

To assist plat applicant's surveyors and civil engineers in drafting plats and related documents, below are some of the most common comments that the Technical Review Committee (TRC) makes on plat submittals. To reduce the number of comments you receive on your submittal, please read these comments and draft your submittals with these comments in mind. Note that this document is provided for informational purposes only. Full compliance with the Unified Development Code, state law, and other applicable law are required for plat approval by Planning Commission.

### **Standard Plat Notes**

1. Add the following "Total Platted Area" standard note to the plat: The total platted area contains x.xx acres of land including street dedication.
2. Add the following "Total Platted Area" standard note to the plat: The total platted area contains x.xx acres of land.
3. Add the following "Found Monument" standard note to the plat: Found 5/8 inch iron rods with (color) plastic caps stamped "xxxx xxxxx" at all lot corners except where noted.
4. Add the following "Basis of Bearings" standard note to the plat: Bearings are based on the recorded plat of (Legal Description), a map of which is recorded in Volume XX, Page XX, Map Records of Nueces County, Texas.
5. Add the following "Flood Zone" standard note to the plat: By graphic plotting, this property is in Zone "xxx (xxx)" on Flood Insurance Rate Map, Community Panel No. xxxxxx xxxx x, City of Corpus Christi, Texas, which bears an effective date of July 18, 1985.
6. *If the Y.R. is the UDC-required Y.R.*, then add the following standard note to the plat: "The yard requirement, as depicted, is a requirement of the Unified Development Code and is subject to change as the zoning may change."
7. *If a platted Build Line is more restrictive than the UDC-required Y.R.*, then this is a "Build Line" ("B.L."), not a Yard Requirement under the UDC. Add the following note to the plat: "Consult the City of Corpus Christi Unified Development Code / applicable zoning code to determine current City-required setback/yard requirements, which may vary from the platted Build Line."
8. Add the following "Finished Floor Elevation" (if in A zone) standard note to the plat: Residential structures shall not have a finished floor elevation below xx feet.
9. Add the following standard "Public Open Space" standard note: "If any lot is developed with residential uses, compliance with the open space regulation will be required during the building permit phase."
10. FOR MASTER PRELIMINARY PLATS ONLY: On the plat show and label the proposed phasing and scheduling of development. (UDC Section 3.7 Master Preliminary Plat)

### **HOA and Hold harmless agreement**

1. If a proposed plat identifies improvements as private, provision shall be made for the establishment of a home owners association or other entity in accordance with the requirements of Subsection 8.1.8, Home Owners Associations, for the proper and continuous operation, maintenance and supervision of such improvements.(UDC 8.1.7) Submit a legal instrument, for a Home Owners Association, for approval by the City Attorney prior to any plat recordation. (UDC 8.1.8)
2. The final plat and HOA document shall make reference to recorded restrictive covenants which shall provide for the perpetual maintenance of private streets, utilities and easements by a home

owners association to the same standards as connecting public streets for the safe use of persons using the streets and state that the City has no obligation or intention to ever accept such streets as public right-of-way. Such covenants, as approved by the City, shall not be altered without City approval. The restrictive covenants shall be recorded prior to issuance of the first building permit for the subdivision. (UDC 8.2.1.J.8)

3. The final plat and HOA document shall contain language whereby the home owners association agrees to release, indemnify, defend and hold harmless any governmental entity for damage to
  - a. Private streets reasonably used by government vehicles
  - b. Injuries or damages to other persons, properties or vehicles claimed as a result of street design or construction (UDC 8.2.1.J.14)

**Shared Access (Commercial)**

1. Access rights to parking areas and driveways are hereby granted to all adjoining commercial properties.

**Shared Access (Residential)**

1. Access rights to driveways are hereby granted to all adjoining residential properties.

**Certificates**

1. City Certificate/Signature Block for administratively-approved plats:

STATE OF TEXAS  
COUNTY OF NUECES

The final plat of the herein described property was approved by the Development Services on behalf of the City of Corpus Christi, Texas. This the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Al Raymond, A.I.A.  
Director of Development Services

2. Development Services Engineer Signature Certificate/Signature Block:

STATE OF TEXAS  
COUNTY OF NUECES

The final plat of the herein described property was approved by the Development Services Engineer of the City of Corpus Christi, Texas. This the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Bria Whitmire, PE, CFM, CPM  
Development Services Engineer

