

Platting, Zoning and Related Applications FEE SCHEDULE

As of October 1, 2018

A. SUBDIVISION PLATS

1. Concept Plan\$900
2. Preliminary Plat:
 - a. Application fee\$850*
*plus \$15 per lot single family
*plus \$30 per acre non-single family
*plat revisions after 1st.....\$220
3. Final Plat:
 - a. Application fee\$385*
*plus \$30 per lot single family
*plus \$25 per acre non-single family
4. Minor Plat and Re-Plat (no public hearing)...\$425*
*plus \$25 per lot single family
*plus \$25 per acre non-single family
*plat revisions after 1st.....\$220
5. Plat Vacation\$400
6. Plat Correction..... \$50
7. Conveyance Plat\$200
8. Other Matters of Business/Waivers.....\$220
9. Filing fees with the county: Filing fees for the appropriate county will be in addition to fees above.
10. Technology Fee for recorded plats..... \$5

B. VACATIONS, OR CLOSURES

1. Street and Alley ROW\$700
2. Emergency & Public Access Easements\$400

C. MTP – AMENDMENT

1. Master Thoroughfare Plan Change.....\$700

D. ANNEXATION

1. Annexation (Owner – initiated)
 - a. 25 acres or less (commercial/industrial use only).....fee waived
 - b. 75 acres or less.....\$700
 - c. More than 75 acres.....\$700*
*plus \$10 per acre over 75 acres
2. Annexation (Limited Purpose) \$3,000

E. SPECIAL DISTRICTS (MUDS/WCIDS)

1. Petition\$15,000
2. Agreement amendments.....\$10,000

F. PAPER FILING FEE

For any application that can be submitted online....\$50

G. ZONING BOARD OF ADJUSTMENT

1. Variance
 - a. Residential (owner-occupied)\$300*
*plus \$150 for each additional variance requested in same application
 - b. Non-Residential/other residential.....\$500*
*plus \$300 for each additional variance requested in same application
 - c. Sign – Nonresidential/other residential. . \$750*
*plus \$750 for each additional variance requested in same application
2. Special Exception
 - a. Residential (owner-occupied).....\$500*
*plus \$150 for each additional special exception request in same application
 - b. Non-residential/other residential..... \$1,000*
*plus \$300 for each additional special exception requested in same application
3. Interpretation Request\$400

H. ZONING

1. Zoning Change Request
 - a. Less than 1 acre.....\$1,200*
 - b. 1-5 acres.....\$1,500*
 - c. 5.01 - 10 acres.....\$1,800*
 - d. 10.01 – 25 acres.....\$2,200*
 - e. 25.01 or more acres (base fee)..... \$2,200(*)**
**plus \$50 per acre, not to exceed \$6,000
2. “PD” Planned Development Site Plan\$800*
*Fee shall be twice the amount shown when double noticing for early City Council consideration
3. Administrative Site Plan Amendment.....\$250
4. Vendor Permit: Holiday and 10-day.....\$50
5. Zoning Verification Letter\$50
6. “CR,” “C,” and “D” Multifamily Zoning Site Plan
 - i. New\$600
 - ii. Revision\$300

I. HEARING CONTINUANCE \$200

At applicant’s request after public notice of Board of Adjustment, City Plan Commission and Zoning Commission public hearings

J. URBAN FORESTRY PERMIT

1. Basic fee up to first 5.00 acres*
+ 1 revision\$250
2. Additional acreage:
5.01 acres* and over.....\$15/ac above base fee
*acreage based on the preliminary plat or site plan
3. Additional revisions (each)\$100
4. Appeal to Urban Design Commission.....\$300



Application for Subdivision Plat Approval

(Complete all information)

(Check One)

- Concept Plan
 Preliminary Plat
 Final Plat
 Conveyance Plat
 Minor Plat
 Replat
 Correction Plat
 Plat Abandonment

Subdivision Name Name: _____	File Case No.
Lots & Blocks : _____	Reference Case No.

