



## Final Plat Submission Checklist

I certify that all items checked have been provided. I understand that not providing all of this information, as well as submitting drainage and construction plans at or immediately after the date of this submittal, may result in an incomplete application and delay the consideration and scheduling of my project for approval.

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Signature

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Date

### Submission Requirements:

- Final plat document (.pdf) a minimum of 11" x 17", but not to exceed 36" on any side.
- Final drainage analysis & plan (.pdf), if required.
- Cut & fill plan (.pdf), if required.
- Processing fee.
- Any supplementary materials required for approval.

### Document Requirements:

- Must conform to the approved preliminary plat, and may constitute only a portion of the preliminary plat.
- Shall contain right-of-way dedication for all internal and perimeter streets and alleys within the portion proposed for final plat as shown on the approved preliminary plat.
- The final plat dimensional control shall be in units of U.S. survey feet to the nearest one-hundredth of a foot. Directional control shall be shown as bearings to the nearest arc second. The description of the methodology used and the source, datum, and date of creation of the relevant points must be included on the face of the plat.
- Control for a final plat shall be established by one of the following methods. (1) The final plat may be tied by survey to adjacent section corners and lines; or (2) When the approved subdivision abuts or is adjacent to an existing recorded plat of the city, the final plat may be tied by survey to such existing plat.
- The final plat shall include horizontal coordinates on at least two of the boundary corners relative to the Texas Coordinate System of 1983, North Central Zone datum as described in Texas Natural Resources Code, Title 2, Chapter 21, as amended, or subsequently established United States Geodetic Survey data adopted by the city.
- Notice stating, "Final Plat for Review, Do Not Record"
- Drawn to the following scale: 1"=50' for <1 acre; 1"=100' for >1 acre.
- The incorporation of all preliminary plat information and conditions approved by the City Council

- The plat boundary and the exact acreage included in that boundary.
- Title or name of the plat. If a lot or tract is replatted, all land in the original lot(s) or tract(s) must be replatted in order to retain the original plat name. A replat cannot “orphan” a part of a lot.
- The map scale, horizontal datum, north arrow and date.
- Reference by name to recorded plats of adjacent and abutting properties.
- Boundary lines of all lots, tracts, and parcels with accurate dimensions, bearings, radii, chord distances, and central angles of all curve segments, for all total curves.
- Numbers and letters to identify each lot or tract.
- Lots shall be numbered consecutively from one to the total number of lots in the subdivision. Tracts shall be lettered in alphabetical order. Such designation will be continuous in the order that final plats of portions of a preliminary plat are recorded with the county clerk.
- Replatted lots will be designated alphanumerically (e.g. Lot 1-A), and further subdivision will alternate numbers and letters (e.g. Lot 1-A-1, Lot 1-A-1-A). The same alternating method will be used for tracts (e.g. Tract A-1, Tract A-1-A, Tract A-1-A-1)
- All street and alley rights-of-way and easements will be shown on the plat and the purpose and restrictions of use of such easement indicated.
- Accurate location, dimensions, bearings, radii, chord distances, and central angles of all curve segments, for all total curves, shall be provided to readily establish location of rights-of-way and easements. Location of points of intersection and points of tangency of street intersections other than right angle intersections shall be indicated.
- A key of abbreviations for easement types shall be included on the plat.
- Legal references shall be provided for all previous dedications and easements.
- Name of each street and width of streets, alleys, and other right-of-way.
- All platted lots and tracts shall provide for collection of garbage consistent with article 6.02 of this code unless alternatives are approved by the city council.
- All irrigation wells on the property must be dedicated to the city.
- All plats must show locations for centralized mail receiving areas.
- The following surveyor's certificate shall be placed on every final plat and signed by the surveyor prior to submission to the planning department:

KNOW ALL MEN BY THESE PRESENTS:

That I, \_\_\_\_\_, do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments and/or other control shown thereon were properly placed under my personal supervision, in accordance with the Subdivision Regulations of the City of Wolfforth, Texas

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- The following certificate of approval by the City Council shall be placed on every final plat and signed prior to recording of the plat documents at the courthouse:

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,

by the City Council of the City of Wolfforth, Texas.

\_\_\_\_\_

Mayor

ATTEST:

\_\_\_\_\_

Secretary

- The following notices shall be stated on the face of every plat:

(1) “Heavy lines indicate plat limits.”

(2) “All streets, alleys, and easements within plat limits are herein dedicated unless noted otherwise.”

(3) “No building permit shall be issued on any survey certificate that is not in accordance with an approved final plat unless exception is provided by the City Council or by the Wolfforth Code of Ordinances.”

(4) “All utility service shall be in accordance with the Underground Utilities Policy Statement by the City Council of the City of Wolfforth, Texas and the provision of section 36.09.095 of the Wolfforth Code of Ordinances

(5) “Any relocation or revision of existing facilities shall be at the subdivider's expense. Compensation shall be made prior to the recording of this final plat.”

(6) “All existing or proposed utility services to and on tracts indicated by this plat shall be contained in the public right-of-way and public or private utility easements. Utility service installation requested at a future date and not within an easement indicated by this plat, shall be within a proper utility easement granted by the owner of said property by separate recorded instrument prior to the provision of such service. Such easements shall be at the expense of the entity requesting such installation.”

(7) “All easements herein granted shall entitle the city or the utility company using such easements to the right to remove, repair or replace any lines, pipes, conduits, or poles within such easements as may be determined by the city or utility company without the city or utility company being responsible or liable for the replacement of improvements, paving, or surfacing of the easement necessitated by such repair, removal, or replacement.

Easements designated or intended for vehicular passage (utility and emergency) or pedestrian access shall not be fenced or otherwise obstructed.”

(8) “Any easements or rights-of-way shown as ‘to be dedicated by separate instrument’ are shown on the plat for information purposes only. This plat does not dedicate said easements.”

(9) “Minimum floor elevations shall conform to the requirements of the Wolfforth Drainage Design Manual and section 3.09.020 of the Wolfforth Code of Ordinances.”

The following notices shall be stated on the face of the plat when they apply to that particular plat:

(1) Any notices required in section 10.05.006 for lake or flood hazard areas.

(2) “Blanket solid waste collection easement as required for service [within the plat limits or insert specific lot or tract designation] is herein granted.”

(3) “Blanket [insert ‘underground’ if applicable] utility easement as required for service [within the plat limits or insert specific lot or tract designation] is herein granted to [insert name of public, private or franchise utility or certificated service provider of telecommunications].”

(4) “Public pedestrian access easement is herein granted for persons traversing along the public parkway and needing to enter onto private property for the purpose of crossing a driveway. The easement is limited to those portions of the as-constructed driveways and walks which may extend outside public right-of-way onto private property and are constructed for the continuance of the accessible routes across the back of the driveway. This easement applies to existing and any future drive entrances as constructed.”

(5) Plats in the city's extraterritorial jurisdiction shall include a certificate of approval by the county commissioner's court that shall be placed on every final plat and signed prior to recording of the plat documents at the courthouse.

APPROVED this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_, by

The Commissioners Court of the COUNTY OF LUBBOCK, TEXAS

APPROVED

\_\_\_\_\_  
COUNTY JUDGE

ATTEST

\_\_\_\_\_  
COUNTY CLERK