3. City Certificate/Signature Block for Planning Commission-approved plats:

STATE OF TEXAS  
COUNTY OF NUECES

The final plat of the herein described property was approved on behalf of the City of Corpus Christi, Texas by Planning Commission. This the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Michael Miller  
Chairman

\_\_\_\_\_  
Al Raymond, A.I.A.  
Secretary

4. City-County Health Department Certificate/Signature Block (for plats not on city sewer system):

STATE OF TEXAS  
COUNTY OF NUECES

Approved by the Corpus Christi-Nueces County Health Department. This the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. Any private sewage system shall be approved by the Corpus Christi-Nueces County Health Department prior to installation.

\_\_\_\_\_  
Manual Garcia, Environmental Health Services Manager  
Nueces County Health Department

5. Owner's Certificate and Dedication (language may vary):

[Owner] hereby certifies that it is the owner of the lands embraced within the boundaries of the foregoing plat; that it has had said lands surveyed and subdivided as shown; that streets are dedicated to the public use forever; that easements as shown are dedicated to the public use for the installation, operation and use of public utilities; and that this map was made for the purpose of description and dedication.

This the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

By: \_\_\_\_\_  
[Owner]

Notary Block

### **Utility Easements**

1. 15-foot U.E. required along arterial streets.
2. 10-foot U.E. required along collector streets.
3. 15-foot U.E. required for Public water and wastewater utilities.
4. Side and rear easements must total 15 feet on a single lot.
5. Dedicate a 15-foot maintenance strip along Master Channel ## (per UDC 8.2.3.B.5).
6. 20-foot DE (Drainage Easement) for public drainage ditches and easements.

### **Transportation Plan/Roadways**

1. Provide a temporary turnaround on all dead-end streets.
2. Informational: The Transportation Plan designates Road as an "A1" Arterial (95-foot right-of-way).
3. Informational: The Transportation Plan designates Road as an "C1" Collector (60-foot right-of-way).
4. Delineate the entire right-of-way width and half-distance to the centerline for Road.
5. Regarding \_\_\_\_\_ Dr. and \_\_\_\_\_ Rd.: Applicant shall dedicate full right-of-way and construct full pavement width for \_\_\_\_\_ Dr. and \_\_\_\_\_ Rd. Half streets shall be prohibited except when approved by Planning Commission. If applicant plans to dedicate less than full right-of-way,

and/or plans to construct less than full pavement width, applicant shall make request to Planning Commission per UDC 8.2.1.F.

6. Informational: Regarding \_\_\_\_\_ Dr. and \_\_\_\_\_ Rd.: The City may accept cash-in-lieu of construction of a half street, (or both half-street and either or both of its related water and sanitary sewer infrastructure improvements, if Planning Commission has approved the plat containing the half street per UDC 8.2.1.F. (UDC 8.1.13).
7. Development Services Engineering: Prior to recordation: Developer is responsible for requisite public infrastructure along Yorktown Blvd. and Rodd Field Rd. [insert applicable streets] not installed by city bond initiative. (Example: 19PL1028 Del Mar South Campus, Block 1, Lot 1 (Final Plat)).
8. Development Services Engineering: Prior to recordation: to be addressed at Public Improvement review associated final plat(s).
9. Development Services Engineering: Prior to recordation: subject to public improvement plan review, approval, construction, and acceptance.
10. Traffic Engineering: Prior to recordation: Developer is responsible for requisite public infrastructure along Yorktown Blvd. and Rodd Field Rd. [insert applicable streets] not installed by city bond initiative. This includes any applicable public infrastructure stated under the recommendations for the Del Mar College Southside Campus Corpus, Christi, Texas Traffic Impact Analysis (TIA). [insert applicable recommendations, design standards, and/or development agreement between applicant and City]. (Example: 19PL1028 Del Mar South Campus, Block 1, Lot 1 (Final Plat))
11. Traffic Engineering: Required at Final Plat with public improvements.

### **TXDOT ROADWAYS**

1. Add the following note to the plat: Property must comply with TxDOT's Traffic Access Management Plan.
2. Include the State Highway designation for State maintained roadways. Place it after the street name in parentheses.

