



Submittal Documents Checklist for a Typical Minor Plat Application

APPENDIX B – SUBDIVISIONS, PART III. GENERAL REGULATIONS, per Sec. 3.3 - Required documents.

Final (Minor) plat application submittal. The following documents shall be submitted to the City for review. The applicant shall mark that each item is submitted with this application unless waiver is provided by the Director of Planning and Development then sign below verifying complete submittal to the best of their understanding. The applicant shall also provide additional signatures acknowledging the additional documents listed that may be required later in the subdivision development process unless waived by the Director of Planning and Development (Sec. 3.3.a).

- (1) A legible, accurately scaled plat of the parent tract and proposed subdivision thereof. Plats shall be in paper and digital format (Sec. 3.3.d.1). Plats shall be prepared by a registered professional land surveyor licensed in the State of Texas in compliance with the minimum standards of the State Board of Professional Land Surveyors showing items A) through S) in Sec. 3.3.(d)(1) in APPENDIX B available at https://library.municode.com/tx/robinson/codes/code_of_ordinances. Per Sec. 3.3.d.1(J), the scale to which the plat was drawn shall be 1" = 100' unless otherwise approved by the City Engineer.
- (2) Complete set of fieldnotes of the boundary survey on the plat, signed by the surveyor, and having a closure error no greater than 1/10,000 (Sec. 3.3.d.2). Provide on plat itself and not separately.
- (3) An instrument of dedication for all street and highway right-of-way, alleys, easements, parks, and/or property improvements intended for public use on the plat (Sec. 3.3.d.3). The dedication shall be signed by the owner or his/her legally designated agent and acknowledged by a notary public and will be filed for record.
- (4) One copy of any requirements or deed restrictions imposed upon the subdivision by an individual or agency other than city staff or the city council (Sec. 3.3.d.4), if any.
- (5) Subdivision name shall neither duplicate nor phonetically approximate the name of an existing subdivision in the area covered by these regulations (Sec. 3.7).
- (6) Monuments on plat indicating compliance with Sec. 6.3.
- (7) Completed documents submittal checklist indicating compliance with Sec. 3.3.
- (8) Completed application and application fee of \$200.00 to the City of Robinson (Sec. 3.3.a).

My signature below is my confirmation that to the best of my understanding, each item checked above has been submitted with this final plat application in accordance with the City of Robinson Subdivision Ordinance, Stormwater Management Policy, Standard Specifications and Details for Public Infrastructure, Transportation System Plan, Water Master Plan, Sanitary Sewer Master Plan, and all other applicable adopted city ordinances, plans and policies.

Printed Name

Signature



Checklist for a Typical Minor Plat Application Continued

Documents Required at Time of Recording Plat with County Clerk.

The following documents shall be submitted to the City prior to the City taking the plat to the County Clerk for recording

- (1) Two 18"x22" Mylar copies of plat sealed by surveyor and signed by all but city officials. (Sec. 3.3.d.5.1.1)
- (2) Tax certificate(s) for each tax parcel within the boundaries of the plat indicating a zerobalance on assessed taxes. Tax receipt showing assessed taxes have been paid are required along with the tax certificate if tax certificate indicates assessed taxes even if not due or past due. (Sec. 3.3.d.5.1.2)
- 3) Check or money order written out to the McLennan County Clerk for recording the plat with the County Clerk's office. For County fees and other requirements refer to <http://www.co.mclennan.tx.us/180/Plat-Filing>. (Sec. 3.3.d.5.1.3)
- (4) Documentation of offsite easement(s) or right(s)-of-way by separate instrument, if applicable. (Sec. 3.3.d.5.1.6)

My signature below is my confirmation that to the best of my understanding, each item checked above has been submitted with this final plat application in accordance with the City of Robinson Subdivision Ordinance, Stormwater Management Policy, Standard Specifications and Details for Public Infrastructure, Transportation System Plan, Water Master Plan, Sanitary Sewer Master Plan, and all other applicable adopted city ordinances, plans and policies.

Printed Name

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