



Platting Manual of the City of Missouri City

September 2019

Platting Manual of the City of Missouri City

All plans, plats, and applications filed with the City of Missouri City shall be submitted in accordance with this Platting Manual. Failure to submit any information or document required by this Platting Manual may result in an incomplete application and the denial of the application.

1. Conceptual Plans.

Form and contents. A conceptual plan submitted for approval by the commission shall be in the form and contain the information required in this subsection. An application should be prepared and submitted on the form approved by the city and on file in the office of the director of development services. Multiple copies of the application and plan shall be provided in accordance with the schedule of required copies. The application and all supporting documentation shall be submitted digitally in addition to the required paper copies.

- (1) The proposed name of the subdivision or development shall be indicated.
- (2) The name of the owner of the property and the subdivider shall be indicated.
- (3) The name of the registered professional engineer and/or registered surveyor responsible for the survey and the design shall be indicated.
- (4) The date on which the conceptual plan was drawn shall be indicated.
- (5) The plan shall be oriented with north at the top of the page, and a north point (true or magnetic) shall be provided in the upper right hand corner of the page.
- (6) The total acreage shall be indicated.
- (7) The plan must be on 24-inch by 36-inch paper prints, unless otherwise approved by the director of planning, which shall be folded to eight and one-half inches by 14 inches, with the title block visible.
- (8) The scale should be one inch equals 200 feet. However, smaller scales may be approved upon request.
- (9) A scale vicinity map shall be provided indicating the general location of the subdivision and depicting major streets, subdivisions, watercourses and other significant physical features within one-half mile of the boundaries of the subdivision area. The scale vicinity map shall be oriented with north at the top of the page.
- (10) The boundaries of the total acreage of the subdivision and the boundaries of the proposed land uses of the subdivision shall be indicated.
- (11) The names of adjacent subdivisions and/or landowners of adjacent undivided tracts shall be provided on the plan.
- (12) The plan shall indicate the proposed land uses and population densities, including streets and drainage layout (on- and off-site drainage), preliminary drainage layout, and the location of schools, parks and other proposed public or private facilities. Typical lot sizes shall also be provided.
- (13) The plan shall provide topographic information indicating the directions of surface water flow.

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2. Preliminary Plats.

A. Copies required.

The applicant for preliminary plat approval must provide the number of copies required according to the schedule of required copies. Each shall be on 24-inch by 36-inch paper prints from the original drawing of the plat reproduced on white paper with blue or black lines, each of which shall be folded to eight and one-half inches by 14 inches. The application and all supporting documentation shall be submitted digitally in addition to the required paper copies.

B. Encumbrances information.

All preliminary plats must be accompanied with a statement or certificate, in separate writing or placed on the face of all preliminary plats, executed by the applicant or the person who prepared the plat, which certifies that all existing easements, rights-of-way, fee strips and significant topographical features on the land being platted are fully shown and accurately identified on the face of the plat, and further stating whether the plat being submitted includes all of the contiguous land which the subdivider owns directly or indirectly, or has a legal or beneficial interest in, or whether the subdivider owns or has a legal interest in any adjacent property. Multiple copies of the statement or certificate shall be provided in accordance with schedule of required copies.

C. Notice to utilities.

An acknowledgment that notice of the subdivision was provided to all utility companies, whether public or private, shall accompany each application for preliminary plat approval. Such notice shall contain the statement of the intent to subdivide, and the intended use of the property within the subdivision, and shall have attached to such notice a copy of the preliminary plat which is filed with the city. Multiple copies of the acknowledgment shall be provided in accordance with the schedule of required copies.

D. Form and contents.

All preliminary plats submitted to the commission must be in the form and contain the information and/or language required in this section and shall not be in recordable form.

- (1) The proposed name of the subdivision or development shall be indicated.
- (2) A legal description of the property proposed to be subdivided, including the name of the county and surveying abstract number, shall be included.
- (3) Total acreage and total number of lots, blocks and reserves shall be indicated. Lots within each block shall be numbered consecutively. Blocks shall also be numbered consecutively.
- (4) The name of the owner of the property or subdivider shall be indicated. If the

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owner or subdivider is other than a natural person, the name of the principal officer or owner of the entity responsible for the subdivision must be provided.

