

# REQUIREMENTS FOR APPLICATION OF A PRELIMINARY PLAT

*Please submit the following requirements 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

- Ten (10) copies of the plat drawn to a scale of one (1) inch to one hundred (100) feet. In no case shall any single sheet be larger than can be hung without folding in the record cases of the Kerr County Clerk (21" X 26"). 10-IV-2.A.3
- Three (3) copies of the engineering construction drawings for the required development improvements. 10-IV-4
- A signed and sealed boundary survey of the property being platted. 10-IV-2.A.3.c.1
- Closure run sheet. 10-IV-2.A.3.c.1
- Current owner's deed with legal description. 10-IV-2.A.3

## Plat drawing to include:

- Zoning, public right-of-ways, and significant landmarks within 500.0' of boundary on plat map. 10-IV-2.A.1.g
- Proposed uses, lot layouts, and general land features such as: Trees, flood plains, ridgelines and drainage courses. 10-IV-2.A.1.h
- Date drawing was prepared. 10-IV-A.3.d.1
- North arrow and graphic scale of 1"=100'. 10-IV-A.3.d.1 and 10-IV-A.3
- Location map scale of 1"=1000'. 10-IV-A.3.d.2
- Total contiguous acreage owned by the owner. 10-IV-A.3.d.3
- The location of city limit lines and/or outer border of the city's extra-territorial jurisdiction if they transverse the platted area. 10-IV-A.3.c.3
- Owners name, deed or plat reference, and property lines adjacent to subdivision boundaries. 10-IV.A.3.c.6
- Location and dimensions of lots and blocks. 10-IV-A.3.c.5
- Legend. 10-IV-A.3.c.7
- Watercourses, drainage features and existing drainage structures. 10-IV-2.A.3.a.1
- Location of flood plain and flood way with dimensions sufficient to locate boundary on the ground (Ordinance 98-16), if no flood plain exists on the property, place a note to that effect. 10-IV-2.A.3.a.2
- Topographic Data. 10-IV-2.A.3.a.3  
Contour Intervals shall be: (circle applicable contours)
  1. 2 feet where slope is less than 5%
  2. 5 feet where slope is between 5-10%
  3. 10 feet where slope is between 10-15%
  4. 20 feet where slope is 15% or greater
- Indicate by dimensions the locations, sizes, and type of all existing and proposed utilities, streets, and/or alleys including flow line elevations for the sewer. 10-IV-2.A.3.b
- Indicate the general utility line layout/design for proposed water, storm drainage and sewer, with flow line elevations size and type and how subdivision will tie to existing water and sewer system. 10-IV-2.A.3.b
- The distance from the centerline of the pavement of any street adjoining the property being platted. 10-IV-2.A.3.c.2

- Indicate proposed streets in compliance with the City of Kerrville's minimum design standards, including all proposed alleys and access easements. 10-IV-A.3.b
- Any improvement or structure that is within 2' of the boundary. If none exist, indicate with a note to that effect. 10-IV-A.3.c.4
- Indicate all proposed drainage structures (See Design Manual for Storm Drainage Facilities). 10-IV-2-A.3.b.5
- Indicate proposed parks and other public space, and the method in which this plat map will comply with the Parkland Dedication Ordinance. (87-66). 10-IV-3.A.3.b.7

Complete

N/A

- Not required on plat: Existing water well (Circle: operative, inoperative). Ordinance # 2000-07

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 Article 10-IV, of the Code of Ordinances for the City of Kerrville 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.

Project Name: \_\_\_\_\_

Owner: \_\_\_\_\_ Date \_\_\_\_\_

Owner Address: \_\_\_\_\_ Phone/Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

Engineer/Surveyor: \_\_\_\_\_ Date \_\_\_\_\_

Engineer/Surveyor Address: \_\_\_\_\_ Phone/Fax: \_\_\_\_\_

Signature: \_\_\_\_\_