

Final Plat Checklist

Last Rev. 10/19/2021

The items listed below are completeness and common review items. They may not represent all requirements found in Chapter 10 of the Tyler Code of Ordinances also known as the Unified Development Code (UDC). Per the UDC (Section 10-635), subdivision plats must be approved if:

1. Plat substantially conforms to the preliminary plat;
2. Plat conforms to requirements of the UDC;
3. Provision has been made for adequate public facilities under the terms of this ordinance;
4. Plat meets all other requirements of this ordinance; and
5. Plat conforms generally to the Tyler 1st Comprehensive Plan.

Submittal Dates:

First Day of Work Week - Minor plats that do not require public notice. (See UDC Sec. 10-641 and Chapter 212 of the Texas Local Government Code for eligibility)

Planning and Zoning Commission Cycle Deadline – Preliminary plats, major plats, minor plats requiring public notice.

PLANNING DEPARTMENT

Completeness

- Provide the following notes as applicable on plat:

“Notice: Selling a portion of this addition by metes and bounds is a violation of city ordinance and state law and is subject to fines and withholding of utilities and building permits.” (This note does not apply to land within an Industrial Park.) (UDC Sec. 10-635)

For plats in the ETJ:

“Notice: This property has been determined to be in Zone 2 of the City of Tyler ETJ per Interlocal Agreement accepted under Texas Local Government Code Section 242.001. Approval by the City of Tyler is all that is required for this plat. Approval of this plat showing dedicated public roads, rights-of-way and easements (including drainage easements) does not guarantee or imply county acceptance of such public improvements for county maintenance. Only the Smith County Commissioners Court by formal vote can accept county roads, rights-of-way and easements for county maintenance.” (UDC Sec. 10-635)

- Provide required fees. (UDC Sec. 10-635) (Fees are stipulated in UDC Sec. 10-776)

- On forms approved by the City, provide applicant's contact information including e-mail address and signature(s) on application form. (UDC Sec. 10-635)
- Provide on plat certificate of ownership and dedication of all streets, alleys, easements, and public areas to the public use forever, to be signed by the owner of the land; and certificate of the registered public surveyor who surveyed, mapped, and monumented the land, to be signed by the surveyor. (UDC Sec. 10-635)
- Provide a digital copy in pdf format. (UDC Sec. 10-635)
- Provide proof of taxes paid. Original tax certificate(s) required prior to recording with Smith County. (UDC Sec. 10-635)
- Provide Area Closure Computation Report. (UDC Sec. 10-635)
- Provide construction plans (major plats). (UDC Sec. 10-635)
- Provide improvement agreement and security, if required, in a form satisfactory to the Development Services Engineer. (UDC Sec. 10-635)
- Provide proof of water and wastewater service or will-serve letter from private service providers and/or OSSF eligibility letter from County Sanitarian (ETJ plats). (UDC Sec. 10-635)

Form/Appearance

- Plat shall carry a title block that includes the name of the subdivision, developer, engineer (or surveyor), name of survey, the scale, date, a north point and approximate acreage and number of lots. (UDC Sec. 10-635)
- Replat version is named appropriately (e.g. Tyler First Subdivision, [First] Amendment) (UDC Sec. 10-635)
- Previous lot numbers are in dashed circle. (UDC Sec. 10-631)
- Previous lot lines are dashed. (UDC Sec. 10-631)

- Private improvements (building footprints, driveways, etc.) and setbacks are omitted. (UDC Sec. 10-631)
- Lot area is shown on each lot. (UDC Sec. 10-631)
- Vicinity map is provided on plat (not Google/Bing/etc. image). (UDC Sec. 10-631)
- Dedications of right-of-way is clear and deliberate. Width and area of dedication to be indicated on plat. (UDC Sec. 10-631)
- A certificate of ownership and dedication of all streets, alleys, easements, and public areas, to the public use forever, to be signed and acknowledged before a Notary Public by the owner of the land and placed on the face of the plat. (UDC Sec. 10-635)
- Plat approval section must have appropriate approval authority (Planning Director for minor plats, Planning and Zoning Commission for major plats and preliminary plats or City Council for plats that require City Council action), a signature line and a line for someone to attest. (UDC Sec. 10-635)
- Place for Cabinet and Slide information. (UDC Sec. 10-635)

Review

Zoning

- All proposed lots comply with the minimum lot size per the approved zoning. (UDC Article II, Divs. A-D)
- Plat does not increase the density of a planned development without a site plan amendment first being approved. (UDC Article II, Divs. A-D)
- Plat does not increase the number of lots in an existing residential subdivision (i.e. residential replat). If it does, it requires a public hearing with notice and publication. (UDC Sec. 10-636)
- All proposed lots comply with the minimum amount of frontage per the approved zoning. (UDC Article II, Divs. A-D)

Connectivity/Urban Design

- Proposed subdivision complies with the number of required access points. (UDC Sec. 10-187)
- Proposed subdivision provides stub out streets as applicable. (UDC Sec. 10-163)
- Proposed streets should align with/to planned streets in adjacent preliminary plats, if applicable. (UDC Sec. 10-188)
- Proposed subdivision connects adjacent stub out streets into plat or logically terminates them with a cul-de-sac (unless streets are on the MSP or are otherwise required to be continued). (UDC Sec. 10-163 or 10-168)
- Proposed block lengths do not exceed 1,200 linear feet.
(Note: If they do, a variance will need to be approved by the Planning and Zoning Commission and will need to take into account the locality of the proposed subdivision, proposed lot sizes, frontage widths, terrain, etc.). (UDC Sec. 10-114)
- Where block lengths exceed 600 feet, encourage pedestrian access easements at or near the mid-point of the block. (UDC Sec. 10-114)
- Off-sets/street jogs in street alignment cannot be less than 200 feet from center line. (UDC Sec. 10-189)
- Blocks must have a minimum width of 200 feet. (UDC Sec. 10-114)
- Double frontage lots must be at least 100 feet deep. (UDC Sec. 10-113)
- Reserve strips are not permitted. Any remainder adjacent to a proposed MSP street must be platted at the time the adjacent developable lots are platted per the approved Preliminary Plat or planned development site plan. (UDC Sec. 10-165)

