

FORT BEND COUNTY PLAT CHECKLIST

Plat Name: _____

Checked by: _____

Date Checked: _____

SECTION	DESCRIPTION	YES	NO	N/A
2.4.a	Recreational facilities			
2.4.b	Construction plans approved			
2.4.b	Drainage plans approved			
3.2.a	Plat Submittal Requirements			
3.2.a.1	Size: 24" x 36"			
3.2.a.2	Only seals & signatures in black ink			
3.2.a.3	Camera positive mylars			
3.2.a.4	3 mil or greater Mylar material - matte finish on both sides.			
3.2.a.5	Prepared by engineering or surveying firm only.			
3.2.a.6	Engineer's/Surveyor's name, address & phone number shown, signature & seal			
3.2.a.7	Owner's name, address & phone number shown, and notarized			
3.2.a.8	Key Map reference number(s)			
3.2.a.9	Provide (3) originals of each plat page. (2) to be retained by County Clerk office for official use.			
3.2.a.10	County Clerk's Recordation statement and Municipal approval statement.			
3.2.a.11	Tax Certificates from all property's taxing entities.			
3.2.a.12	Taxing Entity Letter (Appendix S)			
3.2.a.13	Filing Fee is \$100 per plat page			
3.3	Digital Recorded Final Plat Submittal Guidelines			
3.4.a	Construction Documents - Approval required before plat approval.			
3.5	Title Report			
3.5.a.1	Date of examination of records			
3.5.a.2	Legal & metes & bounds description			
3.5.a.3	Owner's name and acquiring instruments			
3.5.a.4	Lienholder's name & acquiring instruments			
3.5.a.5	Description of easements & fee strips			
3.5.a.6	Statement that property taxes are current			
3.5.a.7	Original signed by an officer signature			
3.6	Subdivision, Development or Street Names			
3.6.b.1	No duplicate street names			

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SECTION	DESCRIPTION	YES	NO	N/A
3.6.b.2	No duplicate of subdivision name			
3.7	Private easement or fee strip holder's letter approving crossing of streets, utility or drainage easements			
3.8	Tax Certificates			
3.8.b	Tax certificates shall be presented with map clearance.			
3.8.c	Tax Research Review Form shall be presented.			
3.9	Bond or Letter of Credit			
3.9a & b	Road Bond (see Appendix M) or Letter of Credit (see Appendix N) with automatic renewal provision			
3.9.c	Road List of street names and linear feet			
3.16	Engineers Certification			
3.17	On-site Sewerage Facilities			
3.18	Transmittal Letters			
4	Plat Graphic Requirements			
4.3.a	North arrow points to top or left shown.			
4.4.a	Numeric & graphic scale shown.			
4.5.a	Vicinity map shown within 1 mile of subdivision in upper right hand corner.			
4.6.a	Legal description with survey, abstract number & "Fort Bend County, Texas" shown.			
4.7.a	Number of acres, lots, blocks & reserves shown.			
4.8.a	Name, address, telephone number of subdivision owner shown.			
4.9.a	Date drawn shown.			
4.10.a	Full surveying data shown locating all features			
4.11.a	Plat boundary described & drawn with heavy lines and lines outside of plat boundary drawn as dashed lines.			
4.12.a	Adjacent areas identified			
4.13.a	Pipeline note			
4.14.a	Lots, tracts, reserves, easements & right of ways designated and shown			
4.15.a	Contour lines.			
4.16.a	Minimum slab elevation note			
4.17.a	Vertical control indicated & shall be within 2000 feet of subdivision and tied to USCGS vertical control.			
4.18.a	Boundary corners, etc. marked with rods (5/8" and minimum 3 ft. in length).			
4.19.a	Boundary survey closes to within 1:10,000 and is tied to original corner of survey			
4.20	Dedication Statements & Certificates			
4.20.a.1	Owner's acknowledgment shown			
4.20.a.2	Owner's acknowledgment executed			
4.20.a.3	Lienholder's acknowledgement and subordination statement shown & executed			
4.20.a.4	Notary Public acknowledgment for all signatures.			
4.20.a.5	Certificate of surveyor shown & executed			