Record Owner of Property / Agent*	Primary Contact	Phone ()	
Printed Name: _____	Date _____	Fax ()	
Signature: _____		Email	
Address _____	City _____	State _____	Zip _____

Applicant (Developer / Subdivider)	Primary Contact	Phone ()	
Printed Name: _____		Fax ()	
Signature: _____		Email	
Address _____	City _____	State _____	Zip _____

Engineer/ Surveyor	Primary Contact	Phone ()	
Firm: _____		Fax ()	
Representative Name (Print) : _____		Email	
Address _____	City _____	State _____	Zip _____

Development Yield	Gross Site Area (Acreage): _____	Total Number Lots: _____
Residential Lots: Number _____	Total Number Dwelling Units: _____	
Acreage : Single Family Detached _____ Single Family Attached _____ Two Family _____ Multifamily _____		
Non-Residential Lots : Number _____		
Acreage : Commercial Lots _____ Industrial Lots _____ Open Space Lots _____ Right-of-Way _____		

Complete Application

A plat application will not be considered filed pursuant to Section 212.009 of the Texas Local Government Code until all required documents and fees have been submitted and **all of the terms and conditions of the Subdivision Ordinance, including all necessary studies, plans and supporting information are accepted and approved**, or the applicant has filed a waiver request for sections from which the plat deviates. Once a plat meets the requirements to be considered filed with the City, the application will be placed on the Development Review Committee agenda and the Plan Commission agenda for consideration under the time requirements set out in Section 212.009. Plat applications that are incomplete will expire in 180 days/ six months.

Fee:	Received by:	Date:
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* Note: An Agent must furnish a signed 'Letter of Authorization' from the owner, when submitting this application.



LETTER OF AUTHORIZATION FOR CITY PLAN COMMISSION REPRESENTATION

AUTHORITY IS HEREBY GRANTED TO (NAME) _____
ACTING ON MY BEHALF AS THE OWNER OF THIS PROPERTY AS INDICATED AT THE APPRAISAL DISTRICT, TO
FILE AND PRESENT AN APPLICATION TO THE CITY OF FORT WORTH, TEXAS, TO REQUEST A SUBDIVISION OF
THE FOLLOWING PROPERTY:

(LEGAL DESCRIPTION]

ACKNOWLEDGEMENTS:

I certify that the above information is correct and complete to the best of my knowledge and ability and that I am now, or will be, fully prepared to present the above proposal at the City Plan Commission and City Council hearings if necessary.

I understand that decisions by the City Plan Commission on platting matters are final, while action on other items are recommendations that will be forwarded to the City Council for final determination.

I reserve the right to withdraw this proposal at any time within 14 days from the deadline filing date, upon written request filed with the Executive Secretary to the Commission, and such withdrawal shall immediately stop all proceedings. I understand that the filing fee is not refundable upon withdrawal of proposal nor upon denial of my case.

THIS AUTHORIZATION WILL REMAIN IN FORCE UNLESS REVOKED BY WRITTEN NOTICE.

OWNER'S SIGNATURE of the above described property: _____

OWNER'S NAME (printed) _____

ADDRESS and ZIP _____

TELEPHONE: _____ EMAIL: _____

RELATED CASE NO., if applicable: _____



Planning and Development Department

STANDARD PLAT NOTES

*****Use only the notes that are applicable to your individual plat*****

April 1, 2017

Water / Wastewater Impact Fees

The City of Fort Worth has an ordinance implementing the assessment and collection of water and wastewater impact fees. The total amount assessed is established on the recordation date of this plat application, based upon schedule I of the current impact fee ordinance. The amount to be collected is determined under schedule II then in effect on the date a building permit is issued, or the connection date to the municipal water and/or wastewater system..

Utility Easements

Any public utility, including the City of Fort Worth, shall have the right to move and keep moved all or part of any building, fence, tree, shrub, other growth or improvement which in any way endangers or interferes with the construction, maintenance, or efficiency of its respective systems on any of the easements shown on the plat; and they shall have the right at all times to ingress and egress upon said easements for the purpose of construction, reconstruction, inspection, patrolling, maintaining, and adding to or removing all or part of its respective systems without the necessity at any time of procuring the permission of anyone.

