



Content Checklist for Minor and Amending Plats

- 1) Unique Subdivision name within Hays County.
- 2) "Minor Plat" or "Amending Plat" must precede plat name in title.
- 3) Minimum scale 1"= 200'
- 4) Final layout prepared by a Professional Engineer or Registered Professional Land Surveyor.
- 5) Vicinity map showing the general location of the Subdivision in relation to major roads, towns, city limits or topographic features.
- 6) Scale bar and north arrow for both main plat and location map.
- 7) The following information shall appear in a single block of text on the FIRST sheet:
 - NAME(S) OF LEGAL PROPERTY OWNER(S) (if corporation include name)
 - ACREAGE
 - ENGINEER (if any)
 - SURVEYOR
 - NUMBER OF LOTS AND BLOCKS
 - CENTERLINE LINEAR FOOTAGE OF ALL NEW PUBLIC STREETS
 - SUBMITTAL DATE
 - ENCOMPASSING LAND ABSTRACT SURVEY(S)
 - BENCHMARK DESCRIPTION & ELEVATION
 - ACREAGE BY LOT TYPE : Use "ROW", "Open Space", "Development" or other applicable term. Do not use commercial, residential or industrial or mixed use.
 - NUMBER OF LOTS BY TYPE: Use "ROW", "Open Space", "Development" or other applicable term. Do not use commercial, residential or industrial or mixed use."
- 8) Boundary lines and total acreage of the Original Tract, the Subject Property and the proposed Subdivision.
- 9) Boundary lines of all special regulatory flood zones, as determined by FEMA, including non flood-prone designations.
- 10) Boundary lines, abstract/survey lines, corporate and other jurisdictional boundaries. The boundaries of cities, school districts, municipal utility districts, water utilities or CCNs, emergency services districts, should be shown or a statement should be included clearly indicating in which city or other boundaries the subdivision is located. In the event any lot lies within more than one jurisdiction, then the plat shall clearly state the number of acres within the lot that lies within each jurisdiction.
- 11) Location, dimension, name and description of all existing/recorded and proposed streets, alleys, reservations, easements, railroad rights of way, etc. within subdivision, intersecting or contiguous with boundaries for forming boundaries.
- 12) Bearings and distances sufficient to locate the exact area proposed for the subdivision.

- 13) Full calls for all survey monuments, including any required concrete monuments.
- 14) Lengths and bearings of all straight lines, radii, arc lengths, tangent lengths and central angles of all curves (may be placed in a table).
- 15) **Streets: street names must be continuous from any adjacent subdivisions.**
- 16) Reference ties via courses and distances to at least one recognized abstract or survey corner, or existing subdivision corner.
- 17) Name, location and recording information of all adjacent subdivisions or property owners.
- 18) Location of all existing property lines, existing lot and block numbers and date recorded, parks, public areas, and easements of record with recording information. Show existing adjacent lots using dashed lines.
- 19) Clearly labeled lots with lot numbers, block numbers, square footage, and proposed special purposed use, if applicable.
- 20) **Dimensions for front, rear, and side lot lines**
- 21) Sites to be reserved or dedicated for parks, schools, playgrounds, other public uses or for private facilities and amenities if applicable.
- 22) A note stating whether or not the subdivision falls within a FEMA 100-year regulatory floodplain and if so, the Engineer's statement of the minimum permissible finished floor elevation for each affected unit that will protect the improvements from flooding or high waters.

If no regulatory floodplain:

"NO PORTION OF THIS SITE IS LOCATED WITHIN THE 100-YEAR FLOODPLAIN PER FEDERAL EMERGENCY MANAGEMENT AGENCY, FLOOD INSURANCE RATE MAP PANEL NO. _____, DATED _____."

If in regulatory floodplain:

"A PORTION OF THIS SITE IS LOCATED WITHIN ZONE _____ OF THE 100-YEAR FLOODPLAIN PER FEDERAL EMERGENCY MANAGEMENT AGENCY, FLOOD INSURANCE RATE MAP PANEL NO. _____, DATED _____."

- 23) Notes declaring whether or not the subdivision is within an area designated as an Edwards Aquifer recharge or contributing zone.
- 24) Standard legend for interpretation of points and lines. Title block with name of proposed subdivision; contact information for owner/s and land planner, licensed engineer, or RPLS; scale; date of preparation; north arrow; and location of property according to abstract or survey records.
- 25) Preamble (also referred to as Owner's Acknowledgement and Dedication) with owner(s) name(s) and title (s), acreage of area to be platted as described in Public Records, and proposed subdivision name exactly as in title block.
- 26) Owner(s) signature block with notary block.
- 27) Standard Signature Block for City Secretary/Planning and Zoning Commission Chair.
- 28) Surveyor statement and signature block with seal.
- 29) Engineer statement and signature block.
- 30) Certificate of recording block for County Clerk.
- 31) All subdivisions in the Buda ETJ must also meet all requirements of Chapter 705 of the Hays County Development Regulations.
- 32) Note stating public utility and sidewalk easement width being provided, if any.