- (5) The name of the registered professional engineer and/or registered public surveyor responsible for the survey and the design shall be indicated.
- (6) The date on which the plat was drawn shall be indicated. Each revision of the plat shall bear a new date.
- (7) The north point (true or magnetic) shall be indicated. The drawing of the subdivision must be oriented with north at the top of the drawing.
- (8) The scale must be drawn numerically and a graphic scale must be provided. The minimum scale acceptable for a preliminary plat shall be one inch equals 100 feet. Larger scales are permissible provided the scale chosen is divisible by ten and the area within 200 feet of the subdivision is shown on the plat.
- (9) A scale vicinity map shall be provided, preferably in the upper right corner of the plat, indicating the general location of the subdivision and its relationship with major and collector streets, political subdivisions, railroads, watercourses and similar features in all directions from the subdivision to a distance of not less than one-half mile. The suggested scale of the vicinity map is one inch equals 1,200 feet and the map shall be oriented with north at the top of the drawing and in the same direction as the detailed subdivision drawing.
- (10) The plat shall be drawn with heavy lines to indicate the subdivision area, with overall survey dimensions and bearings. Lines outside the plat boundary should be drawn as dashed lines. An accurate location of the subdivision should be provided by reference to an established survey or league corner, subdivision corner, or other known point.
- (11) The adjacent area outside the plat boundaries shall be identified, indicating the name of adjacent subdivisions and the recorded owner of the unsubdivided parcels of land.
- (12) The location, widths and names of all existing and proposed public and private streets, easements or rights-of-way within or adjacent to the subdivision shall be indicated. All railroad rights-of-way, pipelines, easements and other permanent features such as section lines and boundaries of political subdivisions and school districts on all sides for a distance of not less than 200 feet shall also be indicated.
- (13) Existing sewers, water mains, culverts or other underground structures and other public utilities and buildings within the subdivision or within 200 feet shall be identified, with existing and proposed pipe sizes, grades and locations indicated.
- (14) The location and approximate width or dimension of existing and proposed lakes, watercourses, storm detention areas and drainage easements within the subdivision or within 200 feet thereof shall be indicated.
- (15) Contour lines with intervals of one foot, referred to sea level (USGS and city datum), shall be provided to show at least two contour lines within the subdivision in addition to those necessary to clearly show outfall drainage.

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- The basis of control shall be identified and the temporary benchmark set within the subdivision shall be indicated.
- (16) All parcels of land intended to be dedicated for public use or reserved for the use of all property owners in the subdivision, together with the conditions or limitations of each reservation, if any, shall be identified.
 - (17) The proposed plan of subdivision shall be indicated, showing streets, blocks, lots, alleys, easements, building lines and parks with principal dimensions.
 - (18) A preliminary drainage plan with calculations shall be provided. The proposed drainage system shall be indicated by a single line drawing showing the proposed direction sheet flow through the subdivision. Floodplain information, including floodplain boundary, if any; FEMA map number; and the effective map date and zone shall also be provided. Multiple copies of such document shall be provided in accordance with the schedule of required copies.
 - (19) A preliminary utility plan with calculations shall be provided. Sealed supporting engineering calculations for the utility capacities and the drainage design for both storm events and the extreme event and an analysis of the extreme event and consideration of positive overflow pathways shall also be provided. Multiple copies of such documents shall be provided in accordance with the schedule of required copies.
 - (20) Detention analysis and calculations, where required, shall be provided.
 - (21) Locations of lift stations, water plants or other utility infrastructure locations and sizes shall be provided.
 - (22) The service areas for each utility system shall be provided.
 - (23) An alphabetical list of proposed street names for the subdivision shall be provided. Multiple copies of such document shall be provided in accordance with the schedule of required copies.
 - (24) A copy of the proposed restrictive covenants shall be provided. Multiple copies of such document shall be provided in accordance with the schedule of required copies. In instances where private roadways are created by the subdivision plat, appropriate verbiage shall be added to the restrictive covenants to ensure adequate assessment for maintenance and replacement. Such verbiage is additionally required for any improvements that are not the responsibility of the city.
 - (25) Simultaneous with submission of the application for a preliminary plat, the applicant shall submit a Traffic Impact Analysis as required by Infrastructure Design Manual, adopted by Chapter 46, Missouri City Code.
 - (26) *Standard notes.* The preliminary plat shall contain all standard notes (see Appendix K).

