

### SECTION 3 PLATTING PROCEDURE

#### 3.1 Coordination of Zoning and Platting Applications.

- A. Coordination Required. Approval of applications for subdivision and development plats shall be coordinated with approval of zoning applications. In no case shall a subdivision or development plat application be accepted for filing until any pending zoning application for the same land has been finally approved.
- B. Development in Planned Development Zoning Districts. The following sequence of approval of zoning and platting applications is required for development within a Planned Development Zoning District. Whenever a subdivision or development plat application follows in sequence a zoning application listed in this section, such application shall not be accepted for filing until the zoning application has been approved and the proposed subdivision or development plat is consistent with such approved zoning application.
  - 1. Within Planned Development - Residential Districts, development applications shall be submitted in the following sequence:
    - a. Tentative development plan
    - b. Preliminary subdivision plat
    - c. Final subdivision plat
  - 2. Within Planned Development - Commercial Districts, development applications shall be submitted in the following sequence:
    - a. Tentative development plan
    - b. Preliminary subdivision plat
    - c. Final subdivision plat

- C. Development in Standard Zoning Districts. The following sequence of approval of zoning and platting applications is required for development within standard zoning districts. Whenever a subdivision or development plat application follows in sequence a zoning application listed in this section, such application shall not be accepted for filing until the zoning application has been approved and the proposed subdivision or development plat is consistent with such approved zoning application.
1. For proposed residential developments within a standard zoning district, development applications shall be submitted in the following sequence:
    - a. Site development plan
    - b. Preliminary subdivision or development plat
    - c. Final subdivision or development plat
  2. For proposed non-residential developments within a standard zoning district, development applications shall be submitted in the following sequence:
    - a. Site plan
    - b. Preliminary subdivision or development plat
    - c. Final subdivision or development plat
- D. Consistency Required. No application for a subdivision plat or development plat shall be approved on land for which there is an approved development plan, site development plan or site plan unless the proposed plat conforms to such approved zoning application for the development.
- E. Filing Prohibited. A subdivision or development plat application shall be accepted for filing only after approval of the applicable zoning application identified in the sequences in Sections 3.1.B and 3.1.C. A platting application may be accepted for review with the zoning application that immediately precedes the platting application in sequence only if the applicant submits an unconditional waiver of all time limitations imposed by these regulations or state law for processing such application.
- F. Conditions. Conditions attached to approval of a development plan, site development plan or site plan shall be the basis for imposition of consistent conditions on preliminary subdivision or development plat applications.
- G. Replats Included. The provisions of this Section 3.1 apply equally to replats.

### 3.2 Statutory Procedure

- A. Time for Action on Plat. The Commission, or the Council as required by these regulations, shall take final action on each complete application for a preliminary or final subdivision or development plat, including applications for replats, within thirty (30) days after the date the complete application for plat approval is officially filed.
- B. Official Filing Date. The date from which the time period in Section 3.2.A. commences to run shall be the date the plat is deemed filed in accordance with this section. The acceptance or processing by any City official of a plat application prior to the official filing dates established in this section hereby is deemed to be null and void and, upon discovery, shall be grounds for denial of such plat application.
1. Official Filing Date for Commission. The official filing date for plats to be initially reviewed by the Commission shall be the date on which the Planning and Zoning Administrator or his designee certifies in writing that the plat application is complete in accordance with the regulations governing submission requirements in this SECTION 3. No application for plat approval shall be deemed filed with the Commission until the Administrator or his designee has certified the application as complete.
  2. Official Filing Date for Council. The official filing date for Council review shall be the date final action is taken on the plat application by the Commission.
  3. Official Date for Modified Plat Application. If the applicant elects to withdraw the plat application in order to make modifications recommended by the Commission or to satisfy conditions attached by the Council, the official filing date shall be the date on which the Planning and Zoning Administrator or his designee certifies in writing that the modified plat application is complete in accordance with the regulations governing submission requirements in this SECTION 3.
  4. Official Date for Minor Plat Application. The official filing date for minor plat applications shall be the date on which the Planning and Zoning Administrator or his designee certifies in writing that the plat application is complete and qualifies as a minor plat application, in accordance with the regulations governing submission requirements in this SECTION 3.
- C. Compliance Procedure. The Administrator shall place the plat application on a regularly scheduled or specially called meeting of the Commission or Council, as the case may be, prior to the expiration of thirty (30) days following the official filing date. The Commission or Council shall approve, conditionally approve or deny such application within such period.

