



# City of Rowlett Plat Checklist

Community Development Department  
Planning and Urban Design Division  
5702 Rowlett Road  
Rowlett, TX 75089  
(972) 463-3927

**Project Name:** \_\_\_\_\_

**Submittal Date:** \_\_\_\_\_

All Plats and associated plans shall be submitted complete and accurate in all detail through the [MyGov](#) portal on the designated [submittal date](#). Should plans be determined to be incomplete, they will be marked with needed changes and returned. **Please note that if after *three* submittals staff determines that significant progress is not being made toward completing plans, a resubmittal and payment of the original submission fee will be required.**

Materials **required with this cover page** for a Plat application:

- A completed Uniform Development Application (included below);
- A completed Consent Form (included below) either signed by the property owner or accompanied by a signed and notarized letter authorizing the representative to submit the application on behalf of the owner;
- A current Tax Certificate or statement showing that no taxes are due to the City (see [DCAD](#) for Dallas County, or see [RCAD](#) for Rockwall County);
- A copy of the Recorded Deed for the property, and, if owned by a company, signatory authority for the individual signing the application;
- A copy of the Title Documentation that was used to create the plat. The title documentation must have been prepared within one year prior to the creation of the plat. The title documentation may be either a title certificate, title commitment, title insurance, or an attorney's opinion of title, and shall include the following information:
  - A legal description that matches the plat;
  - The date through which the public records were searched;
  - The names of all owners of record;
  - A listing of all easements and rights-of-way lying within the plat boundaries and if there are none, it shall so state; and
  - A listing of all easements and rights-of-ways of records which abut the plat boundaries and are necessary for legal access to the plat and if there are none, it shall so state.
- A written response to staff's comments (if resubmitting).

This checklist is provided to assist in addressing the minimum requirements for a Plat. Indicate all information is included on the submitted plans by checking the box next to the required information. **Checking the box certifies to the City that you have completely and accurately addressed the issue.**



# City of Rowlett

## Uniform Development Application

Community Development Department  
 Planning and Urban Design Division  
 5702 Rowlett Road  
 Rowlett, TX 75089  
 (972) 463-3927

APPLICATION INFORMATION				
Submittal: <input type="checkbox"/> 1 <sup>st</sup> <input type="checkbox"/> 2 <sup>nd</sup> <input type="checkbox"/> 3 <sup>rd</sup> (After 3 <sup>rd</sup> round, fee and schedule resets)			Planner:	
Project Name:			Total Acreage:	
Nearest Cross Streets:			Appraisal District County:	
Address:			Appraisal District Number/Parcel ID:	
City:	State:	Zip:	Current Zoning Designation(s):	
Subdivision/Addition Name:		Block:	Future Land Use Map Designation(s):	
		Lot(s):	Please check the box for the proposed use: <input type="checkbox"/> Commercial <input type="checkbox"/> Mixed Use <input type="checkbox"/> Multi-Family <input type="checkbox"/> Residential	
Please provide a brief description of the proposed request:				
TYPE OF REQUEST			FEE	
ROWLETT DEVELOPMENT CODE (RDC)				
1.	<input type="checkbox"/>	Rezoning (RDC or Form Based Code)	\$3,000.00	
2.	<input type="checkbox"/>	Planned Development	\$3,800.00	
3.	<input type="checkbox"/>	Special Use Permit (SUP)	\$2,750.00	
4.	<input type="checkbox"/>	Temporary Use Permit (TUP)	\$1,600.00	
5.	<input type="checkbox"/>	Board of Adjustment/Variance Request—Commercial	\$1,900.00	
6.	<input type="checkbox"/>	Board of Adjustment/Variance Request—Residential	\$500.00	
7.	<input type="checkbox"/>	Site Development Plan (Includes Landscape and Façade Plan)	\$2,250.00	
FORM-BASED CODE (FBC)				
8.	<input type="checkbox"/>	Framework Plan	\$3,800.00	
9.	<input type="checkbox"/>	Regulating Plan/ Phased Master Plan	\$3,250.00	
10.	<input type="checkbox"/>	Development Plan (FBC)	\$2,250.00	
11.	<input type="checkbox"/>	Standalone Major Warrant (3 or fewer)	\$2,700.00	
PLATTING				
12.	<input type="checkbox"/>	Preliminary Plat (TSPP required at time of Pre-Plat)	\$1,700.00	
13.	<input type="checkbox"/>	Final Plat—includes Minor Subdivisions	\$2,300.00	
14.	<input type="checkbox"/>	Final Plat—Single Lot Residential	\$1,000.00	
15.	<input type="checkbox"/>	Replat—Non-Residential	\$2,100.00	
16.	<input type="checkbox"/>	Replat—Residential	\$1,000.00	
17.	<input type="checkbox"/>	Amending Plat	\$1,000.00	
18.	<input type="checkbox"/>	Minor Plat	\$1,000.00	
19.	<input type="checkbox"/>	Conveyance Plat	\$1,000.00	
20.	<input type="checkbox"/>	Vacation Plat	\$1,000.00	
21.	<input type="checkbox"/>	Administrative Plat	\$1,000.00	
CIVILS				
22.	<input type="checkbox"/>	Civil Plan Review—Residential and Commercial	\$1,000.00 plus \$175 per acre over 1 acre*	
23.	<input type="checkbox"/>	Grading Permit	\$500.00	
24.	<input type="checkbox"/>	Tree Removal Permit	\$265.00	
<b>Please note that first acre is included, acreage will be rounded to nearest whole number</b>				
CURRENT PROPERTY OWNER				
Name			Company:	
Street:			Phone:	Fax:
City:	State:	Zip:	Email:	
APPLICANT/CONTRACT PURCHASER				
Name:			Company:	
Street:			Phone:	Fax:
City:	State:	Zip:	Email:	
AGENT/REPRESENTATIVE				
Name:			Company:	
Street:			Phone:	Fax:
City:	State:	Zip:	Email:	