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3. Final Plats.

A. Copies required.

The applicant for final plat approval must provide the number of copies required according to the schedule of required copies. Each shall be on 24-inch by 36-inch paper prints from the original drawing of the plat reproduced on white paper with blue or black lines, each of which shall be folded to eight and one-half inches by 14 inches. The application and all supporting documentation shall be submitted digitally in addition to the required paper copies.

B. Notice to utilities.

An acknowledgment that notice of the subdivision was provided to all utility companies, whether public or private, shall accompany each application for final plat approval. Multiple copies of such document shall be provided in accordance with the schedule of required copies. Such notice shall contain the statement of intent to subdivide, and the intended use of the property within the subdivision, and shall have attached to such notice a copy of the final plat which is filed with the city.

C. Form and contents.

All final plats shall incorporate all the provisions relating to preliminary plats above, except (13), (15), (18), (19), (20) and (21), and, where appropriate, reflect any conditions or requirements for final approval previously imposed by the commission, together with the following additional requirements:

- (1) *Format.* The final plat must be drawn on stable plastic film or positive photographic film with black lines and the image shall be suitable for the reproduction of direct positive prints and reproductions.
- (2) *Scale.* The scale for the final plat drawing shall be a minimum of one inch equals 100 feet. A larger scale is permissible provided the scale chosen is divisible by ten and the area within 200 feet of the area to be subdivided is shown on the plat.

Engineering and surveying data. All engineering and surveying data must be shown on the final plat sufficient to locate all of the features of the plat on the ground. This data must include, but shall not be limited to, full dimensions along all boundaries of the platted property, streets, driveways and alley rights-of-way, easements and drainage ways, gulleys, creeks and bayous, together with the location of the high bank of such drainage ways and watercourses, lots, blocks, reserves, out-tracts or any other tracts designated separately within the plat boundaries, building lines, and fee strips, pipelines or any other physical or topographical feature necessary to be accurately located by surveying methods.

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- (3) Such information must include line dimensions, bearings or deflecting angles, radii, central angles and degree of curvature, length of curves and tangent distances, all of which are to be shown in feet and decimal fractions thereof. The boundary survey shall close within one in 10,000. Linear dimensions shall be expressed in feet and decimals of a foot; angular dimensions shall be shown by bearings. Curved boundaries shall be fully described and all essential information given. Circular curves shall be defined by actual length of radius and not by degree of curve. Complete dimensional data shall be given on fractional lots. Description and location of all lot and block corners and permanent survey reference monuments shall be shown.
- (4) An electronic plat shall be submitted which conforms to the following:
 - a. Drawings shall be in AutoCAD 2007 DWG format or later with the following:
 - (i) No DFX
 - (ii) No DWF
 - (iii) PDF or TIF files may be submitted in addition to DWG format;
 - b. Projection shall be NAD83 State Plane Texas South Central;
 - c. Grid units;
 - d. No reference blocks; and
 - e. Cadastral COGO (new and existing) shall include:
 - (i) Parcel boundaries
 - (ii) Subdivision boundaries
 - (iii) Lot lines
 - (iv) Right of Ways
 - (v) Street Centerlines
 - (vi) Easements
 - (vii) Monuments/Benchmarks
 - (viii) Dimensions, bearings and references to other recorded documents should also be included.
- (5) *Special land uses.* Tracts or sites designated for schools, churches, parks, sewage disposal plants, water plants or other special land uses shall be designated.
- (6) *Pipeline easements.* A note must be provided on the plat stating that all existing pipelines or pipeline easements through the subdivision have been shown or that there are no existing pipeline easements within the limits of the subdivision.
- (7) *Utility easements.* All easements necessary for utility service shall be shown on the final plat and the applicant shall provide a certification on the plat that all utility companies have been contacted and the easements shown on the plat constitute all of the easements requested by the utility

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companies. Multiple copies of such document shall be provided in accordance with the schedule of required copies.

