

Preliminary Plat Certification Checklist

- ☐ **CLOUDPERMIT ONLINE APPLICATION** must register for an account if first time applicant.
- ☐ **PROOF OF OWNERSHIP** including but not limited to certified tax certificate, copy of deed, etc.
- ☐ **LEGAL METES & BOUNDS** (field notes) on a sheet including surveyor seal and signature (separate digital file).
- ☐ **AGENT AUTHORIZATION LETTER** must include all requirements shown on page 3, and signature of the owner (separate digital file).
- ☐ **LETTER OF INTENT** must include all letter of intent requirements including waiver requests shown on page 4, and signature of the owner or authorized agent (separate digital file).
- ☐ **PLAT EXHIBIT** formatted and scaled to an 24" x 36" page size (separate digital file).
- ☐ **TRAFFIC IMPACT ANALYSIS**
 - **DETERMINATION FORM** Complete in Cloudpermit.
- ☐ **PRELIMINARY ENGINEERING REPORTS (WATER & WASTERWATER)**
- ☐ **PRELIMINARY STORMWATER MANAGEMENT PLAN** Stormwater Management Plan / Preliminary Drainage Analysis
- ☐ **911 ADDRESSES / STREET NAME APPROVAL FORM & USPS APPROVAL** required if the development includes any proposed streets. Review the Burleson County 911 Addressing Standards:
<https://www.co.burleson.tx.us/page/gov.addressing>
- ☐ **PLAT WAIVERS REQUESTED** If any waivers are being requested in association with the plat, a waiver request letter including the justifications for the waiver is required. Additionally, any supporting documentation for



114 S. Echols Street
Caldwell, Texas 77836
979-567-3271 ext. 104
development@caldwelltx.gov

the waiver request is required.

- ☐ **TXDOT LETTER OF NO OBJECTION TO ACCESS AND DRAINAGE**
required if the development impacts TxDOT facility

AUTHORIZED AGENT LETTER REQUIREMENTS

If acting as an agent on behalf of the owner of the property, then an Authorized Agent Letter is required.

- Separate digital file submission
- Authorized Agent Letter must be notarized.
- Include following language:

“With this letter, **(owner name)**, authorizes you to recognize **(authorized agent name)**, as its Agent, and acting on its behalf may sign for development applications, waivers and requests, and permits for constructions in relation to **(property address and/or application number)**, and by its signature, **(owner name)** recognizes and approves these actions and willfully accepts responsibility as the owner of this project.”

Authorized Agent Letter must be notarized

LETTER OF INTENT REQUIREMENTS

- Header

Date

City of Caldwell
Development Services Department
114 S. Echols St. Caldwell, TX 77836
979-567-3271 ext. 104

Letter Contents:

- Define acreage of subject property.
- Specify existing and/or proposed zoning district.
- Describe in detail the location of the property.
 - ***(Example: approximately 125 feet South of Main Street or distance from an intersection.)***
- Specify proposed uses with specific operations defined.
- Please specify if the proposed development will be developed in phases.
- Special considerations such as waivers, or variances.
- **The Letter of Intent must provide the signature and contact information of the owner or owner's authorized agent.**

PRELIMINARY PLAT TECHNICAL CHECKLIST

General preliminary plat sheet	Applicant
Location / Vicinity map with north arrow and scale and showing all City and County limits where applicable	
Title block located in the <i>lower right hand corner</i> containing the subdivision name, acreage, complete legal description including survey name and abstract number, City, County and preparation date	
Legend, if abbreviations or symbols are used	
Name, address, and phone number of the property owner, surveyor and engineer	
North arrow & graphic and written scale. Scale of 1"=20' to 1" = 100"	
Property boundaries with bearings and distances which match accompanying legal metes and bounds field notes	
Provide topography of drainage channels and creeks	
Lot dimensions including bearings and distances	
Provide lot and block numbers for every lot (numbers only)	
Location of significant manmade features, including railroads, buildings, utilities, or physical features	
Areas to be dedicated for right-of-way including dimensions, area providing bearings and distances of centerline	
Commercial lots require cross-lot access easement	
Show all bearing and distance information on proposed easements including easements filed by separate instrument	
Recording information for any existing easements (water, sanitary sewer, storm drainage, electric, telephone, gas, cable television, fire lanes, etc.) and rights-of-way	
Include entirety of offsite easements that are required for subject property	
Location of existing and proposed FEMA 100-year floodplain and floodway limits	
Identify all boundary survey monumentation on the plat	