Transportation Impact Fees

The City of Fort Worth has an ordinance implementing the assessment and collection of transportation impact fees. The total amount assessed is established on the approval date of this plat application, based upon Schedule 1 of the impact fee ordinance in effect as of the date of the plat. The amount to be collected is determined under Schedule 2 of said ordinance, and is due on the date a building permit is issued.

Site Drainage Study

A site drainage study, showing conformance with the approved roadway drainage plan, may be required before any building permit will be issued on this site (a grading plan in some instances may be adequate.) If the site does not conform, then a drainage study may be required along with a CFA for any required drainage improvements and the current owner shall submit a letter to the Department of Transportation and Public Works stating awareness that a Site Drainage Study will be required before any permit is issued. The current owner will inform each buyer of the same.

Floodplain Restriction

No construction shall be allowed within the floodplain easement, without the written approval of the Director of Transportation and Public Works. In order to secure approval, detailed engineering plans and/or studies for the improvements, satisfactory to the Director, shall be prepared and submitted by the party(s) wishing to construct within the flood-plain. Where construction is permitted, all finished floor elevations shall be a minimum of two (2) feet above the floodplain base flood elevation resulting from ultimate development of the watershed."

Private Common Areas and Facilities

The City of Fort Worth shall not be held responsible for the construction, maintenance or operation of any lots containing private common areas or facilities identified as such on this plat. Said areas shall include, but not be limited to: private streets, emergency access easements, and gated security entrances; recreation areas, landscaped areas and open spaces; water and wastewater distribution systems and treatment facilities; and recreation/ clubhouse/exercise/ buildings and facilities.

The land owners and subsequent owners of the lots and parcels in this subdivision, acting jointly and severally as a land owners association, shall be responsible for such construction, reconstruction, maintenance and operation of the subdivision's private common areas and facilities, and shall agree to indemnify and hold harmless the City of Fort Worth, Texas, from all claims, damages and losses arising out of, or resulting from the performance of the obligations of said owners association, as set forth herein.

Flood Plain/Drainage-Way: Maintenance

The existing creek, stream, river, or drainage channel traversing along or across portions of this addition, will remain unobstructed at all times and will be maintained by the individual lot owners whose lots are traversed by, or adjacent to, the drainage-ways. The City of Fort Worth will not be responsible for the maintenance, erosion control, and/or operation of said drainage-ways. Property owners shall keep the adjacent drainage-ways traversing their property clean and free of debris, silt or other substances which would result in unsanitary conditions, and the City shall have the right of entry for the purpose of inspecting the maintenance work by the property owners. The drainage-ways are occasionally subject to storm water overflow and/or bank erosion that cannot be defined. The City of Fort Worth shall not be liable for any damages resulting from the occurrence of those phenomena, nor the failure of any structure(s) within the drainage-ways. The drainage-way crossing each lot is contained within the floodplain easement line as shown on the plat.

Building Permits

No building permits shall be issued for any lot in this Subdivision until an appropriate CFA or other acceptable provisions are made for the construction of any applicable water, sewer, storm drain, street lights, sidewalks, or paving improvements; and approval is first obtained from the City of Fort Worth.

Construction Prohibited Over Easements

No permanent buildings or structures shall be constructed over any existing or platted water, sanitary sewer, drainage, gas, electric, cable or other utility easement of any type.


Sidewalks

Sidewalks are required adjacent to both sides of all public and private streets, in conformance with the *Sidewalk Policy* per "City Development Design Standards".

Covenants or Restrictions are Un-altered

This Replat does not vacate the previous "Plat of Record" governing the remainder of the subdivision, nor does it amend or remove any deed covenants or restrictions.