- (8) *Restrictive covenants.* A final draft of restrictive covenants ready for filing shall be provided. Multiple copies of such document shall be provided in accordance with the schedule of required copies. In instances where private roadways are created by the subdivision plat, appropriate verbiage shall be added to the restrictive covenants to ensure adequate assessment for maintenance and replacement. Such verbiage is additionally required for any improvements that are the responsibility of the city.
- (9) *Dedication statements and certificates.* All dedication statements and certificates must be made a part of the final plat drawing, and these must include but shall not be limited to the statements the general form and content of which are provided as examples in the appendices of this chapter, which are incorporated in this section and made a part of this section for all purposes. These dedication statements and certificates and various notations are as follows:
 - a. Owner's acknowledgment (see appendix A).
 - b. Execution of owner's acknowledgment (see appendix B).
 - c. Lienholder's acknowledgment and subordination statement (see appendix C).
 - d. Notary public acknowledgment for all signatures (see appendix D).
 - e. Certificate for engineer and surveyor (see appendix E).
 - f. Certificate for commission (see appendix F).
 - g. County clerk filing acknowledgment statement (see appendix G).
 - h. Encumbrances certificate (see appendix H).
 - i. Vacation of subdivision plat (see appendix I).
 - j. Certificate for amending plats (see appendix J).
- (10) *Standard notes.* The final plat shall contain all standard notes (see Appendix K).
- (11) *Title report or title policy.* A current title report or title policy from a title company authorized to do business in the state or an attorney licensed as such in the state must be provided certifying that within 45 days prior to the time the final plat is furnished to the commission a search of the appropriate records was performed covering all property proposed to be platted and providing the following information concerning the title to such property:
 - a. The date of examination of the records.
 - b. A legal description of the property lying within the proposed subdivision including a metes and bounds description of the boundaries of such land.
 - c. The name of the record owner of fee simple title as of the date of the examination of the records, together with the recording information of the instruments whereby such owner acquired fee simple title.

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- d. The names of all lienholders, together with the recording information and the date of such instruments by which such lienholders acquired their interest.
- e. A description of the type and boundaries of all easements and fee strips not owned by the subdivider of the property in question, together with the recording information and date of the instruments whereby the owners of such easements or fee strips acquired their title.
- f. Tax certificates from each taxing unit showing that no ad valorem taxes are due and owing on the property in the subdivision.

Multiple copies of such document shall be provided in accordance with the schedule of required copies.

- (12) *Engineer's or surveyor's certificate.* The final plat shall contain a certificate by the registered professional engineer and/or registered public surveyor in charge, duly authenticated, that the plat is true and correct and in accordance with the determination of the survey actually made on the ground. If the engineer and/or surveyor who prepared the plat did not make the original boundary survey, such fact shall be noted in the certificate.
- (13) *Slab elevation.* The plat shall provide a note that slab elevations shall meet the standards established by FEMA and shall meet all applicable city requirements, including the Infrastructure Design Manual, adopted by Chapter 46, Missouri City Code.
- (14) *Designation of entity responsible for common areas.* The legal entity responsible for the maintenance of any building, recreational area, open space, equipment, pool or private driveway which is to be owned and shared by the owners of real property in the proposed subdivision shall be designated by appropriate articles of incorporation, contracts, restrictions or other method. The means of securing payment for maintenance and operating expenses and any method of terminating such obligation shall be stated in the creating documents. If such entity is responsible for the maintenance of driveways, emergency access easements, recreational areas or open spaces, the following note shall be indicated on the face of the plat: "The City of Missouri City shall not be responsible for maintenance of driveways, emergency access easements, recreational areas, and open spaces; and, the _____ Homeowners' Association shall be responsible for such maintenance of driveways, emergency access easements, recreational areas and open spaces."

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4. Forms.

The forms provided hereafter are the preferred forms and shall be used, unless the language required is not suitable, in which case, the director of development services may grant approval to vary the language of the forms.

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APPENDIX A. - OWNER'S ACKNOWLEDGMENT

EXAMPLE FORM

STATE OF TEXAS COUNTY OF FORT BEND

I *(or we)*, *(name of owner or owners)* acting by and through *(name and title of officer)* being officers of *(name of company or corporation)*, owner (or owners) hereinafter referred to as owners (whether one or more) of the *(number of acres)* acre tract described in the above and foregoing plat of *(name of subdivision or development)*, do hereby make and establish said subdivision of said property according to all lines, dedications, restrictions and notations on said plat and hereby dedicate to the use of the public forever, all streets, alleys, parks, watercourses, drains, easements and public places shown thereon for the purposes and considerations therein expressed; and do hereby bind myself (or ourselves), my (or our) heirs, successors and assigns to warrant and forever defend the title to the land so dedicated.

