



PLATS

APPLICATION CHECKLIST

WHAT IS REQUIRED TO APPLY FOR YOUR PROPERTY TO BE PLATTED?

- Online Application (<http://etrakit.pearlandtx.gov/etrakit3/>) filled out completely
- Property owner authorization form filled out and signed by the owner and agent (if applicable).
- Metes and bounds description as shown on plat drawing
- A completed plat submittal checklist from development handbook
- Traffic Impact Analysis Worksheet available at [Pearland TIA Worksheet](#)
- Plat application fee (refer to online fee schedule at [Development and Permit Fee Schedule](#))
- Copy of final drainage report/drainage plan
- Scaled drawing of landscape plan sealed by a Landscape Architect or Engineer showing all landscaping, amenities, utility locations and easements, right-of-way and reserves.
- Utility Company Approval Letters (or proof of request)
- Current Title Report (issued within 90 days of plat application)
- Copy of tree survey, if parcel is wooded (Preliminary Plats Only)
- Sign Acknowledgement Form (Residential Replats Only)
- Include all Standard Subdivision Plat Notes on plat (see page 3)(All text shall be minimum 10pt Arial, Calibri or similar font)
- Recordation fee due at submission of mylars
- Park Dedication fees due before recordation for all new residential plats
- Variance approval letter; or proof of variance request (if required for platting)
- Written responses to staff comments and marked-ups for all resubmittals.
- Additional Documents – Final Subdivision and Development Plats (see next page)



PLATS (Additional Requirements)

SUPPLEMENTAL CHECKLIST

ADDITIONAL REQUIREMENTS (FINAL SUBDIVISION/DEVELOPMENT PLATS)

- Copy of approved and executed SIA packet for public improvements (infrastructure, landscape, hardscape, utilities)
- Covenants, if any (Final Subdivision Plat Only)
- Inspection fee (1% of direct construction costs and breakdown of cost paid at infrastructure permit, before Final Subdivision Plat)
- Other fees as required (roadway fees, etc.) (Final Subdivision Plat Only)
- Certified tax certificates (for county that property is located in, no taxes can be due)
- Copy of approved Traffic Impact Analysis (if required)

REQUIREMENTS FOR SUBDIVISION IMPROVEMENT AGREEMENTS (SIA)

- Application
- List of improvements (infrastructure, landscape, hardscape, utilities) with cost for verification
- Maps showing proposed improvements completed and deferred
- Application fee of \$100 (made payable to City of Pearland)
- Subdivision Improvement Agreement document
- Subdivision Improvement Security in the form of cash, check, or approved bond. All other forms of payment must be approved by Deputy City Attorney.

CERTIFICATIONS + SIGNATURE BLOCKS REQUIRED ON PLAT

- For the City Engineer and Planning Manager or Planning and Zoning Commission Chair (as applicable, see page 4)
- For Property Owner(s), Drainage District, County Officials, Lien Holders etc. (as applicable to property)



PLATS (Standard Notes)

ALL PLATS MUST INCLUDE THE FOLLOWING STANDARD NOTES

- This plat has been prepared to meet the requirements of the State of Texas, Brazoria County (or Harris County or Fort Bend County) and the City of Pearland.
- This plat was prepared from information provided by (Name of the Title Insurance Company), (Guarantee File) G.F. No. _____, effective date _____. All bearings reference are to the Texas State Plane Coordinate System, South Central Zone.
- All subdivision common areas including but not limited to detention facilities, easements, and open space within the boundaries of this plat shall be maintained by a homeowners association, commercial property association or other entity and shall not be the responsibility of the City of Pearland or (Brazoria / Harris / Fort Bend) County.
- Five-eighths inch (5/8") iron rods three feet in length are set on all perimeter boundary corners, unless otherwise noted. Block corners or street rights-of-way have not been monumented.
- Description: (include a detailed description of the benchmark marker and a detailed description of the benchmark's location) X (or Northing) = ; Y (or Easting) = ; Elevation
- Datum: (Include a vertical datum was used as well as the latest adjustment information – this shall either coordinate directly with the datum or the FEMA FIRM or should provide the mathematical vertical elevation adjustment information.
- According to the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) Map No. _____, with the effective date of _____, the property is located in (or partially in) Zone “_____” (Areas determined to be (within / outside of) the 100 year floodplain.)
- All Floodplain information noted in the plat reflects the status per the FEMA FIRM map that is effective at the time that the plat is recorded. Floodplain status is subject to change as FEMA FIRM maps are updated.
- Any construction proposed to be installed within a dedicated easement with prescribed rights to a private entity shall require the permission of the private entity prior to the start of construction. Failure to secure such permission may result in the right holder(s) of the easement removing any unapproved pavement, structures, utilities, or other facilities located within the easement. The responsibility of securing approval from the private entities to build within an easement is solely that of the property owner.
- Access rights to parking areas and driveways are hereby granted to all adjoining commercial/residential properties (as applicable)
- The minimum slab elevation for all buildings located within the boundaries of this plat shall meet City of Pearland requirements at the time of development.
- Any proposed drainage system for this subdivision shall be designed to meet the requirements of the City of Pearland and / or Brazoria Drainage District #4 (or Harris County Flood Control or Fort Bend County).
- This property is located wholly within Municipal Utility District No. _____; or Property is not in a MUD (if applicable)
- All landscaping and structures, including fences at intersection shall conform to the City of Pearland and AASHTO site distance requirements for motorists.
- Driveway requirements for the location, width and offsets from an intersection and any existing driveway or proposed driveways, shall conform to the requirements of the City of Pearland Engineering Design Criteria Manual and Unified Development Code.