### 3.3 Master Plats

- A. Master Plat Applications. A property owner may elect to divide property into phases for purposes of development through the use of a master plat, which shall be processed as an application for preliminary subdivision plat approval. Master plats may only be submitted for residential development within a standard zoning district. The master plat application shall be consistent with the approved site plan if the property is part of a residential planned development.
- B. Schedule for Phased Development. Master plats shall be accompanied by a schedule summarizing the intended plan of development in phases and the proposed dedication of land or rights-of-way for and construction of public improvements, whether on-site or off-site, intended to serve each proposed phase of the subdivision. All phases of the development shall be included in the preliminary plat application. Any contiguous land owned by the applicant that is not intended to be a part of the proposed staged development shall be identified with the designation "remainder tract." A remainder tract shall be identified on the plat application, but shall not be included within the boundaries of the proposed plat.
- C. Expiration of Master Plats. Master plats shall expire as provided in Section 3.6.8.B.

### 3.4 Remainder Tracts

- A. Remainder tracts shall not be considered lots and shall not be included within the boundaries of the preliminary plat. Approval of a preliminary plat shall not constitute approval of development on a remainder tract.
- B. Information accompanying a preliminary plat application for remainder tracts shall be deemed to be an aid to the Commission and the Council in taking action on the preliminary plat application and may be used to determine whether development of the land subject to the plat will be adequately served by public facilities and services and is otherwise in compliance with these regulations, taking into account the development of the property as a whole. Based upon such information, the Commission or the Council may require that additional land be included in the preliminary plat in order to satisfy the standards in these regulations.

### 3.5 Pre-Platting Conference

Prior to the filing of a preliminary plat application, the owner may request a pre-platting conference with the Planning and Zoning Administrator or his designee for familiarization with the City's subdivision and property development regulations and the relationship of the proposed subdivision or development to the Ladonia Comprehensive Plan, Zoning Regulations and Engineering Design Manual. At such meeting, the general character of the development may be discussed, and items may be included concerning zoning, the availability of existing and demand for new utility service, street requirements, and other

pertinent factors related to the proposed subdivision or development. At the pre-platting conference, the subdivider may be represented by his/her land planner, engineer, or surveyor.

### 3.6 Procedure for Preliminary Subdivision Plat Approval

#### 3.6.1 Purpose and Applicability

- A. Purpose. The purpose of the preliminary subdivision plat is to assure conformity of the proposed development with requirements and conditions imposed in approved zoning applications for the land subject to the proposed plat and to evaluate construction plans for public improvements or to provide adequate security for construction of the same.
- B. Applicability. A preliminary subdivision plat shall be required for any subdivision that is not a minor subdivision.

#### 3.6.2 Application Requirements

Twenty-five (25) copies of the proposed preliminary subdivision plat shall be submitted to the Planning and Zoning Administrator, and shall be accompanied by the same number of copies of additional documents set forth in subsection B, unless otherwise provided therein.

The preliminary subdivision plat shall be prepared by or under the supervision of a registered professional land surveyor in the State of Texas and shall bear his/her seal, signature and date on each sheet. No application for a preliminary subdivision plat shall be certified as complete by the Planning and Zoning Administrator unless the application is accompanied by the following:

- A. Preliminary Subdivision Plat Contents. The proposed preliminary subdivision plat shall be submitted on sheets a maximum size of twenty-four (24) inches by thirty-six (36) inches and drawn to a scale of one hundred (100) feet to the inch, or in the case of small subdivisions, fifty (50) feet to the inch. In cases of large developments, which would exceed the dimensions of the sheet at a one hundred (100) foot scale, preliminary subdivision plats may be two hundred (200) feet to the inch. The plat shall contain the following graphic information:
  - 1. The boundary lines with accurate distances and bearings and the exact location and width of all existing or recorded streets intersecting the boundary of the tract. The bearing system used for the plat shall be shown.

