



PRELIMINARY PLAT CHECKLIST

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- 1) Preliminary Construction Plans are required with the Preliminary Plat Application. Final Construction Plans shall be submitted by the Applicant after the Preliminary Plat and the Preliminary Construction Plans have been approved by the Commissioners Court.
- 2) See [Section 4.02 \(Preliminary Plat\)](#) of the Kaufman County Subdivision and Land Development Regulations for more information on the preliminary platting process.
- 3) A pre-development meeting with County Staff is encouraged, but not required.
- 4) An electronic copy (Adobe PDF) of all required materials shall be submitted. Hard copies are optional. Electronic submittals can be saved on a CD/DVD or flash drive. Each file shall be labeled on the disc or drive as it appears on the checklist. Discs or drives must be clearly labeled with the project name on the outside of the media.

Item	Applicant	Staff
Completed and Signed Site Development and Plat Application Form (Article 4.02.C.1.)	<input type="checkbox"/>	<input type="checkbox"/>
Application Fee	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of Approval from Owners of Existing Easements on the Property (Article 4.02.C.3.)	<input type="checkbox"/>	<input type="checkbox"/>
By checking this box you're acknowledging that either there are no existing Deed Restrictions, or the Deed Restriction Certificate has been completed and submitted with application.	<input type="checkbox"/>	<input type="checkbox"/>
Tax Certificate from Kaufman County Tax Office indicating that County taxes are current (https://actweb.acttax.com/act_webdev/kaufman/index.jsp)	<input type="checkbox"/>	<input type="checkbox"/>
Documentation of Approved and Finalized Deannexation (if applicable) (Article 4.02.C.4.)	<input type="checkbox"/>	<input type="checkbox"/>
Proof of Ownership (Article 4.02.D.)	<input type="checkbox"/>	<input type="checkbox"/>
By checking this box you're acknowledging that the property has been looked up on the Wetlands Mapper prepared by the U.S. Fish and Wildlife Services to confirm if any part of the property is potentially within National Wetlands. If the property does include areas of National Wetlands, then the proper design accommodations have been made and any necessary permits have been secured. (Wetlands Mapper can be accessed at https://www.fws.gov/program/national-wetlands-inventory/wetlands-mapper)	<input type="checkbox"/>	<input type="checkbox"/>
By checking this box you're confirming that the surveyor and/or engineer has verified that all rights-of-way and easements are accurate prior to submitting the plat.	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Impact Analysis (applicable if 20 or more lots and/or Lodging Development Units) (Article 4.02.C.2.)	<input type="checkbox"/>	<input type="checkbox"/>
Will Serve Letter or Utility Notification Form from Utility Provider(s) (water, wastewater, electric)	<input type="checkbox"/>	<input type="checkbox"/>



