



CITY OF ALAMO

SUBDIVISION PLAT REQUIREMENTS

DATE: _____

PROPOSED SUBDIVISION NAME: _____

The following items are required by the City of Alamo before consideration and approval of the proposed plat can be given.

- 1. An original subdivision application shall be completed along with a processing fee of \$150.00; plus \$10.00 per acre or a fraction thereof for the first ten acres and \$5.00 thereafter for each acre or a fraction thereof shall be paid.
- 2. Whenever a final plat is filed for approval in accordance with the zoning and subdivision regulations of the city, the developer of such plat shall pay an amount equal to three hundred dollars (\$500.00) per proposed residential lot or housing unit equivalent (for apartments) to the City of Alamo to be used toward improvements at existing parks or the acquisition of property for new parks.
- 3. A technical review meeting is mandatory and all requirements listed below shall be completed before a technical meeting can be scheduled by the City.

- 4. Provide One (1) copy of proposed subdivision plat. (Include a set of 8 ½ X 11)
- 5. Provided five (5) copies of proposed layout of streets, curbs & gutters, water lines, sewer lines and drainage.
- 6. Subdivision boundary lines shall be indicated by heavy lines, and the actual acreage of the proposed subdivision shown.
- 7. Show date of preparation on subdivision plat.
- 8. Show scale of subdivision plat.
- 9. Show north arrow on subdivision plat.
- 10. Topographic information on subdivision plat shall include elevations on 100 – foot centers each way on the property including elevations of flow line gutters, center-lines of

streets, and drainage-ways. Shall include contour lines at a vertical interval that will accurately show the slope and shape of the existing ground.

11. Show vicinity map at a scale of not more than 1,000.0' to an inch. Must show existing subdivisions, streets, easements, right-of-way, parks and public facilities in the vicinity. Show the general drainage plan and ultimate destination of water, and possible storm sewer, water, gas electric and sanitary sewer connections by arrows.
12. Provide legal description on subdivision plat.
13. Provide metes and bounds description of the property on subdivision plat.
14. Show Professional Engineer and Professional Surveyor seals on subdivision plat.
15. Provide property owner's acknowledgment and certificate of dedication.
16. Provide signature places on subdivision plat for Mayor and City Secretary.
17. Provide signature place on plat for Hidalgo County Irrigation District No. 2.
18. **Show as subdivision plat note: Minimum finish floor elevation: 18" above top of curb.**
19. **Show as subdivision plat note: No more than one single family detached dwelling shall be located on each lot.**
20. **Show as subdivision plat note: No fencing or structures permitted over alleys utility easements or lot lines.**
21. **Show as subdivision plat note: A five feet (4.0') wide concrete sidewalk to be built at the time a building permit is issued.**
22. Sidewalks no less than five feet (5') in width shall be installed in new subdivisions as deemed necessary by the governing body and will be installed at the expense of the developer. For example, along streets that form the boundary of a subdivision and along areas not normally the responsibility of the future property owners.
23. **Show as a subdivision plat note: All utility easements, alleys and right-of-ways shall be properly maintained by owner per City requirements.**
24. Provide proof of ownership, and property title.
25. Show location and provide description of monuments on subdivision plat.
26. Show characteristics of the surrounding properties (include legal description) on subdivision plat.
27. Indicate if proposed subdivision is located within City Limits ____; urban ETJ _____ or rural ETJ _____.
28. Indicate proper zoning. _____

29. Show a number identifying each lot.
30. Show that all lots will have access to a paved street.
31. All new City subdivision lots shall meet the minimum lot size requirement of 6,250 square feet with a minimum one-half acre lot or 21,780 square feet.
32. Show square footage of all lots on subdivision plat.
33. Show all necessary measurements and curvature readings.
34. **Show as subdivision plat note Minimum set-back requirements for:**
R-1 Single Family Dwelling District – 25.0’ front, 15.0’ rear, 5.0’ sides, 10.0’ corner; or
R-2 Multi-Family Apartment and Townhouse Dwelling District – 25.0’ front, 15.0’ rear, 5.0’ sides, 10.0’ corner; or
R-MH Mobile Home and Modular Home District – 10.0’ front, 5.0’ rear, 5.0’ sides, 10.0’ corner; or
C Commercial District – 0.0’ front, 15.00’ rear, 0.0 sides, 10.0’ corner; or
C-1 Light Commercial District – 0.0’ front, 15.0’ rear, 0.0’ sides, 10.0’ corner; or
M Industrial District – 0.0’ front, 15.0’ rear, 0.0’ sides, 10.0’ corner; or
SH-R1 Senior Housing Residential District – 25.0’ front; 15.0’ rear, 5.0 sides, 10.0’ corner
35. Names of new streets shall not duplicate or cause confusion with the names of existing streets unless the new streets are a continuation of or in alignment with existing streets, in which case names of existing streets, in which case names of existing streets shall be used.
36. The developer shall provide and install all street, traffic, etc., signs at all intersections.
37. Indicate if streets are public or private.
38. Dead-end streets shall be prohibited, except as short stubs to permit future expansion. Barricades shall be provided at dead ends.
39. Indicate if any width will be wider than 32.0’ (29.0’ paving plus curb)
40. Indicate if additional right-of-way or paving to improve existing street(s) in or abutting proposed subdivision is needed.
41. Show dedication of additional street right-of-way on proposed plat in accordance with Hidalgo County Metropolitan Planning Organization (MPO) requirements.
42. Cul-de-sacs shall not exceed five hundred (500’) feet in length and shall have a turnaround of not less than one-hundred (100’) feet in diameter (ROW) with a pavement diameter of eighty (80’) feet in residential areas and shall have turnaround of not less than (200’) feet in diameter (ROW) with a pavement diameter of one-hundred eighty (180’) feet in commercial and industrial areas.