# City of Rowlett Consent Form

Community Development Department  
Planning and Urban Design Division  
5702 Rowlett Road  
Rowlett, TX 75089  
(972) 463-3927

**Project Name** \_\_\_\_\_ **Submittal Date** \_\_\_\_\_

I hereby give CONSENT to \_\_\_\_\_ (type, stamp or print clearly full name of agent/representative) to act on my behalf, to submit or have submitted this application and all required material and documents, and to attend and represent me at all meetings and public hearings pertaining to the application(s) indicated above. Furthermore, hereby give consent to the party designated above to agree to all terms and conditions which may arise as part of the approval of this application.

I hereby certify I have full knowledge the property I have an ownership interest in is the subject of this application. I further certify the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the City of Rowlett, Texas, and will not be returned. I understand that any false, inaccurate or incomplete information provided by me or my agent/representative will result in the denial, revocation or administrative withdrawal of this application, request, approval or permit. I acknowledge that additional information may be required to process this application. I further agree to all terms and conditions, which may be imposed as part of the approval of this application.

### Property Owner Information

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

### Agent/Representative Information

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

### Notary Public Information

THE STATE OF TEXAS

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_ (name of person acknowledging). He/she is personally known to me or has produced (type of identification) \_\_\_\_\_ as identification and did/did not take an oath (circle correct response).

\_\_\_\_\_  
Name (type, stamp, or print clearly)

\_\_\_\_\_  
Signature

**Notary's Seal or Stamp** \_\_\_\_\_

Plat Requirements		
No.	Included	Item Description
1.	<input type="checkbox"/>	Property boundary is indicated by a heavy solid line, intermittent with 2 dashed lines; dimensioned with bearing and distance.
2.	<input type="checkbox"/>	Location map clearly showing the location of the proposed Plat with cross streets. Indicate scale or not to scale (NTS) and north arrow.
3.	<input type="checkbox"/>	Streets are named and ROW dimensioned.
	<input type="checkbox"/>	Written and bar graph scale and north arrow are indicated. North shall be oriented to the top or left side of the sheet. The description and location of all survey monuments placed in the subdivision or immediately adjacent to it are shown.
4.	<input type="checkbox"/>	Abstract lines, survey lines, county lines, and corporate boundaries are shown and clearly labeled.
5.	<input type="checkbox"/>	The length and bearing of all straight lines, radii, arc lengths, tangent length and central angles of all curves are indicated along the lines of each lot. The curve data pertaining to block or lot boundary may be placed in a curve table at the base of the plat and prepared in a tabular form with the following information: <ul style="list-style-type: none"> <li>• Curve number</li> <li>• Chord</li> <li>• Delta</li> <li>• Chord direction</li> <li>• Radius</li> <li>• Tangent length</li> <li>• Tangent offset</li> <li>• Arc length</li> </ul>
6.	<input type="checkbox"/>	A title block is provided in the lower right corner that includes large, boldly printed: SUBDIVISION NAME TYPE OF PLAT LOT(S) _____, BLOCK(S) _____ (survey, abstract and tract number)  If a replat, include: REPLAT OF LOT(S) _____, BLOCK(S) _____
7.	<input type="checkbox"/>	The owner and surveyor's names, addresses and phone numbers, gross and net areas as applicable, submission date, and a log of submittal/revision dates since submitted to the City.
8.	<input type="checkbox"/>	Location of property lines, owner or subdivision name(s) and recording information of abutting properties is indicated. Un-platted property or any streets or alleys within a 200-ft radius of subject property are shown and identified/labeled as appropriate.
9.	<input type="checkbox"/>	Properties within a 200-ft radius are indicated by a light solid line.
10.	<input type="checkbox"/>	Existing boundary of adjacent street, alley rights-of-way and boundaries of right-of-way (ROW) dedication are indicated by a medium weight solid line; intermittent with two dashed lines, street names are labeled, and ROW widths are dimensioned.
11.	<input type="checkbox"/>	Existing and proposed internal alleys and streets ROW are indicated by a medium weight solid line, intermittent with two dashed lines and dimensioned.
12.	<input type="checkbox"/>	Internal lot lines are clearly indicated, shown to scale, and labeled with bearings and distances.
13.	<input type="checkbox"/>	Each lot is dimensioned with bearings and distances, as applicable, and the square footage and acreage of each lot is indicated.
14.	<input type="checkbox"/>	Each lot is numbered, and block groups are assigned a letter. Homeowner's Association and other open space areas are identified with tract number.