2. True bearings and distances to the nearest established survey lines and established subdivisions and additions, which shall be accurately described on the plat.
3. Accurate ties to the abstract and survey corners as required by Texas Surveying law and the amount of acreage in each abstract shown.
4. The exact layout including:
  - a. Proposed streets and alleys with names, sidewalks, easements, blocks, parks, etc., with principal dimensions.
  - b. The length of all arcs, radii, internal angles, points of curvature, length, and bearings of the tangents.
  - c. All easements for rights-of-way provided for public services or utilities and any limitations of the easements.
  - d. All lot numbers and lines with accurate dimensions in feet and hundredths of feet and with bearings and angles to street alley lines.
5. The exact location of all contiguous property owned or controlled by the applicant. A separate drawing may be submitted for this purpose.
6. The location of all existing property lines, buildings, sewer or water mains, fire hydrants, gas mains or other underground structures, easements of record or other existing features within the area proposed for subdivision.
7. A designation of the zoning district(s) for the land included within the subdivision plat.
8. All physical features of the property to be subdivided or developed, including location and size of all water courses, ravines, bridges, culverts, existing structures, drainage area in acres or acreage draining into subdivisions and additions, and other features pertinent to subdivision. The outline of wooded areas or the location of important individual trees may be required.
9. The angle of intersection of the centerlines of all intersecting streets which are intended to be less than ninety (90) degrees.
10. Covenants and restrictions - draft of any protective covenants whereby the subdivider proposes to regulate land use or development standards in the subdivision, or in which land is to be dedicated to a homeowners association.
11. The accurate outline of all property which is offered for dedication for public use with the purpose indicated thereon, and of all property that may be



reserved by deed covenant for the common use of the property owners in the subdivision.

12. The name and location of a portion of adjoining subdivisions or developments shall be drawn to the same scale and shown in dotted lines adjacent to the tract proposed for subdivision in sufficient detail to show accurately the existing streets and alleys and other features that may influence the layout and development of the proposed subdivision. Where adjacent land is not subdivided, the owner's name of the adjacent tract shall be shown.
13. Front setback lines.
14. Special restrictions including, but not limited to, water line, sanitary sewer line, drainage, and landscape easements; fire lanes; screening; buffering; standard notes for floodway, if applicable; finished floor elevation for lots adjacent to a floodway, within a floodplain or having an on-site sewerage facility; and other standard notes.
15. Contours at five (5) foot intervals are required.
16. Proposed name of the subdivision.
17. Name, address and phone number of the property owner and the name of the surveyor who prepared the plat.
18. North arrow, scale, site location map and date.
19. Certification by a surveyor to the effect that the plat represents a survey made by him and that all the monuments shown thereon actually exist, and that their location, size, and material description are correctly shown, and that the survey correctly shows the location of all visible easements and rights-of-way and all rights-of-way, easements and other matters of record affecting the property being platted.
20. A notation in the legend labeling the document "Preliminary Plat" and identifying the scale.
21. Designation of remainder tracts (shown outside the boundaries of the area to be platted).
22. For master plats, designation of the boundaries of each phase.

B. Accompanying Documents

1. Preliminary plats shall be accompanied by a lot grading plan drawn at a scale of one hundred (100) feet to one (1) inch. Lot grading plans shall clearly show drainage patterns and elevations sufficient to determine drainage patterns and finished grade slopes. Lot grading plans shall be consistent with any open space or reclamation plans approved under the Zoning Regulations.
  2. Boundary survey closure and area calculations shall be included.
  3. Additional documents necessary for dedication or conveyance of easements or rights-of-way as required by the City to satisfy adequate public facilities standards shall be provided. The City may, in some instances, require the conveyance of fee simple title for certain rights-of-way.
  4. 15 copies of approved tentative development plans, site development plans or site plans for the land included within the preliminary plat and remainder tracts shall be submitted.
  5. Floodplain Reclamation Permit application.
  6. A receipt shall be submitted with the preliminary plat showing that the filing fees as prescribed by the City Council have been paid.
  7. For master plats, a schedule summarizing the intended plan of development in phases and the proposed dedication of land or rights-of-way for and construction of public improvements, whether on-site or off-site, intended to serve each proposed phase of the subdivision.
  8. For remainder tracts, the zoning designation for the tract and any pending applications for rezoning, tentative development plans, site development plans or site plans shall be provided. Information also shall be provided illustrating the location of all existing and proposed water, wastewater roadway, and drainage easements or facilities located or proposed within the boundaries of the remainder tract.
  9. Preliminary construction plans consistent with approved zoning applications and the proposed preliminary subdivision plat shall be submitted.
- C. Format for Documents. All documents shall be submitted in both printed and electronic versions unless otherwise specified. For maps and plats, the prints shall be both on full size 24" x 36" sheets and on approximately half-size (11" x 17" sheets). Other supporting documents shall be printed on 8½" x 11" sheets.
1. Electronic formats for maps and plats shall be one of the following:
    - a. AutoCAD drawing files - DWG format



