



PLAT COMPLETENESS CHECKLIST

Effective September 1, 2023

Applicants shall submit the documents and plans shown on this checklist with each new plat submittal. The Planning and Development Services case manager, in consultation with the applicant, is authorized to strike any of these required documents or plans depending upon the nature of the submittal. Incomplete plat submittals shall be rejected, and the shot-clock shall not commence. For more information, refer to the City of Arlington's platting [website](#).

Required Documents and Plans

Not Required
Strike here (X)



	All Plats	
1	Completed application Form and Owner Certificate and Disclosure of Interest Form.	
2	Appropriate fees.	
3	Tree survey with all single-family attached and detached developments.	
4	Tree Preservation Plan.	
5	Site Plan.	
6	Landscape Plan.	
7	Building elevations.	
8	"As-built drawings" of existing structures where structures are to remain on a separate exhibit.	
9	Phantom-line plan (i.e., depiction of streets, rights-of-way, easements, and other improvements over an aerial of the site clearly showing how the proposed development relates to existing trees that are planned for removal).	
10	A City Approval Block.	
11	A recording information block.	
12	Complete title block in City of Arlington format in the lower right-hand corner of plat.	
13	Subdivision name shall not start with a number or contain the address as the title, (e.g., 305 Cousins Addition). The title shall not be longer than 28 characters. If the title is longer than 28 characters, some words will be abbreviated. Must show total acres (to three decimals places) in the plat title.	
14	All lots and blocks must be labeled with numbers in consecutive order. Common areas must be assigned a lot and block number (e.g., 13X).	
15	Lots must comply with the requirements specified in the UDC: lot width, depth, area, and lot frontage.	
16	Total acreage shown to the three significant digits in the title block. Include the square footage to three significant digits for each lot on the graphic or in a table format on the plat.	
17	North arrow, graphic scale, and written scale.	
18	Add a vicinity map showing the location of the subdivision by references to existing streets or highways.	
19	Plat notes and conditions listed on the plat are in a readily identifiable and readable location with each note numbered consecutively.	
20	Provide a legend identifying and describing all symbols used on the plat.	
21	A dedication statement executed by the owner(s) and notarized by a notary public.	

22	A surveyor's certificate containing the registered professional land surveyor's name, registration number, seal, and signature.	
23	Provide the name, address, telephone number and email of the record owner, developer, engineer, and surveyor.	
24	Complete curve data (delta, length, radius, chord, and chord bearing) for street centerlines, property lines boundaries, and easements labeled on the graphic or shown in a curve data table.	
25	Show on the plat all existing and proposed easements (including petroleum product pipelines))) within the lot and within 200 feet of the property.	
26	Provide a legal description, by metes and bounds, of the land to include the current owner's deed record reference, survey name and abstract number, city, county, state, and gross acreage.	
27	Metes and bounds description corresponding to the illustration. The distance/direction call outs on the simultaneous conveyance polygon (illustration) shall match the distance/direction calls on the deed/legal description.	
28	The plat shall include a note describing at least one corner tied to a Global Positioning System (GPS) monument accepted by the city and Point of Beginning (POB) in U.S. feet, use the State Plane GRID Coordinate System (NAD83)- Texas North Central (4202). Provide scale factor required to reduce surface coordinates to grid coordinates. The elevation of two iron rods shall be shown on the plat prior to filing with the County. At least one corner of the subdivision shall be tied by course and distance to a corner of a platted lot or to an original corner of the original survey of which it is a plat.	
29	Show rights-of-way dedications proposed or existing right-of-way (ROW).	
30	Note whether city, state, or private rights-of-way.	
31	Show the boundaries of sections or phases, if any, in the subdivision.	
32	Show all street names on the plat in UPPER case letters. Proposed street names with suffixes and prefixes cannot have the same spelling or be pronounced similarly to the name of any other street located within the city or the ETJ, unless a proposed street is a continuation of an existing street.	
33	Show the location of city limit lines or ETJ, if within 200 feet.	
34	Provide the name of the record owner and the volume and page of the corresponding deed of record for all unplatted tracts within 200 feet, to include owners across any adjacent rights-of-way and all adjacent platted properties within 200 feet, shown in dashed lines labeling the lot and block numbers, subdivision name, street names and plat record reference.	
35	Any remainder portions not included in this plat will need to be platted.	
	<i>The City of Arlington retains its authority under the Texas Local Government Code to classify plats and determine under what circumstances certain types of plats shall be filed. The city reserves the right to change the classification of a plat at any time after acceptance for completeness and prior to final approval. The Zoning Administrator's decision as to the type of plat to be filed in any given case is final. The submittal requirements for each plat type are in addition to the requirements listed under "All Plats."</i>	
	Preliminary Plat <i>A Preliminary Plat shall be submitted for any parcel or combination of parcels not previously platted. A plat that includes both platted parcels and parcels not previously platted and filed of record shall be processed as a preliminary plat. A preliminary plat is not recordable.</i>	
1	Preliminary grading plan.	
2	Preliminary drainage area maps.	
	Preliminary drainage plan.	
4	Preliminary utility plan.	

