



## PRELIMINARY PLAT CHECKLIST

### NO PRELIMINARY PLAT SHALL BE ACCEPTED FOR PROCESSING IF IT IS DETERMINED TO BE ADMINISTRATIVELY INCOMPLETE BY THE CITY PLANNER

Following submittal and review of the required Sketch Plat, the applicant shall file an application for Preliminary Plat approval at least thirty-days (30) prior to the Planning and Zoning Commission meeting at which the plat shall be considered. The Preliminary Plat shall be prepared by a registered surveyor or engineer in accordance with the City of Benbrook Subdivision Ordinance and accompanied by necessary engineering information prepared by a registered engineer.

The applicant shall submit thirty (30) blue or black line copies of the Preliminary Plat. Accompanying the copies of the Plat, the applicant shall file a completed Preliminary Plat application along with the prescribed Preliminary Plat fee. This completed Preliminary Plat checklist shall be part of the application. The application shall be accompanied by:

CHECK ONE	ITEMS TO BE INCLUDED
Yes ___ No ___ NA ___	The required review fee for Preliminary Plats as established by the City of Benbrook Fee Schedule.
Yes ___ No ___ NA ___	Six (6) blueline or blackline copies of the Preliminary iSWM™ Site Plan, Preliminary Street Plan, Preliminary Lot Grading Plan, and Preliminary Water and Sewer Plan.
Yes ___ No ___ NA ___	A written request for any waivers or deferrals to the Subdivision Ordinance, if necessary, within the subdivision and citing the ordinance provision and section to which it is being requested.
Yes ___ No ___ NA ___	If the proposed subdivision constitutes a unit of a larger tract owned by the subdivider, which may be subsequently subdivided as additional units of the same subdivision, a layout of the entire area showing the tentative proposal for streets, blocks, and drainage improvements for such areas.

The Preliminary Plat shall be drawn to a scale of one-hundred feet (100') to one-inch (1") or larger on a sheet not greater than twenty-four inches by thirty-six inches (24" x 36"). An alternate scale may be acceptable upon approval by the City Planner. When more than one sheet is necessary to accommodate the entire area, an index sheet showing the entire subdivision at appropriate scale shall be attached to the Plat. The Plat shall show the following:

CHECK ONE	ITEMS TO BE SHOWN ON PRELIMINARY PLAT
Yes ___ No ___ NA ___	Legal description of property to be subdivided
Yes ___ No ___ NA ___	Names and addresses of the subdivider, all record owners, surveyor, and engineer
Yes ___ No ___ NA ___	The telephone number of the developer, or his designated representative

Yes ___ No ___ NA ___	Proposed name of the subdivision, which shall not have the same spelling as, or be pronounced similar to, the name of any other subdivision located within the City or its extraterritorial jurisdiction.
Yes ___ No ___ NA ___	Names and lot patterns of contiguous subdivisions and recording information thereof, and description of contiguous parcels of un-subdivided land.
Yes ___ No ___ NA ___	The existing lot patterns, streets, and easements within two-hundred feet (200') of the proposed subdivision shall be clearly indicated
Yes ___ No ___ NA ___	Subdivision boundary lines, indicated by heavy lines
Yes ___ No ___ NA ___	Computed acreage of the subdivision
Yes ___ No ___ NA ___	The location, dimensions, name and description of all existing or recorded streets, alleys, reservations, easements or other public rights-of-way within the subdivision, intersecting or contiguous with its boundaries or forming such boundaries
Yes ___ No ___ NA ___	The location, dimensions, description and name of all existing or recorded residential lots, parks, public areas, permanent structures and other sites within or contiguous with the subdivision
Yes ___ No ___ NA ___	The location, dimensions, descriptions, and flow line of existing water courses and drainage structures within the subdivision or on contiguous tracts
Yes ___ No ___ NA ___	The approximate location of the floodway and the one-hundred (100) year floodplain and all lots, or any part of a lot, that lies within the floodway or one-hundred year floodplain as shown on the current Flood Insurance Rate Map
Yes ___ No ___ NA ___	The location, dimensions, descriptions and names of all proposed streets, alleys, drainage structures, parks, open spaces, natural features to be preserved or other public area; reservations, easements, or other rights-of-way; and blocks, lots and other sites within the subdivision
Yes ___ No ___ NA ___	Date of preparation, graphic scale of Plat and north arrow
Yes ___ No ___ NA ___	Topographical information shall include contour lines on a basis of two (2') vertical feet Topography shall be tied to vertical controlled benchmarks to be noted on the Plat
Yes ___ No ___ NA ___	A number or letter identifying each lot or site and each block
Yes ___ No ___ NA ___	Front building set-back lines on all lots and sites Side yard building set-back lines at street intersections and access and/or drainage easements
Yes ___ No ___ NA ___	Location of City Limits line, the outer border of the City's extraterritorial jurisdiction, and zoning district boundaries, if they traverse the subdivision, form part of the boundary of the subdivision or are contiguous to such boundary
Yes ___ No ___ NA ___	A vicinity map at a small scale, which shall show the location of the proposed subdivision within the City existing subdivisions, streets, easements, rights-of-way, parks and public facilities in the general locality of the proposed subdivision. The map shall have a scale and north arrow

Yes ___ No ___ NA ___	If there is no adjacent subdivision, then a map on a small scale must be presented to show the nearest subdivision in all directions, and how the streets, alleys, or highways in the subdivision submitted may connect with those in the nearest subdivision
Yes ___ No ___ NA ___	<b>Preliminary Drainage Study</b> – The Preliminary Plat submittal shall be accompanied by six (6) copies of a Preliminary iSWM™ Site Plan, prepared in accordance with Section 1.1.3.6 of the iSWM Design Manual.
Yes ___ No ___ NA ___	<b>Preliminary Water and Sewer Plan</b> – The Preliminary Plat submittal shall be accompanied by six (6) copies showing the location and size of existing and proposed water and sanitary sewer lines and proposed fire hydrant locations prepared in accordance with Section 16.20.010 of the Subdivision Ordinance
Yes ___ No ___ NA ___	<b>Preliminary Street and Lot Grading Plan</b> – The Preliminary Plat submittal shall be accompanied by six (6) copies prepared in accordance with Section 16.20.015 of the Subdivision Ordinance
Yes ___ No ___ NA ___	<b>Tree and Native Vegetation Survey</b> – The Preliminary Plat submittal shall be accompanied by six (6) copies in accordance with Section 16.28.010 of the Subdivision Ordinance
Yes ___ No ___ NA ___	<b>Traffic Impact Analysis</b> – The Preliminary Plat submittal shall be accompanied by five (5) copies when required under Section 16.28.025.C of the Subdivision Ordinance