



Planning Department
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Venus, Texas 76084
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City of Venus Planning Department

Subdivision Application Checklist

Plats shall be simultaneously submitted by the applicant to the appropriate entities of the Development Review Committee for review:

Utilities:

Mountain Peak Water Utility District
Johnson County Special Utility District
Oncor Electric
Atmos Energy (Gas)
United Cooperative Services (Electric)
Verizon (Phone)
AT&T
Spectrum

Other entities:

Johnson County Appraisal District
Johnson County
Ellis County Appraisal District
Ellis County Texas Commission on Environmental Quality
Mountain Creek Regional Wastewater System
Venus Independent School District
US Post Office

The application must be complete and accurate prior to submittal. The following table shows the general requirements for the preliminary construction plans and for a plat/replat, minor plat, and amending plat:

			Final Plat			
City Limits	ETJ	Plat Requirements	Preliminary Plat	Plat/Replat	Minor Plat	Amending Plat
		PRELIMINARY CONSTRUCTION PLANS/FINAL PLAT				
		1. General Submittal Requirements				
x	x	Digital Submission	x	x	x	x
x	x	Two (2) hard copies of the plat, folded with name of the subdivision showing, drawn on a scale not smaller than 100 feet to one inch on a sheet 18" by 24"	x	x	x	x
x	x	Documentation of any liens and encumbrances on the property	x	x	x	x
x	x	Application form signed by record owner of duly authorized agent (or letter of authorization)	x	x	x	x
x	x	Plats shall be simultaneously submitted by the applicant to the appropriate entities of the Development Review Committee	x	x	x	x
x		Preliminary Construction Documents shall be submitted with the submittal packet checklist and include the following items: Engineering Letter Report (to include all engineering reports and studies), Preliminary Construction Plans (Conceptual Utility Plan and Conceptual Paving and Drainage Plan), List of Specifications to be used in the project.	x			
		2. General Information to be shown on the Preliminary Construction Plans/Final Plat				
x	x	Proposed name of the subdivision with number of lots and block numbers; Subdivision boundary lines, indicated by heavy lines and the total computed acreage of the subdivision, Date of preparations, scale of plat (including a bar scale), and north arrow. A number or letter to identify each lot or site and each block, including setback lines; location of city limit lines, ETJ boundary if they traverse the subdivision, form part of the boundary of the subdivision, or are otherwise located within the plat. A vicinity map at a scale of not more than 2,000 feet that shows existing subdivisions, streets, city limits and/or ETJ boundary.	x	x	x	x
x	x	Names of adjoining subdivisions with applicable record volume, page numbers, and legal descriptions.	x	x	x	x

x	x	A metes and bounds description of the subdivision boundary	x	x	x	x
x	x	Name, address, phone number, and firm number of the engineer and/or surveyor	x	x	x	x
x	x	The primary subdivision corners with descriptions of coordinates where northing and easting shall be provided to four decimal places in the NAD 83 State Plane Coordinate System in Texas North Central (4202) or as directed by the City Engineer with ties to the original block corners. Elevations of these points shall be provided to two decimal places in NAVD 88 datum, or as directed by the City Engineer. All new monuments set at subdivision corners shall be set to a sufficient depth to retain a stable and distinctive location, encased in concrete where location permits, shall be marked in a way that is traceable to the responsible surveyor, and shall conform to the appropriate state statutes.	x	x	x	x
x	x	Exact locations, descriptions and names of all existing or recorded streets, road, alleyways, or other public right-of-way (ROW) within the subdivision, intersecting or contiguous with its boundaries, or forming such boundaries. This shall include dimensions from the existing centerline to the ROW and overall width of ROW.	x	x	x	x
x	x	Exact locations, dimensions, and descriptions of all existing or recorded reservations, parks, public areas, watercourses, irrigation canals, or drainage ditches, within or contiguous with the subdivision.	x	x	x	x
x	x	Regulatory flood elevations and boundaries of floodprone area, including floodways, and areas located in the Special Flood Hazard Area.	x	x	x	x
x	x	The exact location, dimensions, description and name of all proposed streets with full ROW dedication indicated, alleys, parks, other public areas, easements or other ROW dedicated by plat shall have a statement indicating so on the plat.	x	x	x	x
				Final Plat		
		Plat Requirements	Preliminary Plat	Plat/Replat	Minor Plat	Amending Plat
		3. Preliminary Paving and Drainage Plan				
x	x	Show all existing and proposed drainage and paving improvements. Show proposed connection(s) to existing drainage system. Indicate length, class, size, type, and slope of all proposed underground drainage appurtenances. All pipe must be designed for minimum	x			

