



Subdivision Plat Checklist

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

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

City Council meetings are held on the 2nd and 4th 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 Print Requirements:

Two (2) copies (***folded into sets***) and one pdf. copy of the plat, including supplementary material, shall be delivered to City Hall.

Planning & Zoning Commission Print Requirements:

Two (2) 24" x 36" black line copies (***folded into sets***) of the plat, including supplementary material and any requested revisions, shall be delivered to the City Secretary.

City Council Print Requirements:

One (1) pdf. copy of the plat, including supplementary material and any requested revisions, shall be delivered to the City Secretary.

Once plat has been approved, please contact April S. Hill, City Secretary at 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

Re-Plats:

Re-plats require a public hearing notice to be given before the 15th day of the date of the hearing. To meet publication requirements, there is an additional 3 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
PRINT NAME
applications may require additional time due to the level of complexity or because it lacks complete information.

Applicant Signature

NOTE:

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

MINOR PLATS

Review Print Requirements:

Two (2) copies (***folded into sets***) and one pdf. copy of the plat, including supplementary material, shall be delivered to the City Secretary.

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

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 Constructions specifications.

Submission Requirements

- Completed Application Form
- Filing Fee
- Transmittal Letter

Print Requirements

- Staff Review
One (1) set of prints (**folded**) for staff discussion.
- Planning & Zoning Commission
One (1) 24x36 (**folded set**) Black Line prints of the complete site package. (Plans shall be received two (2) weeks prior to P&Z meeting.)

Meetings are held on the 1st and 3rd 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 2nd and 4th 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.
- Parking layout and driveways, including loading areas, dedicated fire lanes if required, access easements, and parking space dimensions.
- All existing and proposed drainage and utility easements.
- Show existing and proposed Water & Waste 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.
- Any additional information as needed.



Application for Approval of Subdivision Plat
 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. (P&Z 2 copies - City Council 1 electronic copy) 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
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