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SECTION	DESCRIPTION	YES	NO	N/A
4.20.a.6	Certificate for County Engineer & Comissioner's Court			
4.20.a.7	County Clerk's filing acknowledgment statement			
4.20.a.8	Engineer's affidavit shown & executed			
4.20.a.9	Certificate of city approval shown & executed			
4.21	Special district names shown			
4.22.a	"Drainage easements kept clear" note			
4.22.a	"Drain into drainage easements through approved structure only" note			
4.23.a	Existing easements & fee strips shown with holder's name, purpose, dimensions, ties & recording reference			
4.23.a	15 foot setback from pipelines or other utility lines in undefined easements			
4.24.a	Side lot line note in lieu of bearings where side lot lines are perpendicular or radial to street			
4.25.a	Key or flag lot note restricting construction in staff portion of lot			
4.26.a	"Denial of access to major thoroughfares" note			
4.26.a	Vehicular access to all properties			
5.0	Design Criteria			
5.1.a	Street patten follows guidelines of standard publications			
5.1.b	All subdivision should have more than one point of access.			
5.1.c	Adequate street connections to adjacent properties			
5.1.d	Street system discourages through traffic			
5.1.e	Sufficient continious streets & major thoroughfares			
5.1.f	Additional R.O.W. for S.D.H.P.T. roads			
5.2	Major Thoroughfares			
5.2.a.1	Alignment conforms to county plan			
5.2.b.1	Minimum width of at least 100 feet			
5.2.c.1	Center line radius greater than 2000 feet			
5.2.c.2	Reverse curve tangent distances greater than 100 feet			
5.2.c.3	Intersect other streets at right angles or at angles no less than 80 degrees			
5.2.c.4	30 foot radius at acute corners at non perpendicular intersections			
5.2.d	Minimum concrete pavement shall be 8 inches.			
5.3	Major Collector Streets			
5.3.b.1	Minimum R.O.W. of 70 feet.			
5.3.b.4	Horizontal curves shall have minimum centerline radius of 850 feet.			
5.3.b.5	Intersection radius minimum of 30 feet.			
5.3.d	Minimum concrete pavement shall be 7 inches.			
5.4	Minor Collector Streets			
5.4.a.2	Block length shall not exceeds 1400 feet.			

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SECTION	DESCRIPTION	YES	NO	N/A
5.4.b.1	Minimum R.O.W. of 60 feet.			
5.4.c.1	Horizontal curves shall have minimum centerline radius of 850 feet.			
5.4.c.2	Intersection shall be at right angles. Deviations up to (10) degrees may be approved.			
5.4.c.3	Intersection radius minimum of 30 feet.			
5.4.d	Minimum concrete pavement shall be 7 inches.			
5.5	Residential Streets			
5.5.a.2	Interior streets shall not exceed one block length or 1400 feet			
5.5.b.1	60 foot minimum R.O.W.			
5.5.b.2	50 foot R.O.W. allowed when:			
5.5.b.2.a	Street is 28 foot wide concrete curb & gutter section			
5.5.b.2.b	Street serves detached single family homes only			
5.5.b.2.c	Street right of way is only for paving, storm sewer & water lines. Additional utilities require separate easement			
5.5.b.4	Intersection radius minimum of 25 feet.			
5.5.b.5	50 foot cul-de-sac radii on curb & gutter streets			
5.5.b.6	60 foot cul-de-sac radii on open ditch section streets			
5.5.c.1	Horizontal curves with reverse curves, radii shall not be less than 300 feet.			
5.5.c.2	Intersection shall be at right angles. Deviations up to (10) degrees may be approved.			
5.5.d	Minimum concrete pavement shall be 6 inches.			
5.6	Other Street Requirements			
5.6.a	Dead end streets either plan to be extended or have cul-de-sac and not exceed 800 feet.			
5.6.b	Stubb streets shall be terminated with temporary cul-de-sac and not exceed 800 feet.			
5.6.c	Loop street internal block length less than 1000 feet			
5.6.d	A residential street shall not be longer than 1,400 feet.			
5.8	Sidewalks			
5.8.a	Constructed within all road R.O.W. dedicated to the public in accordance with FBC Standards & Details.			
5.8.b	Subdivision with lots one acre or larger are exempt.			
5.9	Private Streets			
5.9.a.1	Road must meet all County road standards.			
5.9.a.2	County will not accept or maintain unless roads meet County standards.			
5.9.a.3	Road maintained by owners in the subdivision and they must produce adequate revenue for maintenance.			
5.9.a.4	Label streets as private.			
5.10	Street Names			
5.10.a.1	Street names new unless extensions of existing streets			
5.10.a.2	No alphabetical & numerical streets unless extensions of existing streets			
5.10.a.5	Apostrophe or other character symbols shall not be used in street names.			

