



CITY OF LAREDO

ENGINEERING DEPARTMENT

PLAT RECORDATION REVIEW CHECKLIST

PROJECT NAME _____

ENGINEER _____

DATE RECEIVED _____ DATE REVIEWED: _____

Internal Use

ONE STOP SHOP APPROVAL LETTERS BY DEPARTMENT

- Engineering
- Fire
- Utilities
- Environmental
- Traffic

ACCEPTANCE LETTERS FROM DEPARTMENTS

- Fire
- Traffic
- Engineering
- Environmental
- Utilities

Letters of Credits & Trust Agreements

- No Acceptance Letters - Submit **full amount** of LOC or Trust Agrt.
- Partial Work Done - Submit letters and full amount for letters not received.
- Submitting - LOC/Trust Agrt. Date: _____

MEETINGS, INSPECTIONS, AND/OR LETTER OF CREDIT

- Pre - Construction Meeting Date: _____
- Pre - Final Inspection Date: _____
- Final Inspection Date: _____

Are public improvements proposed?

- Yes, Completed
- No (See below)
- LOC/Trust Agrt. in place Date: _____
- No improvements, Letter by Signed & Sealed by Engineer (brief explanation of purpose of the Plats/Re-Plats)

PRELIMINARY PLAT APPROVAL FINAL PLAT APPROVAL COMMENTS

Comments from Preliminary Plat approval?

- Yes No (Submit both P&Z Comments)

Comments/Changes? Yes No

Comments: _____

Preliminary Plat Approval Date: _____

Final Plat Approval Date: _____

Is the property Annexed? Yes No

- Has ownership changed since Final Plat approval from P&Z, if so, provide updated deed. Yes No

PLAT REVIEW

Are the names from signature blocks correct?

- Yes, proceed
- Corrections needed

Are there any questionable notes? Yes No

State: _____

Notes been reviewed and discussed with the City Engineer?

- Yes, proceed
- Corrections needed

Metes and bounds been checked?

- Yes, proceed
- Corrections needed

Drawing or plan been checked?

- Yes, proceed
- Corrections needed

Signature blocks, notes, or legal description checked?

- Yes, proceed
- Corrections needed

FHA Lot Grading Reviewed Corrections

Any questionable items on the Plat? Such as pasted seals

- Yes No, proceed Corrections needed

Corrections:

Concrete Monuments been verified in the field?

- Yes, Date verified: _____ No

POB N: _____ E: _____

DETENTION POND

Is there a Maintenance Monitor Agreement (MMA)?

- Yes, Recd: Vol._____, Pgs._____ No

Is it specified in the plat? Yes No

Detention volume required notes and maintenance: place note that it will be privately maintained

FINAL ACCEPTANCE ONLY

PDF copy of As-Built? Yes No

Recommend for signature

No, (As Built needs to be scanned/copied)

RECOMMEND FOR SIGNATURE

- Yes, proceed No

OTHER ITEMS

- Overtime
- Utilities
- Other