We further acknowledge that the dedications and/or exactions made herein are proportional to the impact of the subdivision upon the public services required in order that the development will comport with the present and future growth needs of the city. We, our successors and assigns hereby waive any claim, damage, or cause of action that we may have as a result of the dedication or exactions made herein.

Further, owners have dedicated and by these presents do dedicate to the use of the public for public utility purposes forever unobstructed aerial easements. The aerial easements shall extend horizontally an 11 feet, six inches for ten feet perimeter ground easements or seven feet, six inches for 14 feet perimeter ground easements or five feet, six inches for 16 feet perimeter ground easements, from a plane 16 feet above ground level upward, located adjacent to and adjoining said public utility easements that are designated with aerial easements (U.E. and A.E.) as indicated and depicted thereon, whereby the aerial easements total 21 feet, six inches in width.

(This paragraph is applicable only to back-to-back easements within the same subdivision).

Further, Owners have dedicated and by these presents do dedicate to the use of the public for public utility purposes forever unobstructed aerial easements. The aerial easements shall extend horizontally an ten feet for ten feet back-to-back ground easements or eight feet for 14 feet back-to-back ground easements or seven feet for 16 feet back-to-back ground easements, from a plane 16 feet above ground level upward, located adjacent to both sides and adjoining said public utility easements that are designated with aerial easements (U.E. and A.E.) as indicated and depicted thereon, whereby the aerial easements total 30 feet in width.

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APPENDIX B. - EXECUTION OF OWNER'S ACKNOWLEDGEMENT

EXAMPLE FORM

(When owner is an individual or individuals)

WITNESS my (or our) hand in the City of Missouri City, Texas, this (number) day of (month), (year).

/s/(Signature of owner or owners) (Names to be printed)

(When owner is a company or corporation)

IN TESTIMONY WHEREOF, the (name of company) has caused these presents to be signed by (name of President), its President, thereunto authorized, attested by its Secretary (or authorized trust officer), (name of Secretary or authorized trust officer), and its common seal hereunto affixed this (number) day of (month), (year).

(Name of Company)

/s/(Signature of President) President

ATTEST:

/s/ (Signature of Secretary or authorized trust officer) Title

(Affix corporate seal)

NOTE: All owners' signatures shall be acknowledged by a Notary Public.

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APPENDIX C. - LIENHOLDER'S ACKNOWLEDGMENT AND SUBORDINATION STATEMENT

NOTE: Holders of all liens against the property being platted must execute the final plat or prepared as separate instruments which shall be filed for record with the plat.

EXAMPLE FORM

I (or we), (name of mortgagee or names of mortgagees), owner and holder (or owners and holders) of a lien (or liens) against the property described in the plat known as (name of plat), said lien (or liens) being evidenced by instrument of record in Volume _____, page_(or Film Code No. _____) of the Mortgage Records of (name of County in which the plat is located), Texas, do hereby in all things subordinate our interest in said property to the purposes and effects of said plat and the dedications and restrictions shown herein to said plat and I (or we) hereby confirm that I am (or we are) the present owner (or owners) of said lien (or liens) and have not assigned the same nor any part thereof.

/s/ By: (Signature of Lienholder) (Name to be printed)

NOTE: All lienholder signatures shall be acknowledged by a Notary Public.

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APPENDIX D. - NOTARY PUBLIC ACKNOWLEDGEMENT FOR ALL SIGNATURES

EXAMPLE FORM

STATE OF TEXAS
COUNTY OF FORT BEND

BEFORE ME, the undersigned authority, on this day personally appeared (names of persons signing the plat, owners, corporation officers and lienholders), (corporation titles if appropriate), known to me to be the persons whose names are subscribed to the foregoing instrument and acknowledged to me that they executed the same for the purposes and considerations therein expressed (add for corporations, "and in the capacity therein and herein stated, and as the act and deed of said corporation").

