

PART I.

PRELIMINARY PLAT

CHECKLIST OF ITEMS REQUIRED FOR SUBMITTAL TO THE CITY OF LEWISVILLE

CHECK (To be completed by City of Lewisville)

- () **Current Tax Certificate issued by Denton County Tax Offices:
300 E. McKinney St.
Denton, Texas 76201
Attn: Steve Mossman 940-349-3500**

- () **Fees (Based on Fee Schedule) - Check made out to City of Lewisville**

- () **Twelve (12) Sets of Drawings: Individually Folded (8 1/2" x 11" size) or
Rolled (sheet size 22" x 34") as deemed necessary with Cover Sheet facing
out.**

- () **Complete Application**

- () **Completed Part II.**

- () **Re-submittals shall include original Staff marked-up Drawings
(individually folded or rolled as necessary).**

****NOTE**** **Upon staff approval, submit the following Final File Copies to the
Planning & Community Services Division prior to P&Z and/or
City Council approval:
One (1) mylar and one (1) blue-line print of 22" x 34" sheet size
- Twenty (20) 11" x 17" sheet size reductions**

PART II. CHECK LIST PERTINENT TO DRAWINGS - PRELIMINARY PLAT:

Preliminary Plat. A Preliminary Plat will be required on all unplatted tracts that do not conform to tract dimensions shown in current City Tax Division records, or which involve dedication or construction of City streets, drainage ways or utilities. The approval of the Preliminary Plat by the City shall be effective for a period of 180 days after the date of formal approval and a final plat may be submitted consistent with the approved preliminary plat. Following the 180 day period the preliminary plat will be valid for a period up to eighteen (18) months from preliminary plat approval date if it complies with all updated city standards and regulations. Following an eighteen (18) month period after the approval of a preliminary plat, the plat or any portion of the plat which has not had final plat approval by the Planning and Zoning Commission, will be considered invalid and removed from the files.

For tracts over 100 acres, ninety (90) days prior to the expiration of the two year period, a request for one year extension may be submitted for approval to the City Council if there are no changes to the preliminary plat and/or city standards and regulations.

The following is a checklist for items that shall be included, as applicable, on each Preliminary Plat submitted for review. **IT SHALL BE THE RESPONSIBILITY OF THE ENGINEER/PROJECT MANAGER IN CHARGE OF PLAN PREPARATION TO REVIEW PLANS FOR COMPLIANCE PRIOR TO SUBMITTAL.**

CHECK ALL THAT APPLY:

Applicable N/A

- () () 1. Title Block (see appendix)
- () () 2. For all residential subdivisions, a plan summary table, to include total acreage per phase, total number of lots and number of lots per phase and zoning classification, minimum lot size, minimum dwelling size and density per acre.
- () () 3. North point arrow (oriented to the top or right of the sheet)and date. Dates of revisions are also to be added with each modified set of plans.
- () () 4. Name, address and phone number of contact person of developer, owner or builder, engineer or surveyor.
- () () 5. Sheet size shall be 22" X 34".
- () () 6. Location map 1" = 1,000' (City base map).
- () () 7. The maximum scale on preliminary plats shall be 1" = 100', except that non-residential tracts over 100 acres may be drawn to a maximum scale of 1" = 200'.
- () () 8. Abstract(s) and Survey(s) of subject tract.
- () () 9. Abstract and Survey lines.
- () () 10. Boundary line, accurate in scale, of the subject tract.
- () () 11. The layout, building setback lines including setbacks from water, sanitary sewer and drainage easements and approximate dimensions of proposed lots, blocks, etc.
- () () 12. Lot number, Block letter designations and acreage of each lot.
- () () 13. Zoning of subject lot and adjoining property.
- () () 14. Contours with intervals of two feet (2') or less, referred to sea level datum, including benchmark.
- () () 15. The names of adjacent subdivisions and/or the names of record owners of adjoining parcels of un-platted land.
- () () 16. Lines or limits designating boundaries of municipalities, counties, and special districts such as Municipal Utility Districts, Road Utility Districts, Levee Districts, etc.

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CHECK ALL THAT APPLY:

Applicable N/A

- () () 17. Existing and proposed sanitary sewer and water system shown for a distance which impacts the subject property
- () () 18. Other utility systems, proposed and existing, including private transmission lines.
- () () 19. A drainage plan of the proposed and existing drainage systems shall be submitted for review and comment. The drainage plan shall include: all drainage areas (on-site and off-site) that affect the area being preliminary or final platted...both in its natural state and in the ultimate development, location of lines, inlets, existing and proposed easements, proposed drainage rights-of-way, all required drainage calculations in accordance with City of Lewisville Drainage Criteria Manual.
- () () 20. Existing and proposed streets and alleys, including widths of right-of-way and pavement. Street names shall provide continuity with existing streets. Where a development abuts a street shown on the City's Thoroughfare Plan, the preliminary plat shall include a proposed dedication of right-of-way in accordance with the requirements of the Thoroughfare Plan.
- () () 21. Cross-section of proposed streets and alleys showing the width of pavement, type of pavement and location and width of sidewalks.
- () () 22. Easements, deed restrictions or encumbrances which impact development of the lot.
- () () 23. Control of access lines, corner clips and clear vision areas. Refer to Figure 6 (Control of Access Limitations), Figure 7 (Clear Vision Area), and Table 1 (Street Design Criteria).
- () () 24. Traffic control signals, devices and striping.
- () () 25. Median openings, turning lanes, acceleration and deceleration lanes.
- () () 26. For residential developments, park dedication provisions are to be addressed by the Park Board prior to approval of the preliminary plat. The park dedication agreement shall be noted on the face of the plat with the approval date.
- () () 27. All land proposed for public use dedication or to be reserved for the common use of all property owners, together with conditions or limitations of such use, and must be identified with a lot and block designation except street and alley rights-of-way.
- () () 28. Other features which impact the subject property including, but not limited to, buildings, cemeteries, parks, landfills and monuments.
- () () 29. Phase lines must be clearly delineated, with improvements capable of standing alone as development occurs and not depending on future construction to meet City standards or requirements. See Section 6-36 for Phasing requirements.
- () () 30. Variances from this ordinance which may be requested shall be listed on the face of the plat.
- () () 31. City of Lewisville signature block. (See appendix)

ENGINEER/PROJECT MANAGER/SURVEYOR

COMPANY NAME

DATE

PRELIMINARY PLAT

PLEASE CHECK ONE:

_____ I hereby request that this plat not be placed on a Planning and Zoning Commission agenda until all staff comments have been addressed.

_____ I hereby request that this plat be placed on the agenda for action at the first available Planning and Zoning Commission meeting even if staff comments have not been addressed and the plat is not in compliance with City code. I realize this will likely result in a disapproval of my application and I will be required to pay new filing fees. If this option is chosen, the following is required with this application:

- 1 signed, sealed and notarized blue-line copies and 1 signed mylar copy (22" x 34");
- 20 - 11" x 17" reductions

I AM THE OWNER OR AGENT AUTHORIZED TO MAKE THE STATEMENTS AND REPRESENTATIONS HEREIN ON BEHALF OF THE OWNER.

PRINT NAME: _____
OWNER/AUTHORIZED AGENT

SIGN NAME: _____
OWNER/AUTHORIZED AGENT

TITLE & COMPANY NAME

DATE