5	Preliminary stormwater management plan.	
6	Flood study.	
7	Sanitary sewer loading analysis.	
8	Roundabout feasibility analysis.	
	Final and Replat Plat <i>A final plat may not be submitted until a preliminary plat is approved and all conditions of approval are satisfied. A replat may be used to modify a prior recorded subdivision or part of a subdivision and is controlling over the preceding plat without vacation of that plat.</i>	
1	Construction plan standards general guidelines checklist.	
2	SWPPP checklist.	
3	Cover sheet.	
4	Final plat.	
5	General notes.	
6	Dimensional control plan.	
7	Water and sanitary sewer plan, profiles, and details.	
8	Site grading plan and drainage analysis.	
9	Street and drainage plan, profiles, and details.	
10	Stormwater management site plan.	
11	Gated entry exhibit.	
12	Deceleration lane plan and profiles.	
13	Signal design.	
14	Median opening design.	
15	Streetlight, street sign and pavement markings plans.	
16	Drainage impact analysis.	
17	Trip generation study.	
18	Traffic Impact Analysis for sites generating greater than 500 trips per day.	
19	Drainage report and flood study.	
20	Conditional letter of map change.	
21	US Army Corps of Engineers permit.	
22	Trinity River corridor development permit.	
23	Stormwater Pollution Prevention Plan (SWPPP).	
24	Stormwater Management Site Plan (SWMSP).	
25	Stormwater facility operation and maintenance agreement.	
26	Sanitary sewer loading analysis.	
27	Roundabout feasibility analysis.	
28	Aerial crossings, siphons, lift stations and force mains (Requires prior approval from Water Utilities).	
29	Site Details.	
30	Off-site easement and right of way exhibits A & B.	
31	Provide a purpose note stating the reason for the replat.	
	Minor Plat	

	<i>When a tract or parcel of land has not been previously platted AND filed of record, the owner may elect to submit a minor plat whenever the tract: 1) Is to be subdivided into four or fewer lots, 2) Fronts on an existing street, 3) Does not require the creation of any new street or the extension of municipal facilities, and 4) Does not require a public hearing for filing of record. A plat that includes both platted parcels and parcels not previously platted and filed of record shall be processed as a preliminary plat.</i>	
1	Exhibit showing how each lot being platted will have access to the public right of way, public water, public sewer, and how each lot can adequately provide post development drainage. If the applicant cannot demonstrate that each lot within a minor plat has access to adequate public facilities, and requires additional public facilities to be provided, a minor plat shall not be used.	
	Amending Plat <i>An amending plat may be used only for one of the purposes enumerated in Texas Local Government Code Section 212.016.</i>	
1	Provide a note describing the change, correction, or modification framed in a bold line so as to be distinctly visible on the face of the plat.	
2	Provide a note on the plat stating: "This plat does not increase the number of lots or alter or remove existing covenants or restrictions, if any, on this property."	
3	Exhibit showing how each lot being platted will have access to the public right of way, public water, public sewer, and how each lot can adequately provide post development drainage. If the applicant cannot demonstrate that each lot within an Amending Plat has access to adequate public facilities, and requires additional public facilities to be provided, an Amending Plat shall not be used.	
	Conveyance Plat <i>A conveyance plat may be used to subdivide or sell land without plans for its immediate development. A conveyance plat allows the recording of a subdivision without requiring the construction or design of public improvements or collection of development fees. Easements, dedications, and reservations may be recorded on a conveyance plat.</i>	
1	Approved conveyance plats are only valid for 6 months unless recorded.	
2	A conveyance plat shall be limited to the entirety of one parcel platted into one lot, or for multiple lots shall provide an exhibit showing how each lot being platted will have access to the public right of way, public water, public sewer, and how each lot can adequately provide post development drainage. If the applicant cannot demonstrate that each lot within a conveyance plat has access to adequate public facilities, and requires additional public facilities to be provided, a conveyance plat shall not be used.	
3	Certification across the face of the plat: "No building permit shall be issued nor public utility service provided for land that has only received approval as a conveyance plat."	
	Combination Plat <i>Effective September 1, 2019, the City of Arlington no longer accepts Combination Plat submittals.</i>	