GIVEN UNDER MY HAND AND SEAL OF OFFICE, this (number) day of (month), (year).
(Signature of Notary Public)

Notary Public in and for the State of Texas (Affix notary seal)

My Commission Expires: _____

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APPENDIX E. - CERTIFICATE FOR CIVIL ENGINEER OR SURVEYOR

EXAMPLE FORM

I, (name of civil engineer or surveyor), am authorized (or registered) under the laws of the State of Texas to practice the profession of civil engineering (or surveying) and hereby certify that the above subdivision is true and correct; was prepared from an actual survey of the property made under my supervision on the ground; that all boundary corners, angle points, points of curvature and other points of reference have been marked with iron (or other suitable permanent metal) pipes or rods having an outside diameter of not less than three-quarter inch and a length of not less than three feet; and that the plat boundary corners have been tied to the nearest survey corner.

/s/ (Signature of Registered Public Surveyor) (Print name)

/s/ Texas Registration No. (Affix seal)

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APPENDIX F. - CERTIFICATE FOR PLANNING AND ZONING COMMISSION

EXAMPLE FORM

This is to certify that the Planning and Zoning Commission of the City of Missouri City, Texas, has approved this plat and subdivision of (name of subdivision) in conformance with the laws of the State of Texas and the ordinances of the City of Missouri City as shown hereon and authorized the recording of this plat this (number), day of (month), (year).

(Signature of the Chair)

/s/ By:

(Chair)

/s/ By: (Signature of the Vice Chair)

(Vice Chair)

(Affix Commission seal)

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APPENDIX G. - COUNTY CLERK FILING ACKNOWLEDGEMENT STATEMENT

EXAMPLE FORM

I, (name of County Clerk), Clerk of the Commissioners' Court of Fort Bend County, do hereby certify that the within instrument with its certificate of authentication was filed for registration in my office on (date and month), (year) at (time) o'clock (a.m. or p.m.), and duly recorded on (date and month), (year), at (time) o'clock (a.m. or p.m.), and in Volume (number), page (number, or when applicable Film Code numbers) of the map records of Fort Bend County for said County.

Witness my hand and seal of office, at Richmond, Texas, the day and date last above written.

Ex Officio Clerk of the Commissioners' Court of Fort Bend County, Texas

/s/ By:
Deputy

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APPENDIX H. - ENCUMBRANCES CERTIFICATE

(Preliminary Plats)

NOTE: The following paragraph is to be placed on the face of all preliminary plats or filed separately with the materials required to be submitted with plats requesting preliminary approval.

EXAMPLE FORM

I, (name of applicant or person who prepared the plat), do hereby certify that all existing encumbrances, such as various types of easements both public and private, fee strips and all significant topographical features which would affect the physical development of the property illustrated on this plat are accurately identified and located and further certify that this plat represents all of the contiguous land which the (owner or subdivider) owns or has a legal interest in. (In those instances where the owner or subdivider owns or has a legal interest in any adjacent property, this paragraph must be modified to reflect the extent of such ownership and a boundary description of the land involved must be provided.)

/s/ (Signature of Certified Public Surveyor who prepared the plat) (Name to be printed)

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APPENDIX I. - VACATION OF SUBDIVISION PLAT

EXAMPLE FORM

STATE OF TEXAS

COUNTY OF FORT BEND

KNOW ALL MEN BY THESE PRESENTS:

I (or we), (name of owner or owners if individuals) or (name of President and Secretary or authorized trust officer of a company or corporation), being the sole owner (owners) and proprietor of the following described property in the City of Missouri City, Fort Bend County, Texas, to wit:

(Provide legal description of the property including, but not limited to, the acreage, the name of the recorded subdivision, the name of the Survey and Abstract Number, and recording references.)

Do hereby desire and declare that said plat, subdivision and dedication thereon be vacated and cancelled so as to convert all of said platted property to an acreage tract as same existed before such property was platted, subdivided and recorded.

(At this point any rights-of-way, easements or any other feature established in the subdivision being vacated which will not be cancelled as a result of this vacation action should be described.)

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APPENDIX J. - AMENDING PLAT CERTIFICATES

NOTE: The following certificates and acknowledgements are required to be placed upon the face of all amending plats.

