

CITY OF McLENDON-CHISHOLM  
1371 West FM 550  
McLendon-Chisholm, Texas 75032

PRELIMINARY PLAT CHECKLIST

Copies: 12 copies, 1 electronic pdf required plus Letter of Transmittal

Fee: \_\_\_\_\_

Filing: Follow Developments Cycle Timeline.  
**CIVIL DESIGNS MUST BE APPROVED PRIOR TO FILING OF THE FINAL PLAT**

1. \_\_\_\_\_ 10 legible prints and 1 electronic pdf furnished to City.
2. \_\_\_\_\_ Letter of Transmittal (9 copies) furnished with preliminary plat application stating:
  - a). \_\_\_\_\_ type of street surfacing
  - b). \_\_\_\_\_ drainage
  - c). \_\_\_\_\_ soil test report results
  - d). \_\_\_\_\_ sanitary facilities
  - e). \_\_\_\_\_ proposed water supply
  - f). \_\_\_\_\_ name and address of property owner/agent and engineer
3. \_\_\_\_\_ Drawn to scale 1" – 200'
4. \_\_\_\_\_ Scale, date, and north point shown
5. \_\_\_\_\_ Legal description
6. \_\_\_\_\_ Existing Features inside subdivision
  - a). \_\_\_\_\_ existing boundary lines of land to be subdivided
  - b). \_\_\_\_\_ bearings and distances shown
  - c). \_\_\_\_\_ location of existing watercourses, railroads and drainage/transportation features
  - d). \_\_\_\_\_ location and width of existing streets, alleys, easements, pipelines, watercourses, existing water and sewer mains.
7. \_\_\_\_\_ Existing Features outside subdivision
  - a). \_\_\_\_\_ names and property lines of adjoining property owners
  - b). \_\_\_\_\_ names and locations of adjacent subdivisions, streets, easements, pipelines, watercourses, and existing water and sewer mains
8. \_\_\_\_\_ New Features inside subdivision

- a). \_\_\_\_\_ Proposed name of subdivision
  - b). \_\_\_\_\_ location, right-of-way width and names of proposed streets
  - c). \_\_\_\_\_ width and depth of all lots
  - d). \_\_\_\_\_ location of building lines, alleys and easements
  - e). \_\_\_\_\_ location and size of sites for schools, churches, parks and special land uses
  - f). \_\_\_\_\_ location and size of areas to be dedicated to public or reserved for common use by owners in subdivision
  - g). \_\_\_\_\_ approximate acreage of property to be subdivided
  - h). \_\_\_\_\_ any proposed utility plant
  - i). \_\_\_\_\_ proposed use of any land/areas not within boundaries of lots or rights-of-way
9. \_\_\_\_\_ Compliance with zoning regulations and/or proposed zoning (for subdivisions with City Limits)
- a). \_\_\_\_\_ proposed uses satisfy zoning use regulations
  - b). \_\_\_\_\_ all lots meet minimum lots size requirements
  - c). \_\_\_\_\_ all lots meet frontage, depth and width requirements
  - d). \_\_\_\_\_ building setback lines meet front, rear, and side-yard setbacks
  - e). \_\_\_\_\_ meets minimum dwelling size requirements
  - f). \_\_\_\_\_ meets 15% lot coverage requirement
  - g). \_\_\_\_\_ meets off-street and covered parking requirements
10. \_\_\_\_\_ Proposed streets and alleys conform to comprehensive, traffic and thoroughfare plan.
11. \_\_\_\_\_ Typical cross-sections of streets and location and width of sidewalks
12. \_\_\_\_\_ Locations of flood plains shown
13. \_\_\_\_\_ Compliance with drainage requirements shown
14. \_\_\_\_\_ Approval block for Chairperson of Planning & Zoning, Mayor and City Secretary.

\*\*This list is reference material and does not supersede any City of McLendon-Chisholm Ordinance.\*\*