



CITY OF HARLINGEN PRELIMINARY AND FINAL PLAT SUBMITTAL CHECKLIST

Please submit the following items along with the completed master application. The following required items must be reviewed for completeness, in order for this application to be considered "filed". Once the application is considered complete by the Planning and Development Department personnel it can be accepted for payment and considered "filed". The proposed plat cannot be scheduled for consideration by the Planning and Zoning Commission/City Commission unless all items are marked complete. Citations come from the City of Harlingen Code of Ordinances, Chapter 109-Subdivisions.

Name of Subdivision: _____

Mandatory Proposed New Plat Review Meeting was held on: _____

Complete

- Seven (7) copies of the preliminary and final plat drawn to a scale of one (1) inch to one hundred (100) feet on sheets no larger than 24" X 36". (Sec. 109-91.c and 109-92c2)
- An 8 ½" X 11" reduced copy of the submitted preliminary and final plat drawing submitted in digital format. (Sec. 109-91.d.4 and 5)
- Three (3) copies of the engineering construction drawings on 24" by 36" for the required development improvements. (Sec. 109-87.a.2.g)
- Preliminary drainage system, flood control, erosion prevention plans, and proof that the proposed system has been submitted to the appropriate drainage district for review.(Sec. 109-91.d.1-2)
- Variance requests, if any, shall be submitted at the time the preliminary and final plat is submitted and on a separate letter form. Approval of variance requests requires a finding of a non-monetary hardship. (Sec. 109-27)
- The existing zoning designation of the subject tract allows for the proposed use(s). (Sec. 109-87.c) It not a rezoning application must be in process.
- The applicant shall submit the preliminary and final plat to the appropriate irrigation district. Proof must be submitted.
- Subdivision along state highways must be submitted to TXDOT. Proof must be submitted that subdivision was reviewed by TXDOT.
- Warranty deed verifying ownership of subject tract.
- Authorization letter from the property owner.

Sheet 1 drawing to include:

- Proposed name of subdivision printed across the lots and blocks. (Sec. 109-91.c.1)
- Names of adjoining subdivisions and notation as to whether adjoining properties are platted. (Sec. 109-91.c.2)
- Subdivision boundary lines (indicated by heavy lines) and computed acreage of subdivision. (Sec. 109-91.c.3)
- Primary control points with description and location of said points with ties to original block corners. (Sec. 109-91.c.4)
- Existing and proposed site information: (Sec. 109-91.c.5)

1. Location, dimensions, and names of all existing and proposed roads, easements, reservations, alleys, or other public right-of-ways within and/or contiguous to the proposed subdivision.

2. Location and dimensions of all existing and proposed lots, parks, public areas, permanent structures, water courses, irrigation canals, and drainage structures within and/or contiguous to the proposed subdivision.
3. All existing and proposed utilities within and/or contiguous to the proposed subdivision.
4. Cross section(s) of any existing ditches and canals within the proposed subdivision with ties to the subdivision boundary.
5. Regulatory flood elevations and boundaries of flood prone areas, including floodways, if known.
6. Location of City limits, extraterritorial jurisdiction (ETJ), if within or contiguous to the proposed subdivision.
7. Fire hydrants (existing and proposed)
 - Date of preparation, north arrow, and scale of plat. (Sec. 109-91.c.7)
 - Topographic data: (Sec. 109-91.c.8)
 1. High and low elevations within the proposed subdivision.
 2. Benchmark and elevations on 100-foot centers based on USGS datum.
 - A number or letter to identify each lot, tract, and block. (Sec. 109-91.c.9)
 - Building setback lines (if different from the Zoning Ordinance). (Sec. 109-91.c.10)
 - Existing and proposed fire hydrants providing for the appropriate coverage. (Sec. 109-91.c.11)
 - Existing and proposed street lighting providing for the appropriate coverage. (Sec. 109-91.c.12)
 - Vicinity map of not more than 1:2,000 showing existing streets, and city limit and/or ETJ boundary.(Sec. 109-91.c.13-14)
 - Street system must be in compliance with the appropriate right-of-way dedications with the City of Harlingen's Thoroughfare Plan. (Sec. 109-124.c.1)

Sheet 2 drawing to include:

- Proposed name of subdivision printed across the lots and blocks. (Sec. 109-92.c.2.b)
- Names of adjoining subdivisions and notation as to whether adjoining properties are platted. (Sec. 109-92.c.2.c)
- Subdivision boundary lines (indicated by heavy lines) and computed acreage of subdivision. (Sec. 109-92.c.2.d)
- Primary control points (set concrete monuments on each corner of subdivision) with description and location of said points with ties to original block corners per Statute. (Sec. 109-92.c.2.e)
- Existing site information: (Sec. 109-92.c.2.f)
 1. Exact locations and names of all roads, easements, reservations, alleys, or other public right-of-ways within and/or contiguous to the subdivision.
 2. Exact locations and dimensions of all lots, parks, public areas, permanent structures, water courses, irrigation canals, and drainage structures within and/or contiguous to the subdivision.
 3. Cross section(s) of any existing ditches and canals within the subdivision with ties to the subdivision boundary.
 4. Regulatory flood elevations and boundaries of flood prone areas, including floodways, if known.
 5. Location of City limits, extraterritorial jurisdiction (ETJ), if within or contiguous to the subdivision.
- Date of preparation, north arrow, and scale of plat. (Sec. 109-92.c.2.h)

- A number or letter to identify each lot, tract, and block. (Sec. 109-92.c.2.i)
- Proposed Building setback lines (if different from the Zoning Ordinance). (Sec. 109-92.c.2.j)
- Vicinity map of not more than 1:2,000 showing existing streets, and city limit and/or ETJ boundary. (Sec. 109-92.c.2.k-l)
- Street system in compliance with the City of Harlingen's Thoroughfare Plan. (Sec. 109-124.c.1)
- Appropriate signature blocks for the following:
 1. Subdivider, record owner, lien holders, engineer and/or surveyor. (Sec. 109-92.c.2.m)
 2. All signature blocks required in "Exhibit F" of the Subdivision Ordinance. (Sec. 109-92.c.2.n-s)
 3. A signed statement from the appropriate drainage and/or irrigation district that the final plat has been approved by such entity. (Sec. 109-92.c.2.t)
 4. An engineer's statement of the minimum finished floor elevation based on average flood waters in the flood zone location, if applicable. (Sec. 109-92.c.2.u)
 5. Plat notes for sidewalks.
 6. Plat notes to limit access for sidewalks.