations of the City of Harlingen; to be executed upon final approval. (See Exhibit F);
- Q. A blank statement for the P & Z Commission Chairman that the final plat has been approved by such Commission; to be executed upon final approval. (See Exhibit F);
- R. A blank statement for the appropriate Waterworks official that the final plat has been approved by such department; to be executed upon final approval. (See Exhibit F);
- S. A blank statement for the Mayor of Harlingen that the final plat has been approved and conforms to the requirements of the subdivision regulations of the City of Harlingen; to be executed upon final approval. (See Exhibit F);
- T. A signed statement for the appropriate Drainage or Irrigation District official that the final plat has been approved by such department; to be executed upon final approval by such District (where applicable);
- U. An engineer's statement of the minimum permissive finished floor elevation that will protect improvements from the average flood waters in the flood zone location.

3.5.4 Along with the final plat the following shall be submitted:

- A. Written statements from the various utilities that they have reviewed the subdivision, that they can provide service and are prepared to do so when requested by the subdivider.
- B. Any restrictive covenants that will be imposed on the subdivision complete with recording information must also be submitted if information is not included on the plat.
- C. Before it is recorded, a certificate shall accompany the plat showing that all taxes payable shall have been previously paid in full.
- D. Subdivider shall submit with the final plat the opinion of an attorney, licensed to practice law in the State of Texas, showing good recorded liens and encumbrances affecting the title to said land as of the date of submission of the record plat for approval. A title commitment may be substituted for the attorney's opinion. Such opinion or title commitment may not be older than six months at the date of plat consideration by the Planning & Zoning Commission.

If any liens appear of record, the subordination of such liens to the plat and dedications contained therein shall be secured by the subdivider prior to final approval through a statement on the final plat (See Exhibit F).

- E. A reduced copy 8-1/2" x 11" of the plat.
- F. When the final plat is submitted to City Staff for review and P & Z Commission approval, it shall be accompanied by a non-refundable plat review fee of \$50 (subject to change upon City Commission approval).
- G. Any drainage or street assessments, street sign deposits, street light deposits, or other fees due must be submitted prior to recording of the final plat.
- H. A check or checks payable to the County Clerk in the amount of the recording fee for filing the final plat (of subdivisions located inside city limits).
- I. When filed with the City for recording, the final plat shall be accompanied by three copies of the construction plans and engineering calculations which shall bear the seal and signature of a registered engineer (unless construction has occurred prior to recording. The content of said plans is described in Section 4.1 Construction Plans Review. Cost estimates shall also be filed with the City at this time.

- J. A 3-1/2” computer floppy disk with the final plat shall be submitted with control points for incorporation into the City map. Such submission shall be of a .dxf or .dgn format.

If the applicant chooses not to submit a digital plat file, or if the digital file submitted does not meet the specified standards, then the plat information will be entered by the Planning Department and a fee of \$50 will be charged to the applicant for this work. This fee shall be paid to the City prior to the plat being recorded with the County Clerk.

3.5.5 Simultaneous Submission:

Plats shall be simultaneously submitted to the various utilities for review. They should also be submitted to the county and/or drainage/irrigation district for review (where applicable).

3.5.6 Approval Time Limit:

All final plats must be recorded within one year from the date of the Planning & Zoning Commission approval. Where good cause exists, the Planning Director may extend the period of time required for completion. Such extension of time shall be reported to the Planning & Zoning Commission and recorded in the minutes. No such extension shall be granted unless security as provided in Section 5 has been provided by the subdivider covering the extended period of time. Such time extension may not exceed twelve (12) months.

After the file has been inactive for twelve (12) months, the Planning Department will issue a letter to the subdivider or authorized agent that the file is no longer valid and will be discarded in three months if no response from the subdivider or authorized agent is made. Such letter is informational and failure to issue such will not grant extension or further approval for said preliminary plat.

3.5.7 Processing of Final Plat:

- A. No final plat will be considered unless a preliminary plat has been submitted. A preliminary and final plat may be submitted at the same time. However, if a preliminary plat has been approved by P&Z and the subdivider wishes to change the final plat by combining two or more lots or by combining one lot with a portion of the adjacent lot in such manner that no portion of a lot remains smaller than the original lots, no preliminary replat will be necessary.
- B. If all information and other required submittals are contained within the submission packet and the Final plat is complete in every respect, the plat shall be recommended to the Planning & Zoning Commission for their approval. If the application is incomplete, the Planning Director or his agent

shall make note of such requirements in a letter to the engineer or surveyor. Upon submission of the requested additional information, the process of review will continue, and this process of review and resubmission shall continue until the application is complete in every respect.

- C. Within thirty (30) days after the final plat is formally submitted, the P & Z Commission shall approve or disapprove such plat. Formal submission occurs at the time a plat is complete as determined by Planning staff as indicated in B above.

3.5.8 Recording of Final Plat. After the final plat has been finally approved and the subdivider has constructed all the required improvements and such improvements have been accepted, and a maintenance guarantee contract filed; or after the plat has been finally approved and the subdivider has filed the performance bond or letter of credit and maintenance guarantee contract for such improvements, Director of Planning or other designated official shall cause the final plat to be recorded with the County Clerk in the county in which the subdivision lies. They shall also cause the check or checks for the recording fee or fees deposited at the time the final plat was filed for approval to be delivered with the final plat to the County Clerk.