<p>Building Construction Distance Limitation to an Oil Or Gas Well Bore</p> <p>Pursuant to the Fort Worth City Code, no building(s) not necessary to the operation of an oil or gas well shall be constructed within the setbacks required by the current Gas Well Ordinance and adopted Fire Code from any existing or permitted oil or gas well bore. The distance shall be measured in a straight line from the well bore to the closest exterior point of the building, without regards to intervening structures or objects.</p>	<p>Residential Driveway Access Limitation</p> <p>Driveway access from an adjacent Urban Local Residential, Limited Local Residential, Cul-de-sac, Loop, or Collector street to a residential lot less than fifty (50) feet in width at the building line shall be by one of the following means:</p> <p>a. Rear entry access shall be provided from an abutting side or rear alley or</p> <p>b. A common shared driveway, centered over the common lot lines between the adjacent dwelling units, shall be provided within an appropriate access easement.</p>
<p>Public Open Space Easement</p> <p>No structure, object, or plant of any type may obstruct vision from a height of 24-inches to a height of 11-feet above the top of the curb, including, but not limited to buildings, fences, walks, signs, trees, shrubs, cars, trucks, etc., in the public open space easement as shown on this plat..</p>	<p>Conveyance Plat Limitations</p> <p>This <i>Conveyance Plat</i> shall not convey any rights to development, or guarantee of public utilities, public or private access, or issuance of addressing and permits, without compliance with all subdivision rules and regulations and the approval and recording of a <i>Final Plat</i>.</p>

	
<p>CITY PLAN COMMISSION CITY OF FORT WORTH, TEXAS</p>	
<p>THIS PLAT IS VALID ONLY IF RECORDED WITHIN NINETY (90) DAYS AFTER DATE OF APPROVAL.</p>	
<p>Plat Approval Date : _____</p>	
<p>By : _____</p>	<p><i>Chairman</i></p>
<p>By : _____</p>	<p><i>Secretary</i></p>

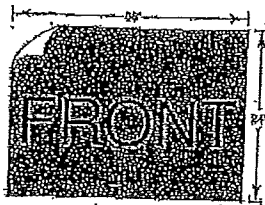
Standard City Plat Approval Block

Standard Plat Approval Block shown above shall be placed on all Final Plats, Minor Plats, Conveyance Plats, Correction Plats and Re-Plats in the **size** and **style** shown above.

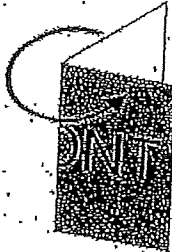
DEVELOPMENT DEPARTMENT PLAT FOLDING INSTRUCTIONS

THIS FOLD ALLOWS THE PLATS TO BE INSERTED INTO NOTEBOOKS AND FASTENED AT THE TOP FOR EASY ACCESS. PLAT FOLDED IN THIS FASHION CAN BE VIEWED AND/OR REVIEWED WITHOUT HAVING TO BE REMOVED FROM THE FILES.

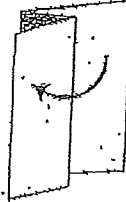
FOR A 24" X 36" PLAT



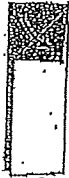
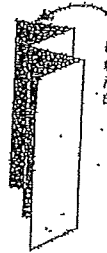
FOLD IN HALF



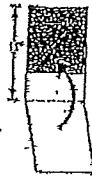
FOLD AGAIN TO COVER FRONT



FOLD AGAIN TO CREATE AN ACCORDIAN STYLE FOLD



FOLD DOWN AT CORNER TO ALLOW SINGLE SHEET AT TOP LEFT HAND CORNER



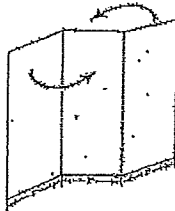
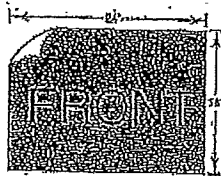
FOLD AGAIN TO CREATE ROUGHLY AN 8 1/2" X 11" SIZE SHEET