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SECTION	DESCRIPTION	YES	NO	N/A
5.11	Easements			
5.11.a.3.a	Utility easements at least 16 feet in width at the rear of all residential lots			
5.11.a.3.b	Side and front lot utility easements at least 10 feet in width			
5.11.a.3.c	No dead end utility easements			
5.11.b.1	Drainage easements sized for 100 year storm & fully developed watershed			
5.11.b.2	No lots on drainage easements			
5.11.b.3	Access to drainage easements shall be provided at all road crossings.			
5.11.b.4	Parties responsible for drainage easements shall be noted on plat.			
5.12	General Building Setback Restrictions			
5.12.b.1	25 feet for front - Major Thoroughfares			
5.12.b.2	20 feet for side - Major Thoroughfares			
5.12.b.3	10 feet for rear - Major Thoroughfares			
5.12.c.1	25 feet for front - Local Streets			
5.12.c.2	10 feet for side - Local Streets			
5.12.c.3	10 feet for rear - Local Streets			
5.12.c.4	20 feet for front if average lot depth is less than 105 feet - Local Streets			
5.12.c.5	10 feet between dwellings. 5 foot maintenance & drainage easement if zero lot lines are used			
5.12.c.6	20 feet for front - Multiple dwelling use			
5.12.c.6	10 feet for side or rear if no access to side or rear - Multiple dwelling use			
5.12.c.7	All other properties: 10 feet along all streets			
5.12.d.1	Transitional building setback lines			
5.12.e.1	15 foot building setback from railroad easements or flammable products pipeline easements or pipelines			
5.13	Reserve Tracts			
5.13.a	All reserve tracts labeled			
5.13.b	1 foot reserve note on plat			
5.14	Lots - General Provisions			
5.14.a.1.a	Lots shall be of sufficient size & shape			
5.14.b.1.a	Key or flag lots shall have a staff width not less than 20 feet or a staff length greater than 200 feet			
5.14.b.1.b	No double front lots except under certain situations			
5.14.c.1	No rear or side vehicular access to major thoroughfares			
5.14.d.1	Consecutive numbering system for blocks & lots			
5.14.e.1	Corner lots 10 feet wider if average width in block is less than 60 feet			
5.14.e.1	Corner lots 20 feet wider if average width in block is less than 60 feet and lot is at corner of major thoroughfare			
5.14.e.2	70 feet between drainage easement line & front building setback line			
5.14.e.3	Lots 10 feet deeper than average interior lot depth for lots backing on major thoroughfares			

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SECTION	DESCRIPTION	YES	NO	N/A
5.14.e.4	5000 square foot minimum size for lots serviced by sanitary sewer			
5.14.e.5	One acre minimum size for lots not serviced by sanitary sewer			
5.15	Drainage Outfall			
5.15.a	Impact fees to be paid prior to plat approval.			