3.6 Unsubdivided Land

3.6.1 No subdivided land shall be sold or conveyed until the subdivider:

- A. has received approval of the final subdivision plat; and
- B. has filed and recorded with the county clerk of Cameron County a legally approved plat.

3.6.2 No building, repair, plumbing or electrical permit shall be issued by the City for any structure on a lot in a subdivision for which a final plat has not been approved and filed for record, nor for any structure on a lot within a subdivision in which the standards contained herein have not been complied with in full. No such permit shall be issued until all public improvements/utilities have been installed and accepted by the City of Harlingen or where appropriate, the governing utility, provided however, if the final plat has been approved and recorded and the subdivider has complied with the requirements of the performance guarantees of Section 5 herein, a building permit may be issued prior to final installation of public improvements and utilities. However, no certificate of occupancy shall be issued until all public improvements have been installed and accepted by the various agencies involved.

3.6.3 The City shall not repair, maintain, install or provide any streets or public utility services in any subdivision for which a final plat has not been approved and filed for record, nor in which the standards contained or referred to herein have not been complied with in full, except as provided for above.

- 3.6.4 The City, nor any other utility, shall sell or supply any water, gas, electricity, or sewage service within a subdivision for which a final plat has not been approved or filed for record, nor in which the standards contained or referred to herein have not been complied with in full, except as provided for above.
- 3.6.5 Provided, however, that the provisions of this Section shall not be construed to prohibit the issuance of permits for any lots upon which a residence building exists and was in existence prior to passage of this subdivision ordinance, nor to prohibit the repair, maintenance, or installation of any street or public utility services for, to or abutting any lot, the last recorded conveyance of which prior to passage of this Ordinance was by metes and bounds, and/or any subdivision, or lot therein, recorded or unrecorded, which subdivision was in existence prior to the passage of this Ordinance.

Section 3.7 Amendments to Preliminary Plat

At any time after preliminary plat approval and before submission of a final plat, the applicant may request of the Planning Director that an amendment be made in the approval of the preliminary plat. Under regulations established by this ordinance, the staff may agree to proposed amendments that are deemed to be minor as indicated in V.T.C.A Local Govt. Code Chapter 212.016. If the proposed amendment is major, the subdivider shall follow the same requirements for preliminary plat approval found in Section 3.4.

Section 3.8 Amendments to Final Plat

A plat of a subdivision must accurately reflect the subdivision as it develops. If there is any change, either by the intentional act of the subdivider or by the forces of nature, including changes in the size or dimension of lots or the direction or condition of roads or streets, a plat must be revised in accordance with this section and Texas Local Government Code Section 212.016 as amended. All costs associated with replatting shall be borne by the person(s) requesting the replat.

Any public hearing on a proposed major amendment shall be limited to whether the proposed major amendment should or should not be approved. The P&Z Commission shall approve or disapprove any proposed major amendment and may make any modifications in the terms and conditions of the preliminary plat approval reasonably related to the proposed amendment. If the applicant is unwilling to accept the proposed major amendment under the terms and conditions required by the P&Z, the applicant may withdraw the proposed major amendment. A major amendment shall include, but is not limited to, any amendment that results in or has the effect of decreasing open space in the subdivision by ten percent (10%) or more.

An applicant may not propose more than two (2) amendments, whether major or minor, to any preliminary plat.

Amendments to a final recorded plat may take place only as a replat of the original plat and shall be reviewed and recorded in the same manner as an original plat.

Exceptions to this may occur as specified in Texas Local Government Code Section 212.016 as amended and may include amendments only for the purposes as stated in that Section.

Section 3.9 Exemptions to Platting Requirements

- 3.9.1 Property that was divided into its current configuration prior to November 1, 1978 and has not had a change in boundaries since such time can be exempted from platting requirements if owner can provide proof of such. A recorded property deed dated prior to that date with a metes and bounds or legal description exactly matching the current property holding can constitute necessary proof.
- 3.9.2 Property that is divided into tracts larger than five acres where each part has public access and no public improvement is being dedicated may also be exempted from platting requirements.
- 3.9.3 The Director of Planning shall determine the subdivision exemption status of a tract of land upon receipt of a completed application form (see Exhibit J) and accompanying documents by the property owner or authorized agent. The application form shall be accompanied by the following documents:
 - A. Warranty deeds for the subject tract(s) indicating date of last conveyance;
 - B. Evidence of a building on the subject tract prior to the effective date indicated above, if applicable;
 - C. Current tax certificates;
 - D. Survey of the tracts showing property line, right-of-way widths, easements, proposed partition and existing improvements, signed and sealed by a registered public surveyor;
 - E. Separate instruments dedicating additional right-of-way along perimeter streets in accordance with the Major Thoroughfare Plan with appropriate recording fees (or provide recorded copy);
 - F. Upon receipt of all applicable data and upon determination that such tract is exempt from subdivision, the Director of Planning can issue a letter of determination that the tract satisfies the exemption requirements of this section.