Boundary lines and acreage of the land to be dedicated to the City for public parkland	
Boundary lines and acreage of land proposed for private park including note indicating ownership and maintenance responsibility	
Provide zoning of subject property and adjacent properties	
Subdivision name, and recording information for all adjacent properties	
Location of City limits boundary and/or County boundary if they traverse the subdivision, form part of the boundary of the subdivision or are contiguous to such boundary	
For preliminary plats exempt from requirements for Subdivision Master Plan, designation of each phase of development and the proposed order of development	
Provide the location and sizes of proposed public water, wastewater and storm drainage facilities to serve the development, including the sewer flow arrows	
Show proposed street names	
Any additional information as requested to clarify the proposed development	
<u>Standard Notes to be included on Preliminary Plat</u>	<u>Applicant</u>
The thoroughfare alignments shown on this exhibit are for illustration purposes and do not set the alignment. Alignment is determined at time of final plat.	
Notice: Selling a portion of this addition by metes and bounds is a violation of City ordinances and State law and is subject to fines and withholding of utilities and permits.	
According to Flood insurance Rate Map, Panel _____, dated _____, is located in Zone(s) _____ and is/is not within the 100-year floodplain. If floodplain exists on the property, provide a note stating that any development shall be in accordance with floodplain ordinance in effect at the time of construction application.	
All open space, common areas, greenbelts, drainage easements or other areas identified as private shall be the responsibility of owner or owners successors and or/ assigns provided such successor or assign is approved by the City.	
Provide note that lists the total number of buildable lots	
All energy utility provider notes (where applicable)	

Any applicable notes required by TxDOT	
State any and all waivers requested for the plat	
<u>Acknowledgements and Certificates</u>	<u>Applicant</u>
For Burleson County these requirements need to be on the first sheet. *Ensure there is ample room for stamps and seals for engineers, surveyors, county clerks, etc.*	
ON THE RIGHT EDGE OF THE PRELIMINARY PLAT EXHIBIT THE FOLLOWING SAYING SHOULD BE IN BOLD, RED FONT. PRELIMINARY PLAT, NOT FOR RECORD	
Owner's Acknowledgement: STATE OF TEXAS § COUNTY OF <u>BURLESON</u> § WHEREAS, <u>(Name of Corporation)</u>, acting by and through the undersigned, its duly authorized agent, is the sole owner of a tract of land located in the <u>(Survey Name and Abstract Number)</u>, in the CITY OF CALDWELL, Burleson County, Texas, according to the deed recorded in Volume __, Page __ of the Deed Records of Burleson County, Texas, and being more particularly described as follows: (Continue with Legal Description)	
Notary: STATE OF TEXAS § COUNTY OF BURLESON § BEFORE ME, the undersigned authority, on this day personally appeared <u>(Name)</u>, [of <u>(Corporation Name if applicable)</u>] known to me to be the person whose name is subscribed to the foregoing instrument and acknowledges to me that he/she executed the same for the purpose and consideration therein expressed, in the capacity therein stated, and as the act and deed of said partnership. GIVEN UNDER MY HAND AND SEAL OF OFFICE on the _____ day of _____, 20 _____.	
_____ Notary Public in and for the State of Texas _____ NOTARY SEAL (Ink Stamp Only)	
Certificate of Platting Surveyor and/or Platting Engineer: NOW, THEREFORE, KNOW ALL PERSONS BY THESE PRESENTS:	

That I, _____, do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown thereon were properly placed under my supervision _____ Signature _____ Date _____ (SEAL) Registration Number _____	
Utility Provider Certification (where applicable): • City of Caldwell, Utilities • Bryan Texas Utilities (BTU) • Entergy Texas • Bluebonnet, COOP	
Development Services Acknowledgement (when plats are approved by the City Council): This plat of _____ Subdivision name _____ has been submitted to and considered by the City of Caldwell City Council and is hereby approved by the governing body of the City of Caldwell, Texas. Dated this _____ Day of _____, 20____. _____ Mayor _____ (SEAL) City Secretary	

