



Planning Department

700 W US Highway 67

Venus, Texas 76084

972-366-3348 extension 206

www.cityofvenus.org

Preliminary Plat Instructions

General Template

Each sheet in the plan set shall contain the following in the bottom right corner:

1. "Preliminary Plan of ..." followed by the proposed subdivision name
2. An abbreviated legal description (i.e., amendment or filing number)
3. The date of preparation
4. The page number (i.e., 1 of X)
5. A scale and a north arrow pointed to the top of the page

Sheets shall be sized 18" x 24"

Individual Sheet Requirements

The following are requirements for the individual sheets in the plans. Each sheet shall be named according to the title given (i.e., "Cover Sheet"):

1. Cover Sheet
 - a. Plan Title
 - i. "Preliminary Plat of ..."
 - ii. Location – Centered at the top of the page
 - b. Overall Vicinity Map
 - c. Full legal description
 - d. Site data chart
 - i. Including, but not limited to, total acreage, number of lots, proposed uses, typical sizes, and owner/maintainer of common areas and tracts.
 - e. Index of plan sheets
 - i. Location – Right side of page
 - f. Signature blocks
 - i. Planning Commission, City Council Acceptance
2. Existing Conditions:
 - a. Location and description of existing:
 - i. Property Lines
 - ii. Topography (either at two (2) foot or five (5) foot intervals)
 1. Staff may request a separate topography map
 - iii. Rights-of-way
 1. Including but not limited to, streets, alleys, bike lanes, and public trails
 - iv. Easements
 - v. Natural features
 1. Water courses
 2. Steep grades
 3. Mature trees
 4. Other significant or sensitive features
 - vi. Structures
 1. Including historic structures labeled as such

- vii. 100 year floodplains
 - viii. Other important features within and adjacent to the subject area
- 3. Subdivision Plan Sheet X of Y
 - a. Scale of no more than 1" = 50'
 - b. Names of abutting, existing subdivisions or "Unplatted"
 - c. Location and description of proposed
 - i. Property Lines
 - ii. Rights-of-way
 - 1. Including, but not limited to, streets, alleys, bike lanes, and public trails
 - iii. Easements
 - iv. Water Courses
 - v. Land Uses
 - vi. Other important features within and adjacent to the subject area
- 4. Street Network and Block Size Plan
 - a. Include the following:
 - i. Length of each block face
 - ii. Street cross-sections
 - iii. Acreage of each block
 - iv. All walkways and bicycle routes
 - v. Connections to external transportation systems/infrastructure
 - vi. Location of Natural features
 - vii. Location of Regional Transportation routes
 - viii. Location of any adjacent oversized or rural parcels
 - ix. Proposed Street Types
- 5. Design Plan
 - a. Identify building types
 - b. Identify frontage types
 - i. Non-residential or mixed-use developments shall additionally identify primary, secondary, and buffer street types
- 6. Phasing Plan
 - a. Scaled Map of the Overall Phasing at no more than 1 inch = 200 feet.
 - i. Public and Private Street locations
 - ii. Public and Private access points
 - iii. Sidewalk and Trail locations
 - iv. Water line locations
 - v. Sewer line locations
 - vi. Stormwater and drainage locations
 - vii. Landscaping areas
 - viii. Lighting locations
 - b. Chart of each phase including
 - i. Acreage
 - ii. Number of lots and structures
 - iii. Public infrastructure installed by linear feet
 - iv. Private infrastructure installed by linear feet
 - v. Landscaping quantities
 - vi. Lighting quantities
- 7. Grading and Drainage Plan
 - a. Location and description of proposed:
 - i. Water courses

- ii. 100 year floodplains
 - iii. Topography (at either two (2) foot or five (5) foot intervals)
 - b. Geological stability information may be required by the City's Engineer
- 8. Utility Plan
 - a. Existing offsite utilities that will be tied into
 - i. Including, but not limited to, water, wastewater, storm sewer, gas, and electricity
 - b. Proposed, and existing if using, public and private utility systems
 - i. Including, but not limited to, water, wastewater, storm sewer, gas, and electricity
- 9. Landscape & Hardscape Plan
 - a. Provide a table showing the type and acreage of each open and civic space
 - b. Location of any public or private landscaping and hardscaping
 - i. Including, but not limited to: medians, roundabouts, plazas and pedestrian parkways
 - c. Identify the park type and size of community amenities. For example: Neighborhood Park, Community Park, Pocket Park, Club House, Amenity Center, etc.

Hard Copy Requirements

1. Two (2) bound sets of the Preliminary Plat Set
2. One (1) bound copy of each technical report
3. One (1) Printed Application

Digital Submittal Requirements

1. One (1) digital set of the Preliminary Plat
2. One (1) digital copy of each technical report
3. One (1) Digital Application

Delivered to:

Planning Department, City of Venus
700 W US Highway 67
Venus, Texas 76084