Preliminary Plat Requirements		
Sheet size is 18"x24" (Article 4.02.E.1.)	<input type="checkbox"/>	<input type="checkbox"/>
Scale of 1" = 200' or larger (Article 4.02.E.1.)	<input type="checkbox"/>	<input type="checkbox"/>
Graphic scale of the drawing (Article 4.02.E.3.g.)	<input type="checkbox"/>	<input type="checkbox"/>
North arrow (Article 4.02.E.3.g.)	<input type="checkbox"/>	<input type="checkbox"/>
Legend, if symbols and/or abbreviations are used	<input type="checkbox"/>	<input type="checkbox"/>
Vicinity map with north arrow showing the location of the proposed subdivision within the County and to the nearest incorporated areas. (Article 4.02.E.3.h.)	<input type="checkbox"/>	<input type="checkbox"/>
Preliminary Plat Title Block Elements		
Name of proposed development (Article 4.02.E.3.b.)	<input type="checkbox"/>	<input type="checkbox"/>
Lot and block numbers, and the total number of lots	<input type="checkbox"/>	<input type="checkbox"/>
Survey name and abstract number	<input type="checkbox"/>	<input type="checkbox"/>
Date of preparation and date of any revisions (Article 4.02.E.3.f.)	<input type="checkbox"/>	<input type="checkbox"/>
The name, address and telephone number of the developer, surveyor and/or engineer. (Article 4.02.E.3.a.)	<input type="checkbox"/>	<input type="checkbox"/>
The names, locations, widths, and dimensions of all proposed and existing roads within the property. (Article 4.02.E.3.b.)	<input type="checkbox"/>	<input type="checkbox"/>
All streets shall conform to the Kaufman County Street Sections (refer to Section 5.03 of Kaufman County Subdivision Regulations).	<input type="checkbox"/>	<input type="checkbox"/>
The number of all lots and blocks arranged in systematic order. (Article 4.02.E.3.c.)	<input type="checkbox"/>	<input type="checkbox"/>
The net size of each lot in square feet and in acreage. (Article 4.02.E.3.d.)	<input type="checkbox"/>	<input type="checkbox"/>
The location of setback lines shown on each lot (building setbacks should meet the minimum standards noted in Section 5.06 of the Kaufman County Subdivision Regulations). (Article 4.02.E.3.e.)	<input type="checkbox"/>	<input type="checkbox"/>
The location of existing boundary lines with bearings and distances. (Article 4.02.E.3.i.)	<input type="checkbox"/>	<input type="checkbox"/>
The accurate location, material and approximate size of all monuments and benchmarks. (Article 4.02.E.3.j.)	<input type="checkbox"/>	<input type="checkbox"/>
The description, location, width, and dimensions of proposed and existing easements within and adjacent to the property. (Article 4.02.E.3.k.)	<input type="checkbox"/>	<input type="checkbox"/>
The name and location of all adjacent subdivisions and roads. (Article 4.02.E.3.l.)	<input type="checkbox"/>	<input type="checkbox"/>
Where there are no adjacent subdivisions, the preliminary plat shall show:		



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The name of all adjacent property owners with property deed recording information (Article 4.02.E.3.l.)	<input type="checkbox"/>	<input type="checkbox"/>
The right-of-way width abutting the property (Article 4.02.E.3.l.)	<input type="checkbox"/>	<input type="checkbox"/>
The location and distance to any adjoining subdivisions, and how the roads in the proposed subdivision may connect with those in the nearest subdivisions or other roads in the area. (Article 4.02.E.3.l.)	<input type="checkbox"/>	<input type="checkbox"/>
The location of the 100-year floodplain is shown. (Article 4.02.E.3.m.)	<input type="checkbox"/>	<input type="checkbox"/>
Subdivisions that are in a flood zone, as shown on the current Flood Insurance Rate Map (FIRM), must show the following on the Plat, if available: (Article 4.02.E.3.n.)		
Floodplain note: "According to flood insurance rate map (FIRM) map no. XXXXX dated XXXXXXXX prepared by the Federal Emergency Management Agency (FEMA) for Kaufman County, Texas, this property is within zone A, AE, X."	<input type="checkbox"/>	<input type="checkbox"/>
Permanent type benchmarks shall be set in appropriate locations with the description and elevation shown on the Plat.	<input type="checkbox"/>	<input type="checkbox"/>
The finished base flood elevation shown for each lot located in and adjacent to the base floodplain elevation.	<input type="checkbox"/>	<input type="checkbox"/>
If the development is situated within a FEMA designated floodway a Floodplain Development Permit has been submitted (refer to Section 4.02 of the Kaufman County Subdivision Regulations).	<input type="checkbox"/>	<input type="checkbox"/>
If the property will be served by septic tanks or On-Site Sewage Facilities (OSSF), net acreage of useable open space for each lot(s) intended to be served by septic tanks or On-Site Sewage Facilities (OSSF) must be labeled and must be a minimum of one (1) acre. Useable open space does not include Right-of-Way, ponds, drainage easements, or utility easements. (Article 4.02.E.3.p.)	<input type="checkbox"/>	<input type="checkbox"/>
Preliminary Drainage Plan Requirements (Article 7.08.A.)		
Drainage Area Maps for existing and proposed conditions (Article 7.08.A.2.)	<input type="checkbox"/>	<input type="checkbox"/>
Location of detention and retention pond(s), if applicable (Article 7.08.A.3.)	<input type="checkbox"/>	<input type="checkbox"/>
100-year storm is within drainage easement(s) with no lot-to-lot drainage (Article 7.08.A.4.)	<input type="checkbox"/>	<input type="checkbox"/>
Lot and block numbers (Article 7.08.A.5.)	<input type="checkbox"/>	<input type="checkbox"/>
Existing and proposed easements, creeks, designated wetlands and floodplains, drainage facilities, and utilities (Article 7.08.A.6. , Article 7.08.A.7. , and Article 7.08.A.9.)	<input type="checkbox"/>	<input type="checkbox"/>
North arrow and scale on each sheet (Article 7.08.A.8.)	<input type="checkbox"/>	<input type="checkbox"/>
The seal and signature of the Engineer responsible for the design on all sheets (Article 7.08.A.10.)	<input type="checkbox"/>	<input type="checkbox"/>
All proposed drainage improvements for the proposed subdivision shall be in accordance with Section 7 (Stormwater Management) of the Kaufman County Subdivision regulations.	<input type="checkbox"/>	<input type="checkbox"/>



