



EASEMENT & RIGHT OF WAY (R.O.W.) PLAT REVIEW CHECKLIST

Project Name: _____ Date: _____

Applicant Name: _____ Signature: _____

1. ___ Subdivision/Plat Application, four (4) copies of plat and plat review fee.
2. ___ North arrow with reference to principle meridian and method.
3. ___ Scale, stated and shown graphically.
4. ___ Vicinity map showing location of plat area with north arrow.
5. ___ Name of county, city, lot, subdivision.
6. ___ Name of property owner or authorized agent for plat.
7. ___ Date of plat preparation.
8. ___ Date(s) of field Survey.
9. ___ Statement to type of survey and GPS equipment used.
10. ___ Name, address, telephone number and registration number of surveyor.
11. ___ Signature of surveyor across seal in contrasting ink color on paper copies.
12. ___ All land lines & city, county & state boundaries intersecting or adjacent to the surveyed property.
13. ___ All linear distances shown horizontally.
14. ___ Curves shall include all information needed for design on plat.
15. ___ All corner markers, pertinent P.O.R. with description of monument.
16. ___ Rights-of-way names and widths (and former widths, if pertinent).
17. ___ Location, width and purpose of easements adjacent to or crossing the property.
18. ___ Apparent encroachments and observed evidence of human burials or cemeteries.
19. ___ One point of reference using State Plane Coordinates.
20. ___ Bearings (degrees, minutes & seconds) & distances on all lines on plat area.
21. ___ Area of the parcels platted in square feet and/or acres.
22. ___ Error of closure in field: 1 foot in _____, degree _____, rule used _____
23. ___ Error of closure on plat: 1 foot in _____
24. ___ Signature Lines for City Engineer and City Manager.
25. ___ All names and titles listed and spelled correctly.

NOTE: Once all reviewing departments have approved the plat, three (3) paper copies, a PDF copy, and digital CAD file must be submitted prior to final acceptance of plat.