		cleansing velocity of 3 ft/s. Indicated size, type, and flowline elevations of the existing drainage system at all connections points. Indicate spot elevations at ground tie-in locations. Cross sections for proposed open channels or swales. Check ends of project for positive drainage and concentrated flows over 10 cfs.				
x	x	Show proposed contours for all paving and grading. Show existing contours where proposed grading meets existing ground locations. Indicate grading on all lots with contours. Show flow arrows for surface drainage. Estimate of overall cut or fill for the project.	x			
x	x	Indicate existing and proposed ROW and roadways. Show dimensions and locations of proposed drainage easements.	x	x	x	x
x	x	Proposed grading shall produce a typical "top of ground" slope of 6:1 (horizontal to vertical) but no steeper than 4:1. Minimum cross-slopes for ditches is 3:1.	x			
x	x	Include proposed stormwater management facilities including detention or retention ponds, bioretention swales, pervious pavements, or other facilities (as permitted by the iSWM)	x			
		4. Preliminary Utilities Plan				
x	x	Comply with the Water and Sewer CCN requirements	x	x	x	x
x	x	Show all existing and proposed water and wastewater improvements. Show proposed connection(s) to existing systems. Indicate length, class, size, and type of all proposed water and wastewater utilities. Indicate size, type, and owner of existing water and wastewater utilities. Indicate any private water and wastewater lines.	x			
x	x	Show all existing and proposed utility easements, ROW, and Roadway.	x	x	x	x
				Final Plat		
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		5. Signature Blocks and Plat Notes				
x	x	Names of the developer, record owner, lienholders, engineer and/or surveyor with signature lines as appropriate.		x	x	x
x	x	Owner's acknowledgement of the dedication to public use of all streets, alleys, easements, parks, and other public places, as applicable		x	x	x
x	x	Certification of the surveyor and/or engineer responsible for surveying		x	x	x

		the subdivision area, attesting to its accuracy, and for the preparation of the plat and supporting data, attesting to its accuracy				
x	x	Signature blocks for City Engineer, Planning and Zoning Commission Chairperson, Mayor and City Secretary, Appropriate Drainage District if applicable, Appropriate Irrigation District if applicable		x	x	x
x	x	Note on plat stating jurisdiction in which subdivision is located.		x	x	x
x	x	Note on plat stating a description and basis of the flood zone(s) within the subdivision.		x	x	x
x	x	Note on plat stating an engineer's statement of the minimum permissive finished floor elevation that will protect all habitable improvements from the 1% Annual Exceedance Probability (100-year) storm event in the flood zone location.		x	x	x
x	x	Note on plat stating if any portion of the subdivision for any lots within a Special Flood Hazard Area, a note will be required indicating that a floodway development permit is required before any construction is to take place.		x	x	x
x		Note on plat stating in a residential subdivisions for any lots within 100 feet of a drainage inlet, a note on the plat shall indicate that the finished floor, for those specific lots, shall be 6 inches higher as compared to the other finished floors within the subdivision.		x	x	x
x	x	Note on plat stating a description, location, and elevation of the benchmark used to establish vertical control for the subdivision.		x	x	x
x	x	Note on plat stating the high and low ground elevations within the subdivision.		x	x	x
x	x	Note on plat stating the basis of bearings and vertical datum.		x	x	x
x	x	Note on plat describing the type of monuments set at interior corners.		x	x	x
x	x	Note on plat stating the Certificate of Compliance with the requirements of the applicable Texas Local Government Code.		x	x	x
x		Note on plat stating a description of setback requirements		x	x	x
x		Note on plat requiring sidewalks at time of construction (if applicable) and indicating a permit is required from the City of Venus prior to construction of sidewalks.		x	x	x
				Final Plat		

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		6. Additional Documentation				
x		A preliminary street lighting plan showing existing and proposed street lights and indicating placement of a standard streetlight. Include height, style, and composition of the street light, City specification is for 219 Watt LED lights	x			
x	x	A preliminary fire hydrant plan showing existing and proposed fire hydrants, ROW, roadways. Standard hydrants shall be installed as per specifications of the state board of insurance and HWWS	x			
x	x	A drainage report including detailed hydrology, hydraulic calculations, flood plain data, soils data, and other data as required by the City Engineer and shown in the Subdivision Development Guide		x		x
x	x	Provide written statements from the various utilities that they have reviewed the subdivision, that they can provide service and are prepared to do so when requested by the developer		x	x	x
x		Provide tax certificates showing that all property taxes have been paid in full up to the most recently-completed fiscal year.		x	x	x
x		Any drainage or street assessments, street sign deposits, street light deposits, sidewalk escrows, or other fees must be submitted prior to recording of the plat.		x	x	x
		Engineering Letter Report which may include: Drainage Study, Geotechnical Report, Subsurface Utility Engineering Report (SUE), Developer's Report, Traffic Impact Analysis, Environmental Studies, Water Distribution Analysis & Fire Flow Calculations, Wastewater Collection System and Lift Station Calculations.	x			
x		A check payable to the county clerk in the amount of the recording fee for filing the plat		x	x	x
x		A Stormwater Facility Maintenance Agreement and Maintenance Easement as required by the City Municipal Separate Storm Sewer System (MS4) permit and relevant ordinances	x	x	x	x