- b. AutoCAD data exchange - DXF format
  - c. Bitmapped - BMP format at a resolution of not less than 600 dpi.
  - d. JPEG - at a resolution of not less than 600 dpi.
  - e. Encapsulated PostScript - EPS format.
  - f. TIFF - at a resolution of not less than 600 dpi.
2. Electronic formats for text and photographic documents shall be one of the following:
  - a. Microsoft Word
  - b. Corel WordPerfect
  - c. Microsoft PowerPoint
  - d. Electronic formats listed above except AutoCAD
3. Electronic copies may be submitted on 3.5" floppy disks (small projects only) or on a CD (for large projects).

### 3.6.3 Staff Review and Distribution

- A. Determination of Completeness. The Planning and Zoning Administrator or his designee shall determine whether the preliminary subdivision plat application is complete within ten (10) working days of the date the application is submitted. The Administrator shall provide the applicant with written notification of his determination. If the application is incomplete, the Administrator shall return the application to the applicant with an explanation of additional items or documents that must be provided before the application can be considered complete. If the application is complete, the Administrator shall file the application with the Commission for decision and place the application on the agenda of a regularly scheduled or specially called meeting of the Commission.
- B. Distribution for Review. Preliminary subdivision plats and other required documents shall be distributed by the Planning and Zoning Administrator to the following:
  1. Planning and Zoning Commission (7 printed copies). Electronic copies are not required.
  2. City Council (6 printed copies). Electronic copies are not required.
  3. Planning and Zoning Administrator (6 printed copies, 1 electronic copy and one 11"x17" reduced scale print)
  4. City Engineer (2 printed copies, 1 electronic copy and one 11"x17" reduced scale print)
  5. Electricity Provider (1 printed copy)

6. Natural Gas Provider (1 printed copy)
7. Telephone Service Provider (1 printed copy)
8. Cable Service Provider (1 printed copy)
9. Ladonia Independent School District (1 printed copy)
10. City Planner/Consultant (1 electronic copy)

At least six (6) days prior to the meeting of the Planning and Zoning Commission at which the preliminary subdivision plat application is to be considered, each agency listed above other than City officials shall submit written recommendations concerning the plat application to the Planning and Zoning Administrator for consideration by the Commission.

- C. Report. A written report containing recommendations on the proposed preliminary subdivision plat shall be prepared by the City Engineer, incorporating the comments of the Planning and Zoning Administrator and other officials and agencies to whom a request for review has been made. The report of the City Engineer shall be submitted to the Planning and Zoning Commission prior to the Commission's review of the plat application. Any fee for reviewing the proposed plat application by the City Engineer shall be charged to the applicant.

#### 3.6.4 Standards for Approval

Neither the Commission nor the Council shall recommend approval of, approve or conditionally approve a preliminary subdivision plat unless the following standards have been met:

1. The plat conforms to approved zoning applications for the land subject to the preliminary subdivision plat and any conditions attached thereto.
2. The plat conforms to the goals and policies of the Ladonia Comprehensive Master Plan and the Thoroughfare Plan incorporated therein.
3. Easements or rights-of-way for all public water, sanitary sewer, roadway, and drainage facilities have been designated.
4. Fire lanes access easements or street rights-of-way have been provided for access to all fire hydrants and fire department connections.
5. Easements have been designated for all landscaped buffers, public trails and open space.

6. The plat meets all other requirements of these subdivision and property development regulations.
7. Provision for public facilities adequate to serve the development of the property in accordance with Section 1.2(G) of these regulations has been made.
8. Construction plans are complete and consistent with approved zoning applications and the preliminary subdivision plat.
9. For master plats, each phase of the development is to be supported by timely provision of adequate public facilities.
10. Payment of applicable fees and escrows has been made.