### **Plat Consistency**

1. Show and label the two found monuments on the plat.
2. Add a note on the plat indicating the flood zone of the property on the plat.
3. Show one-foot contours or spot elevations on the plat for properties within a flood plain.
4. Provide the location, width, and name of existing streets, blocks, lots, alleys, easements, building lines, and water courses with principal dimensions, or other significant features within 200 feet of the plat.
5. Show and label all utility easements dedicated by separate instruments.
6. Prior to recordation, show the document number for utility easements and temporary right-of-way easements dedicated by separate instrument.
7. Water Distribution System acreage fee (Res) – \_\_\_ acres x \$956.99/acre = \$\_\_\_\_\_
8. Water Distribution System acreage fee (Comm) – \_\_\_ acres x \$1,915.31/acre = \$\_\_\_\_\_
9. Wastewater System acreage fee – \_\_\_ acres x \$2,091.00/acre = \$\_\_\_\_\_
10. Wastewater Pro-Rata – \_\_\_ linear feet (LF) x \$16.21/LF = \$\_\_\_\_\_
11. Water Pro-Rata - \_\_\_\_\_ LF x \$14.02/LF = \$\_\_\_\_\_
12. Payment of street light fees are to be required at time of plat recording.
13. Prior to recordation, provide a tax certificate indicating that all taxes have a \$0.00 balance, along with the submittal of the original tracing.

## **Plat Sidewalk Waiver**

1. Not addressed. Per Meeting/Email with landowner/developer on ###/2022, Staff understands applicant will be applying for plat waiver from the ROW dedication plat requirement. Send plat waiver letter request, stating reasons for the request per UDC 3.8.3.D, to: PlatApplication@cctexas.com . Payment for \$968 (per MuniCode Section 14-1341 variance fee) made thru portal account or mailed check payable to City of Corpus Christi for plat waiver request fee. Staff will review and make report and recommendation. Planning Commission will make final decision, and Commission may accept or decline Staff's recommendation, and Commission may approve, approve with conditions, or deny the waiver request.

## **General**

1. Replace predecessor name of Development Services Director / Planning Commission Secretary name with "Al Raymond, A.I.A., Secretary."
2. Replace predecessor name of Development Services Engineer with "Bria Whitmire, PE, CFM, CPM Development Services Engineer."
3. Add the following note on the plat: Water and Wastewater fees shall be paid prior to recordation of the final plat.
4. Replace "zoning ordinance" with "Unified Development Code (UDC)."
5. Prior to recordation, provide a tax certificate indicating that all taxes have a \$0.00 balance, along with the submittal of the original tracing.
6. A Beach Construction Certificate will be required for a building permit. Contact the Department of Development Services for application.
7. **PC General note:** Plat is a (Non-public notice PC plat/ Public notice PC plat).
8. **Admin General note:** Plat is an Administrative plat.
9. **General note:** This plat is on the 30-day tract for approval, approval with Conditions, or disapproval by ###/###. The deadline for revisions to be submitted is ###/###. (Use Plat Deadline schedule and verify if application is requesting 60 -day review).
10. **PC General note:** If the Plat revision and Resolutions comments are not received by the revision due date, the plat will be placed on a PC Agenda and recommended for Disapproval.
11. **Admin General note:** If a Revision and Resolutions comments are not received by the Revision due date, the plat will be sent to the DSD Director and recommended for Disapproval.
12. **General note:** The plat will be recommended as Conditional Approval for Resolution comments received and that have remained Open and unmet.
13. **General note:** A request or response may be made for an additional 30 days for Public Notice plat with a Waiver or to resolve Open comments. This request must be made directly to Development Services within the 30-day initial period.
14. No comment.
15. No comments were received.

## **Standard Storm Water Receiving Notes**

1. Add the following Corpus Christi Bay Drainage Basin "Receiving Water" standard note to the plat: The receiving water for the storm water runoff from this property is the Corpus Christi Bay. The TCEQ has classified the aquatic life use for the Corpus Christi Bay as "exceptional" and "oyster waters". TCEQ also categorized the Corpus Christi Bay as "contact recreation" use.
2. Add the following Corpus Christi Inner Harbor Drainage Basin "Receiving Water" standard note to the plat: The receiving water for the storm water runoff from this property is the Corpus Christi Inner Harbor. The TCEQ has classified the aquatic life use for the Corpus Christi Inner Harbor as "intermediate".
3. Add the following Gulf of Mexico Drainage Basin "Receiving Water" standard note to the plat: The receiving water for the storm water runoff from this property is the Gulf of Mexico. The TCEQ has classified the aquatic life use for the Gulf of Mexico as "exceptional" and "oyster waters". TCEQ also categorized the Gulf of Mexico as "contact recreation" use.