15.	<input type="checkbox"/>	Existing easements are indicated by a light, dashed line and labeled indicating dimension, purpose and County recording information.
16.	<input type="checkbox"/>	A note is included that states whether or not the property is in the 100-year flood plain, with the F.I.R.M. Community Panel reference number and map date indicated. The location of floodplain boundaries and state or federally protected areas, such as wetlands, are indicated.
17.	<input type="checkbox"/>	The purpose of a Replat or Amending Plat is stated on the face of the plat document.
18.	<input type="checkbox"/>	Provide a separate closure report for the plat that is signed and sealed by a surveyor.
19.	<input type="checkbox"/>	Point of Beginning shall be shown with the State Plane Coordinates NAD 83 USA, Texas, North Central Zone and tie into the City of Rowlett Geodetic network, show at least two benchmarks on Plat.
20.	<input type="checkbox"/>	Sites to be reserved or dedicated for parks, playgrounds and/or other public uses are indicated and labeled.
21.	<input type="checkbox"/>	Location and area of parks, drainage ways, and open space is indicated. Open space/Homeowner's Association (HOA) areas are to be labeled with tract number/s.
22.	<input type="checkbox"/>	A legal description/metes and bounds description is included on the face of the plat.
23.	<input type="checkbox"/>	Include any notes required by the various affected agencies/utilities.
24.	<input type="checkbox"/>	Residential minor streets shall be designed and platted so that no street segment shall have a straight line for more than 1,000 feet before altering its course by at least 20 degrees.
25.	<input type="checkbox"/>	Location, dimension, and purpose of proposed easements are indicated by a medium-weight, dashed line. Required and proposed ingress/egress or access easements are shown, clearly labeled and tied down, as appropriate.
26.	<input type="checkbox"/>	If the proposal is a replat or amending plat, the existing lot numbers and block numbers or letters are shown as light dotted lines, with lot number designation followed by R for Replats or an A for Amending Plats.
27.	<input type="checkbox"/>	Medians, median openings, turn lanes, deceleration/acceleration lanes and stacking distance is indicated within 200 feet of the property. The entire median, left-turn lane and/or deceleration lane and median opening serving a site is shown.
28.	<input type="checkbox"/>	The location of existing underground and above ground utilities, flood plain boundaries and state or federally protected areas, such as wetlands, are indicated.
29.	<input type="checkbox"/>	Please note: Project Manager may need to include other items than required on this document per request.
30.	<input type="checkbox"/>	In all subdivisions, corners are established at the corner of each block in the subdivision consisting of an iron rod or pipe not less than three-quarter inches (3/4") in diameter and twenty-four inches (24") deep, flush with the top of the sidewalk or other paving, surface, etc. All lot corners shall be installed prior to the final inspection of the subdivision.
31.	<input type="checkbox"/>	Lot corner monuments are placed at all lot corners except corners which are also block corners, consisting of iron rods or pipes of a diameter of not less than one-half inch (1/2") and eighteen inches (18") deep set flush with the top of the sidewalk. All lot corners shall be installed prior to the final inspection of the subdivision.
32.	<input type="checkbox"/>	Curve point markers are established using the same specifications as lot corners. All lot corners shall be installed prior to the final inspection of the subdivision.

