



Agreement Exhibit Example and Helpful Hints

One of the most important things to include when submitting an agreement proposal are clear and precise exhibits. These supporting documents not only help convey the size and extent of your project, but also they can help prevent headaches down the road. When done correctly, they help the review process move swiftly and smoothly, so that your development can stay on schedule. Moreover, the accuracy of these plans is mandated by law.

Information on construction documents shall be dimensioned and drawn upon suitable material. Construction documents shall be of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the building by the official. (Ref: Section 107.2.1 of 2015 IBC)

A site plan depicts the location of the building on the lot, the size of the lot, the distance from the property lines to the building on the lot, the size of the lot, the distance from the property lines to the building and the outline of the building. (Ref: Unit 1 of the Basic Code Enforcement- Pg. 142)

There are several items that should be included in the exhibits for new applications:

- **Legal metes and bounds:** (in degrees, minutes, seconds) for the property/ development and for the encroached area if application is for a ROW or Easement Encroachment
- **Relevant plat information:** City lot, block and parcel numbers corresponding to the development
- **Clear outlines:** for both the property and any buildings/structures/encroachment areas
- **Descriptions:** of structures included in the project (ie. Fences, sidewalks, signs, buildings)
- **Map Legend:** detailing the symbolic meaning of lines/shapes/points on the map
- **Address:** if not yet available, cross streets can be used as an approximation
- **Other Map Elements:** scale bar with units, north arrow, inset map showing approximate location

Metes and Bounds are the most accurate and universal method for recording property and construction areas that are examined during the review process. While any relevant photos, drawings and renderings included during the application process are helpful, definitive and legal exhibits are an absolute necessity. Aerial imagery without corresponding mete and bound information (ex. Google Maps) are often inaccurate and thus, insufficient for agreement approval.

(See next page for exhibit example)

Plat Information

EXHIBIT "C"

LOT 1, BLOCK 8R
SEMINARY HILL ADDITION
(INST. NO. D210203297)
PART OF
SOUTHWESTERN BAPTIST
THEOLOGICAL SEMINARY
(VOL. 329, PG. 513)



RIGHT-OF-WAY
ENCROACHMENT
221 SF
(0.005 ACRES)

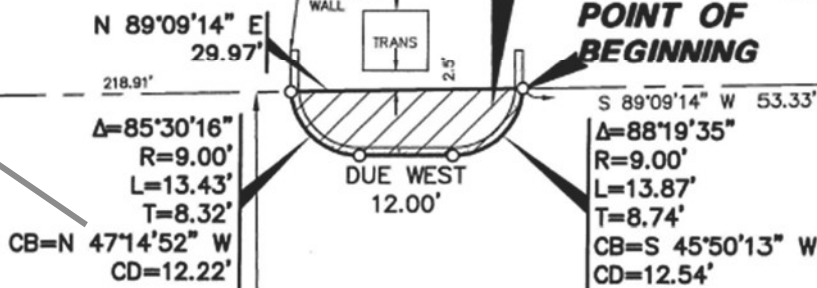


North Arrow



Scale Bar

Metes and Bounds
of Encroachment



Metes and Bounds
of Property

W SPURGEON STREET
(VOL. 310, PG. 45)

Description

139-15.036X3.DWG
15.036X3.DWG SURVEY C3

1-INCH IRON
ROD FOUND (C.M.)

15' UTILITY EASEMENT
(INST. NO. D208310679)

LOT 1R, BLOCK 4R
SEMINARY HILL ADDITION
(INST. NO. D214159799)
PART OF
SOUTHWESTERN BAPTIST
THEOLOGICAL SEMINARY
(VOL. 329, PG. 513)

LEGEND	
---	PROPERTY LINE
- - -	EASEMENT LINE
O	POINT FOR CORNER (UNLESS OTHERWISE NOTED)
(C.M.)	CONTROLLING MONUMENT

The undersigned, Registered Professional Land Surveyor, hereby certifies that this plat of survey accurately sets out the metes and bounds of the right-of-way encroachment described.

Michael Cleo Billingsley
Registered Professional

Date



POINT OF COMMENCING

1/2-INCH IRON
ROD W/ "PACHECO KOCH"
CAP FOUND (C.M.)

1/2-INCH IRON
ROD W/ "PACHECO KOCH"
CAP FOUND

TOWNSEND DRIVE
(60' ROW)

Cross Street

NOTES:

1. A metes and bounds description of even survey date herewith accompanies this plat of survey.
2. Bearing system for this survey is based on the Texas State Plane Coordinate System - NAD 83, North Central Zone 4202, based on observations made on April 26th, 2012 with an applied combined scale factor of 1.00012.

**RIGHT-OF-WAY
ENCROACHMENT**