### 3.6.5 Approval Procedures

- A. Action by Commission. The Commission shall consider and take action on the preliminary subdivision plat application at a regularly scheduled or specially called meeting. Following review of application, the Commission shall recommend approval of the application as submitted, approval of the application subject to conditions, or denial of the application. The action of the Planning and Zoning Commission shall be noted on two (2) copies of the preliminary subdivision plat, referenced and attached to any conditions determined. One (1) copy shall be returned to the applicant and the other retained in the files of the City staff. A notation of the action taken on each preliminary subdivision plat application and requisite reasons therefore shall be entered in the minutes of the Planning and Zoning Commission.
- B. Processing of Plat Following Commission Recommendation. Following action by the Commission recommending approval, approval subject to conditions or denial of the preliminary subdivision plat application, the Planning and Zoning Administrator shall place the application on the agenda of a regularly scheduled or specially called meeting of the City Council for review. The preliminary subdivision plat application, together with the recommendations established by the Planning and Zoning Commission, shall be forwarded to the City Council for its consideration. Six (6) additional copies of the application shall be submitted to the City Council through the Planning and Zoning Administrator not less than fifteen (15) days prior to the City Council meeting at which the plat is to be considered. The applicant's failure to have a representative at the meeting shall be grounds for disapproval of the application.
- C. Withdrawal of Plat. Following a recommendation of conditional approval or denial of the preliminary subdivision plat application by the Commission, the applicant may elect within five (5) working days of the Commission's action to withdraw the plat application in order to prepare amendments or modifications responsive to the Commission's recommendation. Written notice of withdrawal shall be sent to the

Planning and Zoning Administrator within such period. In such event, the Planning and Zoning Administrator shall not schedule the plat application for consideration by the City Council. Upon resubmission of the modified preliminary subdivision plat application, the plat shall be considered by the Commission as a new application.

- D. Council Action. After review of the preliminary subdivision plat application, all staff reports, the Commission's recommendations and the record of proceedings before the Commission, and following consideration of all materials presented at the public meeting, the City Council shall approve, approve subject to conditions, or deny the preliminary subdivision plat application. The action of the Council shall be noted on two (2) copies of the preliminary subdivision plat. One (1) copy shall be returned to the applicant and the other retained in the City files.
- E. Conditions. In order to assure that the preliminary subdivision plat application is in compliance with standards for approval, the Commission in its recommendation to the Council or the Council in taking action on the application may identify requirements or attach conditions to be satisfied prior to final subdivision plat approval.

#### 3.6.6 Effect of Council Action

- A. Approval or conditional approval of a preliminary subdivision plat application by the Council constitutes authorization for the City Engineer to release construction plans following review and final approval. Upon release of the construction plans, the City Engineer shall issue a certificate indicating the construction plans have been released and construction of the public improvements are thereafter authorized and that grading by the property owner may commence. Additional certificates may be issued by the City Engineer authorizing the construction of private utilities on a phased schedule.
- B. Approval of a preliminary subdivision plat application also authorizes the property owner, upon fulfillment of all requirements and conditions of approval, to submit an application for final plat approval. Conditional approval of the preliminary plat by the City Council, however, shall not constitute approval of the final plat.
- C. If the City Council denies the preliminary subdivision plat application, the applicant may not file a substantially similar application for a period of six (6) months following such denial.

#### 3.6.7 Amendments to Preliminary Plat

- A. Proposed Amendments. At any time following approval of a preliminary subdivision plat application by the City Council, and before the expiration of such approval, a property owner may request an amendment.

1. A minor amendment shall include minor changes of street and alley alignments, lengths, and paving details, the adjustment of lot lines not resulting in new lots, and variation from other details of the original preliminary plat as may be designated by the Planning and Zoning Commission, provided that such changes comply with these regulations. Major amendments include all other proposed changes.
  2. The Commission may approve or deny a minor amendment subject to the standards in these regulations. Major amendments shall be approved under the same procedures and standards required for approval of the original preliminary subdivision plat application.
- B. Approval. The Commission shall recommend and the Council shall approve, conditionally approve or deny any proposed major amendment and may make any modifications to the terms and conditions of preliminary subdivision plat approval reasonably related to the proposed amendment.
- C. Retaining Previous Approval. Unless the previous preliminary subdivision plat has been withdrawn, if the applicant is unwilling to accept the proposed amendment under the terms and conditions required by the City, the applicant may withdraw the proposed amendment and the previously approved preliminary subdivision plat shall remain in effect, subject to all conditions of approval and subject to expiration dating from the original approval.