Compliance

- Plat will not create a zoning violation (e.g. off-premise signage, setbacks, landscaping, etc.). (UDC Sec. 10-635)
- Plat does not create an unplatted remainder less than five acres. Refer to the UDC for what is excluded from the remainder calculation (i.e. floodplain, MSP ROW, etc.). Plats that create remainders must have a preliminary plat. (UDC Sec. 10-630)
- Proposed lot shape can allow for typical building layout and/or typical buildable area is not covered in easements. Exhibit may be needed to demonstrate buildable area (UDC Sec. 10-110)
- Plat is consistent with the approved Preliminary Plat, if applicable. (UDC Sec. 10-635)
Major plats require a preliminary plat unless exempt. (UDC Sec. 10-631(b))
- Plat does not attempt to final plat an illegally subdivided lot without including the original lot(s) into plat. (UDC Sec. 10-636)
- Plat does not attempt to “un-plat” existing lots or remove access to existing lots. (UDC Sec. 10-635)

Processing

- One 18”x22” mylar and one paper copy needed once approved for print by Project Manager. (UDC Sec. 10-635)
- Mylars must be signed (original) and notarized when delivered to Planning Department. (UDC Sec. 10-635)

ENGINEERING PLAN REVIEW

Adequate Facilities

Streets

- Plat shall show street right-of-way to be in accordance with the adopted Master Street Plan and/or no less than 55 feet in width, or in accordance with the approved zoning site

plan. (UDC Article V. Div. A)

- Rights-of-way for collector streets must be flared when intersecting with higher classified streets. (UDC Sec. 10-155)
- All proposed lots must have frontage on a public or private street, or private way if zoning permits. (UDC Sec. 10-102)
- Add note for plats on State facilities: “Access in accordance with TxDOT Access Management and City Ordinance”. (UDC Sec. 10-212)
- Submit construction plans for street improvements unless exempt (UDC Sec. 10-156). Applicant must demonstrate how plat is exempt at the time of submittal. (UDC Sec. 10-635)
- Cul-de-sacs shall not exceed 600 feet in length without Planning and Zoning Commission approval. (UDC Sec. 10-167)

Water and Wastewater

- All proposed lots must have access to water and wastewater. Construction plans required where utilities do not exist. (UDC Sec. 10-102 and 10-635)

Floodplain

- A statement acknowledging the existence of flood plains on the property and dedicating a floodway easement. (UDC Sec. 10-635)
- Base flood elevation data required for subdivisions which are greater than 30 lots or three acres, whichever is less. (UDC Sec. 10-568)

Documentation

- All City of Tyler water and sewer easements are to be dedicated by separate instrument in addition to being depicted on the face of the plat. (UDC Sec. 10-510)

- Subdivisions not connecting to City water and sewer must submit “will-serve” letter from intended provider. For septic systems, an approval letter from the Smith County Sanitarian is required. (UDC Sec. 10-635)

- Proposed subdivisions including private streets and common lots/greenbelts must submit HOA documentation which must be reviewed by the Legal Department. (UDC Sec. 10-202)

Preliminary Plat Checklist

- Provide required fees. (PLANNING) Sec. 10-631
- Provide applicant contact information including e-mail address on application form. (PLANNING) Sec. 10-631
- Submit one digital copy in the form of a PDF or JPG. (PLANNING) Sec. 10-631
- Plat shall carry a title block that includes the name of the subdivision, developer, engineer (or surveyor), name of survey, the scale, date, north arrow, approximate acreage and number of lots and blocks. (PLANNING) Sec. 10-631
- Plat shall show boundary lines of the tract to be subdivided with courses, angles, and distances, the property lines and names of record owners of adjoining undeveloped property, easements, building lines (if planned unit development), buildings and lots, physical features including water courses, ravines, bridges, culverts, drain pipes, sanitary and storm sewers, water mains, and other existing features on the property being developed and on undeveloped properties within two hundred (200) feet of the subject property. (PLANNING) Sec. 10-631
- Provide contours based on U.S. Coast and Geodetic Survey mean sea level elevations at intervals, as required by the city engineer or Development Services Engineer, of two to five feet, and approximate flood hazard lines delineating the limits of the flood plain on the unimproved property as shown on FEMA maps or City of Tyler Floodplain maps. (PLANNING) Sec. 10-631
- Plat shall show the location and width of right-of-way of existing streets, street names, width between curbs, if paved, and alleys, within and adjacent to the property. (ENGINEERING) Sec. 10-631
- Plat shall show the location, widths and names of all proposed streets, alleys or other public ways, all lots, blocks and all parcels of land to be dedicated for public use. (ENGINEERING) Sec. 10-631
- Plat shall show a vicinity map. Vicinity map shall not be an aerial photo. (PLANNING) Sec. 10-631
- Provide an owner's signature block on Preliminary Plat. Plat will not be recommended for approval if owner's signature is not contained on the plat prior to the Planning and Zoning Commission hearing. (PLANNING) Sec. 10-631
- Depict the location of subdivision with respect to a corner of the survey or tract, or an original corner of the original survey of which it is a part. (PLANNING) Sec. 10-631