



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

PRELIMINARY PLAT CHECKLIST

Copies: 10 copies, 1 electronic pdf required, plus Letter of Transmittal/Application
Fee: _____

Filing: Follow Developments Cycle Timeline. Confirm Meeting Dates with Staff.
CIVIL DESIGNS MUST BE APPROVED PRIOR TO FILING OF THE FINAL PLAT

1. _____ 10 legible prints and 1 electronic pdf furnished to the City.
2. _____ Letter of Transmittal (10 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.****