

City of Manvel – Preliminary Plat Approval Checklist

In accordance with the City of Manvel Subdivision Ordinance, Article II, Section 21, the following items must be completed prior to submittal for approval by City Council.

The Preliminary Plat drawing must include as a minimum;

Item	Requirement	Included (Y/N)
1	The proposed name of the subdivision	
2	The north point, scale and date	
3	The names, addresses and telephone numbers of the subdivider, the owner of record; the Registered Professional Civil Engineer responsible for the design; and the Registered Professional Land Surveyor responsible for the land survey.	
4	Plat shall be drawn to a scale of one hundred feet (100') equals one inch (1"), or larger.	
5	The boundary line (accurate in scale) of the tract to be subdivided	
6	Contours with intervals of five-tenths (0.5) of a foot, more or less, referred to sea level datum, as required to show at least two (2) contours within the subdivision, in addition to those necessary to clearly show outfall drainage, including a benchmark on/or adjacent to the property	
7	Proper adjoiner information, including the names of adjacent subdivisions, with recording information	
8	The location, widths, and names of all existing or platted streets or other public rights-of-way on-site and adjacent to the tract and within 200 feet of the tract, as circumstances require	
9	Existing pavement, sewers, water mains, culverts, or other underground structures adjacent to and within 200 feet of the tract, with pipe sizes, grades and locations indicated.	
10	All parcels of land intended to be dedicated for public use or reserved in deeds for the use of all property owners within the proposed subdivision, together with the purpose of conditions or limitations of such reservations, if any.	
11	The layout, names, and widths of proposed streets and easements, the radius of all arcs, length of the tangents, and the length of tangents between curves;	
12	The layout, numbers, dimensions and size of the proposed lots with building setback lines shown	

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Item	Requirement	Included (Y/N)
13	All other important features such as section lines, boundaries of other political subdivisions, or corporation lines and school district boundaries.	
14	A draft of any protective covenants whereby the subdivider proposes to regulate the use of the land within the subdivision; provided, however, such restrictive covenants, conditions, or limitations shall never be less than the minimum requirements of the City under the terms of this Ordinance. Where infrastructure design criteria is based on a specific type or density of development, the covenants shall require development to conform to the design criteria. The covenants must include language for establishing the person or persons responsible for maintenance of any drainage detention facilities.	
15	<p>A preliminary drainage plan, which has been approved by the appropriate Brazoria County Drainage District and meets the requirements as set forth in the Brazoria County Drainage Criteria Manual, shall be submitted with each preliminary plat (at the same scale) and shall include the following:</p> <ul style="list-style-type: none"> a) Overall layout of lots or parcels b) Contours c) Any existing waterways on or adjacent to the site d) Drainage area map showing on-site and off-site areas draining across or adjacent to the site with preliminary calculations of flows e) Flood zones and flood ways, as determined by the applicable FEMA maps. The Base Flood Elevation (BFE) shall be indicated on the preliminary plat as shall the flood zone f) Proposed drainage improvements, including detention areas and depths with preliminary calculations g) Proposed easements, including all drainage and maintenance easements. 	
16	Letters from utility companies indicating that their required easements are correctly shown on the plat and verifying availability of utility service	
17	Approval from Brazoria County Engineering Department	

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DATE:	
Contact Name:	
Phone Number:	Fax Number:
Surveyor Name:	
Phone Number:	Fax Number:
Comments:	
Approved:	Denied:
Signature of Person checking the plat:	

FOR OFFICE USE ONLY

Fees Paid:	Original Tax Certificates Received:
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FOR P D & Z USE ONLY

APPROVED:	DENIED:
VOTE:	DATE:
COMMENTS:	

FOR CITY COUNCIL USE ONLY

APPROVED:	DENIED:
VOTE:	DATE:
COMMENTS:	

Completed checklists given back to the Permit Department for file.