33.	<input type="checkbox"/>	<p>Placement of Surveyor's Certificate on the Plat:</p> <p>Surveyor's Certificate</p> <p>THAT I, _____/_____/_____ do hereby certify, that I prepared this plat from an actual on the ground survey of the land as described and that the corner monuments shown thereon were properly placed under my personal supervision in accordance with the Platting Rules and Regulations of the City of Rowlett.</p> <p>_____(SEAL) _____, Notary</p>
34.	<input type="checkbox"/>	<p>Placement of Owner's Certificate on the Plat:</p> <p>That I/we, _____, Owners, do hereby bind themselves and their heirs, assignees and successors of title this plat designating the hereinabove described property as "_____", an addition to the City of Rowlett, and do hereby dedicate to the public use forever the streets, alleys, and right-of-way easements shown thereon, and do hereby reserve the easement strips shown on this plat for the mutual use and accommodation of garbage collection agencies and all public utilities desiring to use or using same. Any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths that in any way endanger or interfere with the construction, maintenance or efficiency of its respective systems on any of these easement strips, and any public utility shall at all times have the right of ingress and egress to and from and upon the said easement strips for the purpose of constructing, reconstructing, inspecting, patrolling, without the necessity at any time of procuring the permission of anyone. This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Rowlett, Texas.</p> <p>Owner(s) _____</p> <p>State of Texas County of _____</p> <p>Before me, the undersigned authority, a Notary Public in and for said County and State, on this day personally appeared _____, Owners, known to me to be the persons whose names are subscribed to the forgoing instrument and acknowledged to me that they each executed the same for the purpose and considerations therein expressed.</p> <p>Given under my hand and seal of office, this _____ day of _____, 20____</p> <p>Notary Public in and for the State of Texas</p> <p>Signature: _____ Seal: _____</p>

35.	<input type="checkbox"/>	<p>Placement of City Approval Certificate on Plat:</p> <p>This plat is hereby approved by the Planning and Zoning Commission of the City of Rowlett, Texas.</p> <p>_____ Chairperson, Planning and Zoning Commission      _____ Date</p> <p>ATTEST:</p> <p>_____ Signature      _____ Date</p> <p>_____ Name &amp; Title</p> <p>The Managing Director of Community Development and Engineering of the City of Rowlett, Texas hereby certifies that to the best of his/her knowledge or belief, this subdivision plat conforms to all requirements of the Code of Ordinances and with engineering construction standards and processes adopted by the City of Rowlett, Texas as to which his/her approval is required.</p> <p>_____ Managing Director of Community Development and Engineering      _____ Date</p> <p>ATTEST:</p> <p>_____ Signature      _____ Date</p> <p>_____ Name &amp; Title</p>
36.	<input type="checkbox"/>	<p>Applicable notes have been added to the plat. Any change from the wording shown herein shall be subject to approval by the City of Rowlett.</p>
37.	<input type="checkbox"/>	<p>Homeowner Association Covenants, Conditions, and Restrictions (CCR's) are submitted for review and include statements for perpetual maintenance and provisions for maintenance by City of Rowlett should the Homeowner's Association (HOA) dissolve.</p>
38.	<input type="checkbox"/>	<p>Letter of Substantial Completion of the Public Improvements issued by the City of Rowlett Community Development Department for residential subdivisions.</p>

39.	<input type="checkbox"/>	<p><u>Preliminary Plats</u> shall also come with:</p> <ul style="list-style-type: none"> <li>- Preliminary utility (water and sewer) plans.</li> <li>- Contours indicated with intervals of two (2) feet for property five acres or less and five (5) feet for property more than five acres.</li> <li>- Placement of City Approval Certificate on Plat:</li> </ul> <p>“Preliminary Plat - For Inspection Purposes Only.”  “Approved for Preparation of Final Plat”</p> <p>_____ Date</p> <p>Chairperson, Planning and Zoning Commission</p> <p>_____ Date</p> <p>Director of Community Development</p>
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When Staff has determined the application is complete for final approval, the following materials are required:

City of Rowlett Plat Recording Requirements:

- One 24” x 36” mylar copy of the plat; and
- A digital copy in DWG format. Note: Plats will not be released for filing until Autocad File Received.

Dallas County Plat Recording Requirements (Verify with Dallas County Clerk at (214) 653-7131):

- Two 24” x 36” blackline copies of the plat with original seals and signatures; and
- Original tax certificate for the platted property. (Tax certificates from Dallas County and Garland ISD).

Rockwall County Plat Recording Requirements (Verify with Rockwall County Clerk at (972) 882-0220):

- One 18” x 24” mylar copy of the plat with original seals and signatures;
- One 18” x 24” blackline copy of the plat with original seals and signatures; and
- Original Tax Certificate for the platted property for Rockwall County.

Preparer’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_