

**Final Plat Filing Fees:** For this purpose only, NO fee is applied for filing final plats. City Council may however adopt by ordinance or resolution, at any time, a fee for filing a final plat, which shall be collected by the city when any final plat is received for city consideration; no action of the City Council shall be valid until the filing fee has been paid. All plat filing fees are nonrefundable.

**FINAL PLAT REQUIREMENTS CHECKLIST:**

The final plat shall conform to the preliminary plat as approved, including any conditional approvals, imposed by the P&Z Commission. The final plat copies shall be drawn on 24"x36" at a scale no smaller than 1" = 100'. Plats shall affix the appropriate certifications and acknowledgements, as applicable, for Surveyor, Engineer, Owner, P&Z, City Council, City Secretary, and County Recordation. Where no more than one (1) sheet is necessary to accommodate the entire area, an index sheet showing the entire subdivision and appropriate scale shall be attached to the plat. If approved by the P&Z Commission, the final plat may depict only that portion of the approved preliminary plat that is proposed to be recorded and development, however, such shall conform to all requirements.

1. \_\_\_\_\_ Submit one (1) mylar (sepia) copy of the final plat for recordation; and,
2. \_\_\_\_\_ Submit ten (10) blue or black line copies of the final plat; and,
3. \_\_\_\_\_ Submit one (1) copy of construction plans.
4. \_\_\_\_\_ Submit one (1) copy of an original tax certificate from each taxing unit within the jurisdiction of the real property that no delinquent ad valorem taxes are owed on the real property, in accordance with Texas Property Code, Section 12.002.
5. \_\_\_\_\_ **Content of the Final Plat shall include the following:**
  - ☐ Names of adjacent subdivisions or owners or parcels of unsubdivided land; the platting or adjoining property, including streets.
  - ☐ Accurate boundary survey of the property, and its metes and bounds description.
  - ☐ A north point scale of plat and date of preparation.
  - ☐ Total area of the plat in acre and square feet.
  - ☐ Title block containing project or subdivision name, survey and abstract name.
  - ☐ All requirements of the preliminary plat shall also apply to the content necessary within the final plat.
  - ☐ Location, dimensions, name and description of all existing or recorded streets, alleys, reservations, easements, or other public rights-of-ways, and lots within the subdivision, intersecting or contiguous with its boundary or forming of such boundary, with accurate dimensions, bearings or deflection angles and radii area, and central angle, degree of curvature, tangent distance and length of all curves where appropriate.
  - ☐ The exact location, grade, dimensions, description and name(s) of all proposed streets, alleys, drainage right-of-ways, parks, other public areas, reservations, easements or other public rights-of-ways, blocks, lots or other sites within the subdivision with accurate dimensions, bearings or deflection angles and radii area and central angles, degree of curvature, tangent distance, and length of all curves where appropriate.
  - ☐ All survey monuments shall be shown on the plat.
  - ☐ All deed restrictions that are to be filed with the plat shall be shown on or submitted separately with the plat.

- ☐ The final plats shall be accompanied by complete sets of construction plans and profiles for all street and drainage improvements and water and sanitary wastewater improvements.
- ☐ A waiver of claim for damages against the City occasioned by the establishment of grades of the alteration of the surface of any portion of existing streets, alleys to conform to the grades established in the subdivision.
- ☐ Engineer or Surveyor Certification responsible for preparing the final plat and supporting data, attesting to its accuracy and that all survey work around the boundary area as well as within the subdivision shall have an error of closure of no more than one foot in five thousand feet (1/5,000') or less.
- ☐ Owner's acknowledgement of the dedication to public use of streets, alleys, parks, rights-of-ways, easements and other public places shown on the final plat.
- ☐ P&Z Certification: "The Planning and Zoning Commission of the City of Natalia, on \_\_\_\_ date \_\_\_\_ voted affirmatively to recommend this plat to the City Council for approval and for filing of record. x. Official Signature"
- ☐ City Council Certification: "The City Council of the City of Natalia on \_\_\_\_ date \_\_\_\_ voted affirmatively to approve this plat for filing or record. x. Mayors Signature"

6.            **Engineering Report:** The final plat shall be accompanied by an engineering report bearing the signed and dated seal of a professional engineer registered in the State of Texas. The engineering report shall discuss the availability and methodology of providing water facilities and wastewater treatment service to individual lots within the subdivision. A detailed cost estimate per lot acceptable to the City shall be provided for those unconstructed water supply and distribution facilities and for wastewater collection and treatment facilities, which are necessary to serve each lot of the subdivision. The plan shall include a construction schedule for each significant element needed to provide adequate water or wastewater facilities. Refer to the City's Subdivision Ordinance for additional requirements and compliances.

- ☐ Public Water Systems. Where water supplies are to be provided in an existing public water system, the subdivider shall furnish an executed contractual agreement considerable in form *Appendix B* as provided in the city's subdivision ordinance.
- ☐ Sewerage Facilities. Where wastewater treatment is to be provided by an existing retail public utility, the subdivider shall furnish evidence of a contractual agreement considerable in form *Appendix C* as provided in the city's subdivision ordinance.
- ☐ Construction Plans. Plats shall be accompanied by complete sets of construction plans and profiles for all street and drainage improvements and water and sanitary wastewater improvements.
- ☐ Subdivision Construction Agreement. Where any construction of improvements is proposed, a construction agreement shall secure the Subdividers obligation and protect the City from any expense of completing subdivision improvements required by the Subdivider, considerable in form *Appendix D* as provided in the city's subdivision ordinance.

7.            **Receipt and Processing a Complete Final Plat with the Planning & Zoning Commission:**

- ☐ Not later than thirty (30) days after receipt of completed application, the P&Z shall schedule a meeting to review the final plat, and consider approval or disapproval, or issue conditional approval. The City Administrator will contact Subdivider of the time and date of the next Planning & Zoning Commission meeting.
- ☐ Consideration by the P&Z Commission does not constitute the municipal authority to approve the plat; the Natalia City Council shall act on the plat within thirty (30) days after the plat is approved by the P&Z Commission.