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Preliminary Water and Wastewater Plan Requirements (Articles 9.02.E.1. and 9.03.D.1.)		
Lot and block numbers (Article 9.02.E.1.c. and Article 9.03.D.1.c.)	<input type="checkbox"/>	<input type="checkbox"/>
Location of all existing and proposed easements, creeks, wetlands, and floodplains (Article 9.02.E.1.d. and Article 9.03.D.1.d.)	<input type="checkbox"/>	<input type="checkbox"/>
Location and sizes of all existing and proposed sanitary sewers, water mains, storm sewers, culverts, or other underground/overhead structures or utilities within the tract and immediately adjacent (Article 9.02.E.1.e. and Article 9.03.D.1.e.)	<input type="checkbox"/>	<input type="checkbox"/>
North arrow and scale on each sheet (Article 9.02.E.1.f. and Article 9.03.D.1.f.)	<input type="checkbox"/>	<input type="checkbox"/>
Location and size of all proposed sanitary sewer mains, manholes, cleanouts, and water mains (Article 9.03.D.1.g.)	<input type="checkbox"/>	<input type="checkbox"/>
Locations of existing and proposed fire hydrants and valves (Article 9.02.E.1.h.)	<input type="checkbox"/>	<input type="checkbox"/>
The seal and signature of the Engineer responsible for the design on all sheets (Article 9.02.E.1.i. and Article 9.03.D.1.h.)	<input type="checkbox"/>	<input type="checkbox"/>
Preliminary Paving Plan Requirements (Article 5.04.A.)		
All streets shall conform to the Kaufman County Street Sections (refer to Section 5 of Kaufman County Subdivision Regulations).	<input type="checkbox"/>	<input type="checkbox"/>
Locations of existing and proposed features such as pavement, ditches, buildings, and drainage structures (Article 5.04.A.1.)	<input type="checkbox"/>	<input type="checkbox"/>
Location and right-of-way width for all roads (Article 5.04.A.2.)	<input type="checkbox"/>	<input type="checkbox"/>
Lot and block numbers (Article 5.04.A.3.)	<input type="checkbox"/>	<input type="checkbox"/>
Locations of existing and proposed easements, creeks, wetlands, and floodplains (Article 5.04.A.4.)	<input type="checkbox"/>	<input type="checkbox"/>
Typical cross section for pavement with width and type of pavement, base, and subgrade for proposed streets, alleys, and sidewalks within the right-of-way. (Article 5.04.A.5.)	<input type="checkbox"/>	<input type="checkbox"/>
North arrow and scale on each sheet (Article 5.04.A.6.)	<input type="checkbox"/>	<input type="checkbox"/>
The seal and signature of the Engineer responsible for the design on all sheets (Article 5.04.A.8.)	<input type="checkbox"/>	<input type="checkbox"/>



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Certification of Submitted Information

I hereby certify that the above stated information is included with the accompanying submission materials. Further, I have reviewed and met the standards contained in Section 4.02 (Preliminary Plat) of the Kaufman County Subdivision and Land Development Regulations.

Applicant's Signature

Date

Verification of Detailed Information

I hereby confirm that the above detailed information as required by the checklist is complete and accurate to the best of my knowledge. I understand that proper County staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided by me or my firm may delay the proper review of this application.

Applicant's Engineer's Signature

Date

Firm