FOLD FRONT TO EXPOSE TOP LEFT HAND SINGLE SHEET



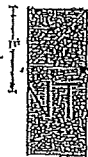
FOR AN 18" X 24" PLAT



FOLD IN THROES TO CREATE AN ACCORDIAN STYLE FOLD



FOLD DOWN AT CORNER TO ALLOW SINGLE SHEET AT TOP LEFT HAND CORNER



FOLD AGAIN TO CREATE ROUGHLY AN 8 1/2" X 11" SIZE SHEET



COPIES REQUIRED:
15 COPIES-SHORT FORMS REPLAT AND FINALS ; 18 for ETJ
25 COPIES-PRELIMINARY PLAT



<i>For Office Use Only</i> Case # _____
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CONCEPT PLAN (CP) CHECKLIST

Complete Application

A plat application will not be considered filed pursuant to HB 3167 until all required documents and fees have been submitted and ***all of the terms and conditions of the Subdivision Ordinance, including all necessary studies, plans and supporting information are accepted and approved by the reviewing department.*** Once a plat meets the requirements to be considered submitted pursuant to HB 3167, the application will be placed on the Development Review Committee agenda and the Plan Commission agenda for consideration under the time requirements set out in HB 3167. A decision for approval or denial must be made within 30 days from the filing of the application. Plat applications that do not meet these requirements will be rejected.

Pre-Application Items

Prior to submitting a concept plan, ***all required infrastructure studies must be accepted.*** For the purpose of advising the applicant as to the general restrictions, requirements, and other planning and engineering matters applicable to plats, it is advised that the applicant attend an optional pre-submittal meeting.

Accepted/Approved

- Water/Sewer Utility Plan form
- Traffic Impact Assessment Study form
- Drainage Study/Flood Study form

Filed Applications

- Zoning Application
- Master Thoroughfare Application
- Annexation (if applicable)
- Development Agreement (if applicable)

Mandatory Application Items

- Application Form: complete application signed by the property owner(s) and Signed Letter of Authorization Form (if needed) by all record property owner(s) and the engineer/surveyor of record.
- Application Fee: Complete payment of application fee, by check or credit card.
- Concept Plan Exhibit: Paper Submission: (+ \$55 fee): 24" x 36" or 18" x 24" black and white drawing on bond paper in landscape view, 25 copies – folded. (*Electronic upload temporarily unavailable until further notice.*)
- Concept Plan Exhibit: If Digital Submission: (+ \$5 technology fee). Provide pdf copy of plat on flash drive, and (2) 8.5" x 11" paper copy as described above. (*Electronic upload temporarily unavailable until further notice.*)

Concept Plan Criteria:

Concept plans are utilized when: 1. Preliminary plats are proposed to be presented in stages; 2. The total land area of contiguous parcels is greater than one square mile (640 acres); the area is wholly or partially within the City of Fort Worth or proposed for annexation by the city. [Subdivision Ordinance, Sec.31-42 (a)]

- Concept Plan boundaries: A concept must include all contiguous property in common ownership and denote the total land area. All property owners within the depicted plat boundary must be signatories on the plat application and provide a letter of authorization.
- Phasing Plan: Concept Plans are used for the phasing of preliminary plats. Identify preliminary plat stages of development.
- Development Agreement: If project is governed or proposed to be governed by a development agreement, provide reference number and documentation.
- Circulation and MTP: Provide proposed traffic ways, including thoroughfares, local streets, and floodplain crossings when appropriate, which tie into existing neighborhood circulation patterns.
- Land Use: Show proposed land uses and special uses (parkland, school site). Identify the need for public facilities. Note proposed land uses that are not in compliance with the Comprehensive Plan.

Format & General Standards

- Include reference the case number on the plat (CP-XX-XXX).
- Provide north arrow, graphic scale, and written scale in close proximity to each other.
- Use engineer scales 1" = 50', 100', or 200'.
- Orient Plan so that north is to the top or left-hand side of sheet
- Provide a vicinity map in the same orientation of concept plan showing subject property, north arrow, (label "not to scale"), and adjacent thoroughfares.
- Preparer contact: company name, preparer name, address, and phone number. Add in vicinity of title block.
- Owner/subdivider contact: company name, name of representative signing on behalf of company, address, and phone number. Add in vicinity of title block.
- Show land use table with development yield. Show land use category by acres, including ROW, open space) Also include the acreage for right-of-ways.

