

PLANNING DEPARTMENT CONVEYANCE PLAT CHECKLIST

Met	Not Met	Not Applicable	Item Description
X			Sec. 142-76 via Sec. 142-81(d) Title Block with: <ul style="list-style-type: none"> • “Conveyance Plat” • Proposed Addition Name, then Lot(s) and Block(s) • “Being a replat of...” Existing Lot, Block and Addition Name (if previously platted) • Acreage • Survey Name and Abstract • City of McKinney, Collin County, Texas
X			Sec. 142-76 via Sec. 142-81(d) North Arrow, Scale Bar, and Scale Ratio (Scale to be between 1” = 20’ to 1” = 100’)
X			Sec. 142-76 via Sec. 142-81(d) Two (2) Points tied to State Plane Coordinate System, Texas North Central, FIPS 4202
X			Sec. 142-76 via Sec. 142-81(d) Location Map and Associated North Arrow to Show All Major Roads within 1,000’ of the Subject Property
X			Sec. 142-76 via Sec. 142-81(d) Name and Address of the Owner and Developer/Engineering/Surveyor (as appropriate)
	X		Sec. 142-76 via Sec. 142-81(d) Defined Boundary Line of the Subject Property being Subdivided with Accurate Bearings and Distances
	X		Sec. 142-76 via Sec. 142-81(d) Existing Features for Properties Immediately Adjacent: <ul style="list-style-type: none"> • Property Lines • Streets and Alleys • Easements (including drainage, water, and sewer) • Lot, Block, and Addition Name • Filing Information
X			Sec. 142-76 via Sec. 142-81(d) Existing Features outside the Subject Property are Ghosted
X			Sec. 142-76 via Sec. 142-81(d) Proposed Subdivision Plan showing: <ul style="list-style-type: none"> • Lots designating Lot Numbers and Blocks and Dimensions • Rights-of-Way and Dimensions • Easements and Dimensions (existing easements must include filing information) • Floodplain • Proposed Street Names
		X	Sec. 142-76 via Sec. 142-81(d) Existing Filing Information for the Subject Property
X			Sec. 142-76 via Sec. 142-81(d) Legend for Any Symbols or Acronyms
X			Sec. 142-76 via Sec. 142-81(d) Length and Bearing of All Lines, Radii, Arc Lengths, and Curves (to Include Delta, Radius, Length, Chord Bearing and Chord, and in a Table as Necessary)
X			Sec. 142-81(d) Property within City Limits includes the following note on each page: <ul style="list-style-type: none"> • “CONVEYANCE PLAT ONLY: NOT FOR DEVELOPMENT” • “A conveyance plat is a map of property approved by the city for the purpose of sale or conveyance in its entirety or interests thereon defined. Lots created by conveyance plat may not all the necessary public utilities available for immediate use. No certificate of occupancy shall be issued nor permanent public utility service provided to any lot(s) created by a conveyance plat until all required public improvements have been constructed and accepted and a record plat is filed for record with the county clerk. Selling a portion of property by metes and bounds, except as shown on an approved, filed, and accepted conveyance plat, record plat, minor plat or minor replat is a violation of the city’s Code of Ordinances and State Law.”
		X	Sec. 142-76 via Sec. 142-81(d) Single page showing the entire layout if multi-page plat is submitted

X			Sec. 142-76 via Sec. 142-81(d) Certification and signature block by a public surveyor registered in Texas
X			Sec. 142-76 via Sec. 142-81(d) Owner's Certificate showing the Legal Description for the Property
	X		Sec. 142-76 via Sec. 142-81(d) Owner's Dedication and Signature Block with Name of Owner Printed
	X		Sec. 142-76 via Sec. 142-81(d) Approval Certificate with Signature Block for the Planning and Zoning Commission Chairman