### 3.6.8 Expiration of Approval, Extension and Reinstatement Procedure

- A. Expiration of Preliminary Subdivision Plat. Unless a shorter time is required by the City's zoning regulations or by conditions attached to the original approval of the application, the approval of a preliminary subdivision plat application shall remain in effect for a period of two (2) years from the date that the application was approved or conditionally approved by the City Council, during which period the applicant shall submit and receive approval for a final subdivision plat for the land subject to the preliminary subdivision plat. If a final subdivision plat application has not been approved within two-year period, the preliminary subdivision plat approval shall expire and such plat shall be null and void. Thereafter, the property owner shall be required to obtain approval for a new preliminary subdivision plat subject to the then existing Ladonia zoning, subdivision and property development regulations prior to development of the land.
- B. Master Plats. An application for final subdivision plat shall be submitted and approved for the initial phase of an approved master plat within two years from the date the master plat was approved or conditionally approved by the City Council. Thereafter, for each subsequent phase of the development, an application for final subdivision plat shall be submitted and approved within two years from the date the preceding phase of the master plat was approved or conditionally approved by the City Council. If a final subdivision plat application has not been approved within



such two-year period for any phase of the master plat, preliminary subdivision plat approval for such phase and all succeeding phases shall expire and such preliminary subdivision plats shall be null and void. Thereafter, the property owner shall be required to obtain approval for a new preliminary subdivision plat for all such expired phases of the original master plat, subject to the then existing Ladonia zoning, subdivision and property development regulations prior to development of the land.

- C. Extension of Approval. At least sixty (60) days prior to the expiration of approval for the preliminary subdivision plat, the property owner may petition the City Council to extend or reinstate the approval. Such petition shall be considered and decided at a public meeting of the Council prior to expiration of the preliminary subdivision plat.
1. In determining whether to grant such request, the Council take into account the reasons for delay in development of the land, the ability of the property owner to comply with any conditions attached to the original approval and the extent to which newly adopted subdivision and property development regulations shall apply to the plat. The Council shall extend the plat or deny the request, in which instance the plat shall expire in accordance with this section.
  2. The Council may extend the time for expiration of the plat for a period not to exceed one (1) year.

### 3.7 Procedure for Final Subdivision Plat Approval

#### 3.7.1 Purpose and Applicability

- A. Purpose. The purpose of a final subdivision plat is to enable recordation of the subdivision of property that includes the elements and is in compliance with the requirements of Tex. Loc. Gov't Code ch. 212 and that meets the requirements of these subdivision and property development regulations.
- B. Applicability. A final subdivision plat shall be required for all subdivisions of property.

#### 3.7.2 Timing of Public Improvements

- A. Unless the City Council authorizes deferral of such obligations pursuant to subsection B, all public improvements serving a subdivision shall be installed, offered for dedication and accepted by the City prior to issuance of a building permit. All landscaping, buffering, screening and erosion control measures shall be completed and be in good condition as determined by the City.



- B. The City Council upon petition by the applicant, or upon its own motion, may permit or require the deferral of the construction of public improvements if, in its sole judgment, deferring the construction would not result in any harm to the public, or offer significant advantage in coordinating the site's development with adjacent properties and off-site public improvements. If the Council authorizes deferral of construction of some or all public improvements required to support the subdivision, provision for constructing and assuring construction of such improvements shall be made in accordance with SECTION 4 of the final subdivision plat by the Council.

### 3.7.3 Application Requirements

Twenty-five (25) copies of the final subdivision plat, together with a reproducible transparent drawing, prepared to a scale of 1" = 100' or larger, shall be submitted to the Planning and Zoning Administrator, and shall be accompanied by the same number of copies of additional documents set forth in subsection B, unless otherwise provided therein.

The final subdivision plat shall be prepared by or under the supervision of a registered professional land surveyor in the State of Texas and shall bear his/her seal, signature and date on each sheet. No application for a final subdivision plat shall be certified as complete by the Planning and Zoning Administrator unless the application is accompanied by the following:

- A. Final Subdivision Plat Contents. When more than one sheet is used for a plat, a key map showing the entire subdivision at smaller scale with block numbers and street names shall be shown on one of the sheets or on a separate sheet of the same size. The final subdivision plat shall contain the following graphic information:

1. All requirements set forth for preliminary subdivision plats in § 3.6.2.A, except the following:
  - a. Existing or proposed buildings and utilities.
  - b. Physical features.
  - c. Contours.
  - d. Zoning information.
2. The name of the owner and/or subdivider and of the surveyor responsible for the plat and the following language:

Notice: Selling a portion of this addition by metes and bounds is a violation of the City Ordinance and state law and subject to fines and withholding of utilities and building permits.

3. The name of the subdivision or development and adjacent subdivisions or developments, the names of streets (to conform wherever possible to existing street names) and number of lots and blocks, in accordance with a systematic arrangement. In case of branching streets, the lines of departure shall be indicated.