

Plat Submittal Requirements

The City of Bellaire has adopted plat submittal requirements in the [Code of Ordinances, Chapter 23.5, Article II](#). The purpose of this document is to list the submittal requirements and make them available to the public per [H.B. No. 3699](#).

- ***Preliminary Plat Submittal Requirements***

- Dedicatory language and acknowledgement in form and substance required by the administrative official and approved by the commission.
- A title including the name of the subdivision, owner or owners and licensed land surveyor or registered civil engineer responsible for the preliminary plat.
- The subdivision boundary lines indicated by heavy lines, lot lines and the computed area of the subdivision and each lot in the subdivision.
- The date of preparation, scale of plat and north arrow. The scale shall be one inch equals 20 feet minimum, unless otherwise approved by the administrative official.
- A number and/or letter to identify each tract or lot.
- The front building setback lines on all lots and tracts and, for corner lots, the side yard set back on any side with street frontage. The street to which the lot or tract is dedicated and the proposed street address (if available) shall be included.
- Proposed and/or existing easements, including drainage, utilities and streets, both public and private. Existing easements shall be differentiated from proposed.
- Topographical lines at two-foot minimums.
- A location inset in the upper right hand corner of the preliminary plat to show the subdivision in relation to adjacent streets in all directions for a distance of at least one-quarter mile.
- Other matters as required by law or as may be requested by the administrative official.
- A notarized certificate on the face of the preliminary plat, executed by the subdivider, which certifies that all existing encumbrances, including easements, fee strips or significant topographical features on the land being platted are fully shown and accurately identified and plotted on the face of the preliminary plat. Such certificate shall further state whether the subdivider owns or has a legal interest in any property adjacent to the proposed subdivision; and if so, a statement as to the extent of such ownership and a boundary description of the land involved must also be provided.
- A city planning letter from a title guaranty company authorized to do business in the State of Texas certifying that a search of the appropriate records was made of the land proposed to be subdivided within 30 days prior to the date the application for preliminary plat was submitted to the administrative official. Such letter shall state the current record owner of the property and show all encumbrances, restrictions, encroachments and liens, if any, found of record and affecting title to the property. Legible copies of all such documentation shall be provided to the administrative official with the city planning letter.
- An accurate on the ground boundary survey of the property with bearings and distances; showing the lines of all adjacent land, streets and alleys, with their names and width clearly delineated. All necessary data to reproduce the plat on the ground must be shown on the plat.

- ***Final Plat Submittal Requirements***

- The final plat and accompanying documentation shall conform to the form and content of the preliminary plat and must show all proposed and existing streets and any easements including those for utilities and drainage ways.
- The final plat shall be drawn to a scale of one inch equals 20 feet minimum, unless otherwise approved by the administrative official. The final plat shall be drawn on mylar or a finish which is

- of equal or greater durability and shall be 24 inches by 36 inches unless otherwise approved by the administrative official.
- The final plat shall include the following dedicatory language and acknowledgements, as applicable, which shall be in form as provided by the administrative official and approved by the commission:
 - A dedication forever of all public streets and other public rights-of-ways and easements as created by the plat, which shall be the same as those shown on the preliminary plat, which dedication shall be signed and acknowledged before a notary public by the owner and lien holder, if any, of the land made a part of the subdivision.
 - Lien holders statement, if applicable.
 - Certificate of the engineer or surveyor.
 - Certificate for planning and zoning commission.
 - Court clerk filing statement.
 - Other acknowledgements that might be necessary.
 - Additionally, a complete and accurate legal description of the land to be subdivided shall be included on the final plat.
 - An accurate on the ground boundary survey of the property with bearings and distances; showing the lines of all adjacent land, streets and alleys, with their names and width clearly delineated. All necessary data to reproduce the plat on the ground must be shown on the plat.
 - Plans and specifications, for water, sewer, paving, drainage, and utilities, prepared by a registered civil engineer, must be approved by the administrative official, if deemed necessary and required in connection with the final plat. Three copies of the plans and specifications must be submitted with the final plat.

- ***Amending Plat Submittal Requirements***

- The amending plat shall be drawn to a scale of one inch equals 20 feet minimum, unless otherwise approved by the administrative official. The amending plat shall be drawn on mylar or a finish which is of equal or greater durability and shall be 24 inches by 36 inches unless otherwise approved by the administrative official.
- The amending plat shall include the following dedicatory language and acknowledgements, as applicable, which shall be in form as provided by the administrative official and approved by the commission:
 - A dedication forever of all public streets and other public rights-of-ways and easements as created by the plat, which dedication shall be signed and acknowledged before a notary public by the owner and lien holder, if any, of the land made a part of the subdivision.
 - Lien holders statement, if applicable.
 - Certificate of the engineer or surveyor.
 - Certificate for planning and zoning commission or administrative official, as applicable.
 - Court clerk filing statement.
 - Other acknowledgements that might be necessary.
- Additionally, a complete and accurate legal description of the land to be subdivided shall accompany the final plat.
- An accurate on the ground boundary survey of the property with bearings and distances; showing the lines of all adjacent land, streets and alleys, with their names and width clearly delineated. All necessary data to reproduce the plat on the ground must be shown on the plat.