I, (name of civil engineer or surveyor), hereby certify that the following corrections were necessary to eliminate errors which appear on the plat of (name of subdivision), recorded on (date and month), (year), in Volume (number), page (number or when applicable film code numbers) of the map records of Fort Bend County, Texas:

(Provide brief explanation of corrections required.)

/s/ (Signature of Certified Public Surveyor) (Print name)

Texas Registration No. _____

(Affix seal)

I, (we), (name(s) of owner(s)), owner(s) of the property directly affected by this amending plat, being lot(s) _____ out of the block(s) _____ as indicated hereon, do hereby consent to this amending plat for the purposes herein expressed.

/s/ (Signature of owner(s)) (Print name)

NOTE: All owners' signatures shall be acknowledged by a Notary Public.

APPROVED BY THE CITY OF MISSOURI CITY, TEXAS, PLANNING COMMISSION (or DIRECTOR OF DEVELOPMENT SERVICES) on (date, month, and year).

/s/ (Signature of Chairman or Vice-Chairman or Director of Development Services) Chairman or Vice-Chairman or Director of Development Services

/s/ (print name)
(Affix Commission seal)

/s/ (Signature of Secretary) Secretary

/s/ (print name)
(Affix Commission seal)

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APPENDIX K. – STANDARD NOTES

The following notes shall be placed on the face of all preliminary and final plats.

- 1) The following note shall be added to the plat as requested by Ft. Bend County: “All of the property subdivided in the above and foregoing plat is within the incorporated boundaries of the City of Missouri City, Texas.”
- 2) Shared access and parking facilities shall be provided as required under the provisions of Subsection 82-159 of the Code of Ordinances of the City of Missouri City.
- 3) In accordance with Center Point Energy Electrical Service Manual, Article 421.2, electric meters shall be located in a position that is accessible at all times without customer assistance. Access to the meter shall not be blocked by gates, walls or fences.
- 4) Driveway approaches shall be provided in accordance with the Missouri City Driveway Approach Policy as required under the provisions of Subsection 82-160 of the Code of Ordinances of the City of Missouri City, Texas.
- 5) Sidewalks shall be constructed as required by Subsection 82-164 of the Code of Ordinances of the City of Missouri City, Texas.
- 6) All drainage and floodway easements shall be kept clear of fences, buildings, plantings and other obstructions to the operations and maintenance of the drainage facility as required by Subsection 82-168(d) of the Code of Ordinances of the City of Missouri City, Texas.
- 7) The City of Missouri City shall not be responsible for maintenance of driveways, sidewalks, emergency access easements, recreational areas and open space; and the (insert name) Homeowners’ Association shall be responsible for such maintenance of driveways, emergency access easements, recreational areas and open spaces as required by Section 3.C.(14) of the Platting Manual of the City of Missouri City (September 2019).
- 8) All required utility companies have been contacted and all public utility easements as shown on the above and foregoing plat constitute all of the easements required by the utility companies contacted.
- 9) There are no existing and proposed pipeline easements within the limits of the subdivision.
– OR – All existing and proposed pipelines or pipeline easements through the subdivision have been shown.
- 10) The following note must be provided if pipelines or pipeline easements exist within or adjacent to the subdivision for a distance of not less than 200 feet: “Buildings shall be set back a minimum distance of 30 feet from any pipeline or 15 feet from any pipeline easement, whichever distance is greater.”
- 11) No building or other permit, except permits for construction of public improvements will be issued by the City of Missouri City, Texas, for construction within this subdivision until such time as all public improvements of the subdivision have been constructed by the developer

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and accepted by the City or the guarantee of construction of public improvements required by Subsection 82-206 of the Code of Ordinances of the City of Missouri City, Texas, is submitted to and approved by the City.

- 12) All slab elevations shall be one foot above the 100-year flood elevation as established by FEMA as per Section 3.C.(13) of the Platting Manual of the City of Missouri City (September 2019).
 - 13) Required fire flows shall be provided based on the size and construction of all buildings as required by the International Fire Code as adopted by the City.
 - 14) The placement of fire hydrants shall be provided based on the minimum distance requirements as established in the International Fire Code as adopted by the City (500 feet for residential development and 300 feet for commercial development). All fire hydrants shall be installed according to the International Fire Code as adopted by the City.
-