



City of Mont Belvieu Plat Requirements

What is a Plat?

A plat is an official document representing the division of a parcel of land into two or more separate parcels. Plats indicate the placement and length of property lines and the location of easements within a particular subdivision. Plat documentation must be prepared by a licensed land surveyor in the state of Texas.

Review Process

A detailed description of the sequence of events and review process for approving a plat can be found here: <http://www.montbelvieu.net/DocumentCenter/View/615>

Plat Types

There are 3 plat types that are submitted for review and adoption. The different types of plats are as follows:

- **Sketch Plat (Section 32-33):** The sketch plat is conceptual in nature, and is prepared to notify the city the intention to subdivide the land, and the proposed concept. Additionally, a master plan submission can be made in lieu of the sketch plat.
- **Preliminary Plat (Section 32-34):** The purpose of the preliminary plat is to provide a more detailed graphic document and associated text indicating technical components such as boundaries, easements, land use, streets, utilities, drainage, floodplain location, and other information required for the city to make a more thorough evaluation of the proposed development, compared to the sketch plat.
- **Final Plat (Section 32-35):** The final plat is a more complete document and detailed version of the preliminary plat that will be officially recorded with the county clerk and adopted by City Council once it contains the required information. It includes detailed topographic and boundary survey data, as well as necessary certifications.

In addition to the three plat types listed above, two other plat types will be accepted under rare circumstances. They are listed below:

- **Short Form Final Plat (Section 32-36):** If a plat does not create more than 4 lots, tracts, or reserves, does not require an extension of the public right-of-way, or require significant drainage improvements, the final plat can be submitted as a short form final plat. This would eliminate the necessity of submitting a preliminary plat.
- **Minor Plat (Section 32-37):** A minor plat can be used to make or create small adjustments to property lines or easements in an existing plat. In addition to meeting all the requirements necessary for the Short Form Final Plat, the minor plat must not involve more than two lots, and will not require the extension or creation of municipal facilities. The minor plat is directly approved by the City Planner and the Mayor.

Plat Requirements

The City of Mont Belvieu has different requirements and expectations for each stage of the platting process. The table below shows the extent of deliverables during the process, and what will be required at each stage.

Requirement	Description	Sketch	Preliminary	Final
Scale & North Arrow	1" = 100' scale.	X	X	X
Locator Map	1" = 1 mile scale. Include major streets, locations, and north arrow		X	X
Contact Information	Name, address, telephone, and fax number of the primary subdivider, and the engineer / surveyor that prepared the submission		X	X
Proposed Conditions	Proposed number of streets	X	X	X
	Street layout	X	X	X
	Lot arrangement	X	X	X
	Street dimensions		X	X
	Number of lots	X	X	X
	Street names		X	X
	Lot addresses		X	X
	Topography & Site Grading		X	X

	Alleys, crosswalks, sidewalks & driveways		X	X
	Off-street parking and loading areas		X	X
Bearings & Elevations	Texas South Central Zone No. 4204 State Plane Grid (NAD 83)		X	X
Floodplain	Any areas within a 500 year floodplain must be noted and clearly delineated with a thick dark line in the document		X	X
Curve Summary			X	X
Lot Dimensions	Square footage		X	X
	Setbacks (front, side rear)		X	X
	Lot depth		X	X
	Building Line		X	X
	Individual numbering of lots		X	X
	Table of all lots & square footage of each		X	X
	Finished floor elevation		X	X
Elevation Contours	One-foot contour intervals for ground slopes up to five percent, Two-foot contour intervals for ground slopes between five percent and ten percent, and Five-foot contour intervals for ground slopes exceeding ten percent.		X	X
Acreage	Define the acreage of the subject tract	X	X	X
Use type	Description of the intended use type (must comply with the zoning of the original parcel)	X		

Existing Conditions	Wells		X	
	Streams		X	
	Ditches		X	
	Washes		X	
	Lakes		X	
	Topography		X	
	Direction of Flow		X	
	Inundated areas and frequency of events		X	
Drainage Plan	Section 32-34.F.4C 1-4		X	X
Document Dimensions	24" x 36"	X	X	X
Date of Preparation		X	X	X
Preliminary Drainage & Detention Report	Section 32-33.B1-B6	X		
Easements	Utility		X	X
	Water		X	X
	Sewer		X	X
	Storm Drain		X	X
Subdivision Name			X	X
Control Monument	Elevation		X	X
	X & Y Coordinates		X	X
	Coordinate System & Datum		X	X
Impact Analysis	Analysis on all receiving streams and a plan for mitigating any significant negative downstream impact due to the development.		X	
Calculation Methods	Description of the methods used to determine flow data and design of stormwater facilities.		X	X
Boundary Survey	Section 32-35.F2.A			X

Certifications	Certification of registered engineer			X
	Certificate of approval (signed by City Council)			X
	Certificate of recordation (County Clerk)			X
Descriptive Data	Section 32-35.F5			X