Site Information

- Indicate concept plan boundary with heavy/bold line weight.
- Show proposed preliminary plat phasing with heavy/bold outline.
- Show point of beginning tied to abstract corner if not previously platted, or to subdivision corner if platted. Indicate on graphic and/or in legal description.
- Identify 100 year Flood-Plain and Floodway limits
- Show Public Street and Alley R.O.W. Label as existing and include recording information or label as proposed.
- Show Tie-down measurement to nearest existing street intersection
- Adjacent property info: Show and label properties contiguous to the site. For platted properties, show lot lines and label subdivision name, lot and block designation, and plat record information for each lot. For unplatted properties, show parcel lines and label record owner and deed record information for each parcel.
- Label areas of open space, homeowner association lots, and park land dedications.
- Show and label city limit lines, county limit lines, and/or survey (abstract) lines, if applicable.
- Show significant topographical contours.
- Show existing/proposed land use of concept plan area and land within 300 feet.
- Show existing/proposed zoning of concept plan area and land within 300 feet.
- Show boundary of existing tree canopy.
- Show proposed parkland dedications. Label area of dedication
- Show location of existing oil and gas wells.

Legal Description & Title Block

Survey of Concept Plan Boundary should include:

- Metes and bounds legal description for subdivision boundary.
- Total area of the concept plan in acres and square feet.

Title Blocks should include:

- Title Blocks shall be in the lower, right-hand corner of the concept plan.
- The heading should be Concept Plan; contain the project name (subdivision name, lot and block designations); the jurisdiction it is an addition to (County or City), and the following:
- For un-platted land, include gross acreage; city, county and state name; survey and abstract name. For previously platted land, include previous subdivision, block, and lot information. For concept plans in the ETJ, the addition is to the County (see example below).

**Concept Plan of
BOB BILLINGS ACRES
A 410.485 acre Addition to Tarrant County, Texas
Situated in the Joaquin Rendon Survey, Abstract Number 1263**



<i>For Office Use Only</i> Case # _____
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PRELIMINARY PLAT (PP) CHECKLIST

Complete Application

A plat application will not be considered filed pursuant to HB 3167 until all required documents and fees have been submitted and ***all of the terms and conditions of the Subdivision Ordinance, including all necessary studies, plans and supporting information are accepted and approved by the reviewing department.*** Once a plat meets the requirements to be considered filed pursuant to HB 3167, the application will be placed on the Development Review Committee agenda and the Plan Commission agenda for consideration under the time requirements set out in HB 3167. A decision for approval or denial must be made within 30 days from the filing of the application. Plat applications that do not meet these requirements will be rejected.

Pre-Application Items

Prior to submitting a plat application, ***all required infrastructure studies must be accepted.*** For clarity on which items will be required for your project prior to application submission, please attend an optional pre-submittal meeting.

Accepted/Approved

- Water/Sewer Utility Plan form
- Traffic Impact Assessment Study form
- Drainage Study/Flood Study form
- ETJ Plats-authorization for Water Wells/Septic Systems from appropriate County Authority
- ETJ Plats-Annexation (if property is eligible)
- TXDOT conditional approval of required access (if applicable)
- Other Entity Approval (if applicable)

Filed Applications

- Zoning Application
- Master Thoroughfare Application

Mandatory Application Items

- Application Form: complete application signed by the property owner(s) and/ or Signed Letter of Authorization Form by all record property owner(s) and the engineer/surveyor or record.
- Application Fee: Complete payment of application fee, by check or credit card.
- Plat Exhibit: Paper Submission: (+ \$55 fee): 24" x 36" or 18" x 24" black and white drawing on bond paper in landscape view, 25 copies – folded. (*Electronic upload temporarily unavailable until further notice.*)
- Plat Exhibit: If Digital Submission: (+ \$5 technology fee). Provide pdf copy of plat on flash drive, and (2) 8.5" x 11" paper copy as described above. (*Electronic upload temporarily unavailable until further notice.*)
- Waiver Letters: If a waiver to the Subdivision Ordinance is being requested, a waiver letter will be required. Address the letter to Chairman Don Boren, City Plan Commission.

