



## CITY OF HIDALGO

### CHECKLIST AND REQUIREMENTS PRELIMINARY SUBDIVISION PLAT

SUBDIVISION NAME: \_\_\_\_\_

SUBDIVIDER NAME: \_\_\_\_\_

The following list of instruction and requirements shall be complied with or submitted for all preliminary plats of proposed addition or subdivision before requesting preliminary plat approval from the Planning & Zoning Board and the City of Hidalgo Council.

1. The plat of the subdivision shall be drawn in India ink or tracing cloth, mylar or comparable substitute sheets, eighteen (18") inches by twenty-four (24") inches or twenty-four (24") by thirty-six (36") inches when necessary.
2. When more than one (1) sheet is required, an index sheet of maximum size, twenty-four (24") by eighteen (18") shall be filed showing the entire subdivision.
3. Name of proposed addition or subdivision.
4. A prepared space for acknowledgment signature(s) of subdivision property owner(s) in fee.
5. Proof of ownership along with title report and listing of lien holders, (Tax bills or receipts are not acceptable proof of ownership.)
6. A prepared space for certifying signature of the registered professional engineer doing the work.
7. A prepared space for certifying signature of the registered public surveyor doing the work.
8. A prepared space for certifying of Mayor.
9. A prepared space for certifying of the Planning & Zoning Chairman.
10. The plat shall be drawn to scale not smaller than one (1") inch to one hundred (100') feet.
11. The north arrow and scale must be shown.
12. Location of the subdivision within its encompassing section, original land grant, or survey by bearing and distances.
13. A vicinity map
14. Show the existing boundary lines or limits and property ties with accurate distance and bearings of the land to be subdivided. Boundary lines shall be drawn sufficiently wide to provide easy identification.
15. Show location and names of all proposed and existing adjacent street and alleys, along with the names of existing adjoining subdivisions showing exact location and designation by number of lots and block in relation to the proposed subdivision,





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16. Dimension of street, alleys, parks, and lots and blocks.
17. Horizontal curve data for all street curves.
18. Location and description of existing easements and proposed easements or right-of-way within or adjacent to the tract.
19. The lines and numbers of all proposed lots, and blocks with complete bearing and dimensions for, front, rear and side lot lines.
20. Existing surface contours shall be shown on plat.
21. Flood zone areas shall be clearly delineated and labeled on the plat.
22. Notes on needed on plat.

Front, side, rear and garage building setbacks.

For single-family zoned residential subdivision plat: "one single family dwelling per lot

FEMA's Flood Insurance Rate Map Community-Panel number, the date of its revision, and the property's flood zoon designation (if any).

For single-family residential lots adjacent to a cannels or major thoroughfare, minor thoroughfare residential collector no access from the rear or sides of the lots.

For single-family residential lots adjacent to a cannels or major thoroughfare, minor thoroughfare residential collector a no buffer fence is required before the subdivision is recorded.

For single-family residential a monumental entrance to the subdivision is required and approve by the City Council.

For subdivision which are to utilize on-site disposal sanitary septic systems. Average percolation rate (in./hr.) of tests conducted.

For subdivision which to utilize on site-on disposal sanitary septic systems: no existing water wells located neither on-site nor 150 feet beyond the boundaries of this subdivision.

Elevation and descriptive graphical location of a permanent benchmark set within or adjacent to the subdivided property utilizing United States Geological Survey datum.

Minimum finished floor elevation for structures which are to be built on the subdivided property.

Required storm water detention volume (in cubic feet)





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All lots corners and boundaries of the subdivision shall be marked with ½” minimum diameter, iron rods.

The City shall not issue building permits prior to site plan approval by the Planning & Zoning Board and The City Council for subdivision not zoned single-family residential.

The City shall not issue building permits prior to the Planning & Zoning board and City Council approval of plan for lots not zoned single-family residential.

- 23. Submit a drainage statement indicating drainage outfall and calculation figures showing existing and proposed runoff and detention volumes. Approve by the Hidalgo County Drainage District No. 1.
- 24. Metes and bounds description on plat.
- 25. Data of preparation on plat.
- 26. Topographic map of property being subdivided.
- 27. Paving and utility layout map(s) clearly showing existing and proposed:

Street and Roads

Water Lines

Drainage Lines

Sewer Lines

Gas Lines

Telephone Lines

Cable Lines

28. Site Plan, if required.

29. Grading/detention plan if required.

CHECKED BY: CITY STAFF

CHECKED BY ENGINEER

\_\_\_\_\_  
(Initials)                      Date

\_\_\_\_\_  
(Initials)                      Date

\_\_\_\_\_  
(Initials)                      Date

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(Initials)                      Date