- 43. Show paving layout for interior streets with a minimum 50.0' right-of-way and 32.0' (back to back).
- 44. Curbs and gutters shall be installed by the subdivider on both sides of all interior streets and on the subdivision side of all streets forming part of the boundary of the subdivision.

- 45. Alleys shall be provided at the rear of all lots in commercial, industrial, and townhouse, subdivisions. All alleys provided shall be paved and shall be twenty (20') feet in width. In lieu of alleys in commercial and industrial areas, the City may allow a paved fire lane to be located as per the direction of the fire marshal.
- 46. The subdivider shall dedicate a utility easement in the back of all lots in a width of ten (10') feet. Show all utility easements on subdivision plat.
- 47. Provide an original signed and approved drainage statement from Hidalgo County Drainage District No. 1.
- 48. Drainage facilities shall be designed to convey the flow of surface waters without damage to persons and to prevent the discharge of excess runoff onto adjacent properties.
- 49. The City Engineer may require a primarily underground system to accommodate frequent floods and secondary surface system to accommodate larger, less frequent floods. All drainage facilities shall be consistent with City's drainage plan.
- 50. Storm sewer drainage shall be constructed of reinforced concrete pipe.

- 51. Provide letter from Hidalgo County Irrigation District No. 2 regarding transfer of water rights.
- 52. Show detailed water system plan. Indicate if any water lines need to be oversized. Standard water piping shall be C900-DR18.
- 53. Show locations of all water valves and fire hydrants. All valves and fittings must be mechanical joint. A 24"X24"X8" concrete footing shall be placed for each water main.
- 54. Standard fire hydrants shall be Mueller brand.
- 55. Show all existing water lines (surrounding areas) and all proposed water lines on subdivision plat.
- 56. If City does not provide water services, a letter shall be provided from a State approved water supply Company stating that potable water and water meters are immediately available to each lot owner and that all requirements have been met including payment of membership dues.
- 57. All subdivisions within the City limits shall be connected to a sanitary sewage collection and disposal system approved by the City Engineer at the expense of the sub divider.

58. Show detailed sewer collection system plans including location and depth of manholes and clean-outs. Indicate if any sewer lines need to be oversized.
Standard sanitary sewer piping shall be SDR 26. Standard service-line piping shall be schedule 40. Service connections to manholes are prohibited.
59. All sanitary sewer manhole covers and other related appurtenances will comply with City standards.
60. If a separate sanitary sewage disposal system is proposed, documentation from the Texas Commission Environmental Quality must be provided prior to plat approval.
61. Street Lighting and Electrical Services: All electrical and communication lines shall be installed underground. Streetlights shall be placed on residential streets at each intersection and in each cul-de-sac. The spacing of the street lights shall not be less than 250' or greater than 300'. If the distance between intersections is greater than 300', intermediate light may be required. Developer's are responsible for placing streetlights in all subdivisions
62. Show 100 year flood plain statement on subdivision plat.
63. Show minimum permissible flood elevation for each lot on subdivision plat.
64. Provided a copy of restrictive covenants imposed on the land with recording data thereon.

RECORDING AND PLATTING

PLATS WITHIN CITY

(Requirements by Developer/Engineer)

- 1.) Copy of receipt for Hidalgo County Drainage District #1
(902 N. Doolittle Rd. Edinburg, TX 78542) (956) 292-7080
- 2.) Copy of receipt for recording fee from Hidalgo County Clerk's Office
- 3.) All Tax Certificates: School, County, Drainage District, Fire District, South Texas Community College, City of Alamo.

STEPS:

- 1.) Receive original plat with Developer's and Engineer's signature.
- 2.) Receive original plat with Irrigation District Seal & Signature.
- 3.) Check all information for accuracy as approved by City.
- 4.) Submit subdivision plat on digital format with all information and 3 sets of As-Built.
- 5.) Receive all above information.
- 6.) P & Z and Mayor Signatures.
- 7.) Take original plat w/check and Drainage Report to Drainage District #1.
- 8.) Take original plat to County Clerk with appropriate receipt (Request the original be sent to City of Alamo, Planning Department).
- 9.) Wait for approval by County and receipt of original plat filed and recorded signatures and seals.
- 10.) Call respective Engineer of plat for blue line copies (2) of plat to City of Alamo.
- 11.) Keep accurate Records of person contacted as to reference on copies of plats requested. Keep tabs on when requested and received. Do not give up asking for copies until received, since Engineer may not respond promptly and forget to send the city copies. Persistence of copies is important for our records.