

PRELIMINARY PLAT SUBMITTAL CHECKLIST

Please submit the following items along with the completed master application and appropriate fees. The project cannot be scheduled for consideration unless all items are marked complete. Citations come from the Subdivision Ordinance.

Complete

- Fifteen (15) copies of the plat drawn to a scale of one (1) inch to one hundred (100) feet on sheets no larger than 24" X 36". (Section 3.4.3)
- An 8 ½" X 11" reduced copy of the submitted preliminary plat drawing. (Section 3.4.4.D)
- Three (3) copies of the engineering construction drawings for the required development improvements and cost estimates (may be submitted after preliminary plat approval). (Section 3.1.1.7)
- Preliminary drainage system, flood control, and erosion prevention plans. (Section 3.4.4.A-B)
- Variance requests, if any, shall be submitted at the time the preliminary plat is submitted and on a separate form provided by the City. Approval of variance requests requires a finding of a non-monetary hardship and a 4/5-majority vote of the City Commission. (Section 7.1)
- The existing zoning designation of the subject tract allows for the proposed use(s). (Section 3.1.3)
- Note: The applicant shall submit the preliminary plat to the appropriate drainage/irrigation district, if applicable. (Section 3.4.4.A-B)
- Warranty deed verifying ownership of subject tract.

Plat drawing to include:

- Proposed name of subdivision printed across the lots and blocks. (Section 3.4.3.A)
- Names of adjoining subdivisions and notation as to whether adjoining properties are platted. (Section 3.4.3.B)
- Subdivision boundary lines (indicated by heavy lines) and computed acreage of subdivision. (Section 3.4.3.C)
- Primary control points with description and location of said points with ties to original block corners. (Section 3.4.3.D)
- Existing and proposed site information: (Section 3.4.3.E)
 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 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), and zoning district boundaries if within or contiguous to the proposed subdivision.
- Date of preparation, north arrow, and scale of plat. (Section 3.4.3.G)
- Topographic data: (Section 3.4.3.H)
 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. (Section 3.4.3.I)
- Building setback lines (if different from Zoning Ordinance). (Section 3.4.3.J)
- Existing and proposed fire hydrants providing for the appropriate coverage. (Section 3.4.3.K)
- Existing and proposed street lighting providing for the appropriate coverage. (Section 3.4.3.L)
- Vicinity map of not more than 1:2,000 showing existing streets, and city limit and/or ETJ boundary. (Section 3.4.3.K)
- Street system in compliance with the City of Harlingen's Long Range Thoroughfare Plan. (Section 4.1.3.A)

Plats shall not be scheduled for the Planning and Zoning Commission review unless items on this list are completed. I have read and understand in its entirety the City of Harlingen's Subdivision Ordinance and understand that the requirements of a preliminary plat are subject to the terms and conditions therein. This preliminary plat checklist is used to insure compliance with the Ordinance and in some instances the City may require additional information for approval. An endorsement of this application checklist by the applicant shall be acknowledgment that all of the items on the above list have been reviewed and complied with or variances have been requested. I also understand that, pursuant to Section 6 of the City of Harlingen Zoning Ordinance, no building permit will be issued until a final plat has been approved by the Planning and Zoning Commission and filed in the office of the County Clerk.

Project Name: _____

Owner: _____ Date _____

Owner Address: _____ Phone/Fax: _____

Signature: _____

Engineer/Surveyor: _____ Date _____

Engineer/Surveyor Address: _____ Phone/Fax: _____

Signature: _____