4. Add the following Laguna Madre Drainage Basin “Receiving Water” standard note to the plat: The receiving water for the storm water runoff from this property is the Laguna Madre. The TCEQ has classified the aquatic life use for the Laguna Madre as “exceptional” and “oyster waters”. TCEQ also categorized the Laguna Madre as “contact recreation” use.
5. Add the following Nueces Bay Drainage Basin “Receiving Water” standard note to the plat: The receiving water for the storm water runoff from this property is the Nueces Bay. The TCEQ has classified the aquatic life use for the Nueces Bay as “exceptional” and “oyster waters”. TCEQ also categorized the Nueces Bay as “contact recreation” use.
6. Add the following Nueces River Drainage Basin “Receiving Water” standard note to the plat (select appropriate statement a or b):
  - a. The receiving water for the storm water runoff from this property is the Nueces River upstream of the Calallen Saltwater Intrusion Dam located 1.1 miles from Nueces Bay. The TCEQ has classified the aquatic life use for this segment of the Nueces River as “high”. TCEQ also categorized the Nueces River as “contact recreation” use. Additional water quality protection measures must be observed for this receiving water due to the TCEQ designation as a “public water supply.”
  - b. The receiving water for the storm water runoff from this property is the Nueces River downstream of the Calallen Saltwater Intrusion Dam located 1.1 miles from Nueces Bay. The TCEQ has classified the aquatic life use for this segment of the Nueces River as “high”. TCEQ also categorized the Nueces River as “contact recreation” use.
7. Add the following Oso Bay Drainage Basin “Receiving Water” standard note to the plat: The receiving water for the storm water runoff from this property is the Oso Bay. The TCEQ has classified the aquatic life use for the Oso Bay as “exceptional” and “oyster waters”. TCEQ also categorized the receiving water as “contact recreation” use.
8. Add the following Oso Creek Drainage Basin “Receiving Water” standard note to the plat: The receiving water for the storm water runoff from this property is the Oso Creek. The TCEQ has not classified the aquatic life use for the Oso Creek, but it is recognized as an environmentally sensitive area. The Oso Creek flows directly into the Oso Bay. The TCEQ has classified the aquatic life use for the Oso Bay as “exceptional” and “oyster waters” and categorized the receiving water as “contact recreation” use.
9. Add the following West Oso Creek Drainage Basin “Receiving Water” standard note to the plat: The receiving water for the storm water runoff from this property is the West Oso Creek. The TCEQ has not classified the aquatic life use for the West Oso Creek, but it is recognized as an environmentally sensitive area. The West Oso Creek flows into the Oso Bay. The TCEQ has classified the aquatic life use for the Oso Bay as “exceptional” and “oyster waters” and categorized the receiving water as “contact recreation” use.

### **PLAT REVIEW COMMENTS (PARKS)**

1. Comply with Public Open Space Regulations when filing for a final plat.
2. Park Development fee – \_\_\_\_\_ units x \$462.500/unit = \$\_\_\_\_\_
3. Add the following as an additional note to the plat: “If any lot is developed with residential uses, compliance with the Public Open Space regulations will be required during the building permit phase.”

### **PLAT REVIEW COMMENTS (GIS)**

1. No special characters (dashes, apostrophes, periods, slashes, tildes, etc.) may be used. A space may replace the special character.
2. The recorded plat and permit applications will be in compliance with the Unified Development Code Section 4.4.3. Residential Development Standards; Table 4.4.3.A. Residential Development (Two-Family and Townhouse districts); Attached, Two-Family, per City Ordinance 029770 dated March 19, 2013. A plat note to this effect will be added to the plat.

4. Boundary does not close.
5. All traffic islands are to be private with each having a block and lot number (if on a private street).
6. Label the right of way widths and centerline dimensions for all streets shown on the plat.
7. The plat closes within acceptable engineering standards.
8. Provide and label the required yard requirement lines not shown on the plat.
9. Label the complete and correct legal description of the adjacent properties.