Preliminary Plat Access and Design Criteria:

Preliminary plats are used for developments with 5 lots or greater, for developments new right-of-way necessary for access, or for any development in which the applicant seeks to final plat in phases. [Subdivision Ordinance (S.O.), Sec. 31-42 (b)].

Preliminary plat issues include, but are not limited to, the items below:

- Plat boundaries: A preliminary plat must include all contiguous property in common ownership (if the parcels are previously unplatted). All property owners within the depicted plat boundary must be signatories on the plat application and provide a letter of authorization.
- Consistency with Concept Plan: Preliminary Plats must comply with the Master Thoroughfare Plan and with approved land uses shown in the approved concept plan. If the proposed land uses have been altered in any way the applicant must first submit a concept plan revision for review prior to turning in a preliminary plat application. [S.O., Sec. 31-42 (b)].
- Collector Network Planning: All new preliminary plats shall show a collector network consistent with the Subdivision Ordinance requirements. [S.O., Sec. 31-101 (g)]
- Internal Connectivity Index. The internal connectivity index must be a minimum of 1.4. [S.O., Sec. 31-101 (d)]
- Two points of ingress/egress: Subdivisions consisting of more than 30 single family units or more than 100 multifamily units cannot be recorded without two points of ingress/egress that are fully constructed and accepted by the city. For preliminary plats with multiple phases, each phase of the development must meet the two points of access requirement. [S.O., Sec. 31-101 (c)]
- Block Face Table: Provide a block face table with all block faces measured, as shown in S.O., Section 31-106.
- Stub Outs to Adjoining Unplatted Tracts and Street Extension and Continuation from Adjoining Developments: Urban local streets shall be extended to the subdivision boundary to connect with adjoining streets or, where no adjacent streets are available for such connection, to allow for the future connection with adjoining un-platted property. [S.O., Sec. 31-106 (c) (7)]
- Right-of-Way: Ensure right-of-way cross sections for roadways within the plat boundary meet the requirements of the Master Thoroughfare Plan. [S.O., Sec. 31-106]
- Lot Configuration (Two Tiers between parallel local or collector streets and Double Frontage). Ensure residential lots do not have their primary frontage on an arterial or collector and do not have double-frontage on two local streets [S.O., Sec. 31-103 (b)].
- Lot Size in compliance with underlying zoning. Residential lots less than 50 feet in width must have rear entry access from a side or rear alley or a common shared access easement platted between the dwelling units. [S.O., Sec 31-106 (13)]
- All lots have paved direct access to a public street, a private street or a public access easement. [S.O., Sec. 38-81 (b) (2)]

Format & General Standards

- Include reference the case number on the plat (PP-XX-XXX).
- Provide north arrow, graphic scale, and written scale in close proximity to each other.
- Use engineer scales 1" = 50', 100', or 200'.
- Orient Plat so that north is to the top or left-hand side of sheet
- Provide a vicinity map in the same orientation of preliminary plat showing subject property, north arrow, (label "not to scale"), and adjacent thoroughfares.
- Preparer contact: company name, preparer name, address, and phone number. Add in vicinity of title block.
- Owner/subdivider contact: company name, name of representative signing on behalf of company, address, and phone number. Add in vicinity of title block.
- Show land use table with development yield. Show Land Use Table on the plat, showing Gross Acre/Net Acre/ROW Dedication/Lot Use Type. Also include the acreage for right-of-ways.
- Provide the following note: "Notice: Selling a portion of this addition by metes and bounds is a violation of city subdivision ordinance and state platting statutes and is subject to fines and withholding of utilities and building permits."

Site Information

- Indicate preliminary plat boundary with heavy/bold line weight.
- Show proposed property boundaries/lot lines in solid lines, and existing lot lines grayed out. For property boundary lines, provide distances (to nearest hundredth of feet) and bearings (to nearest second). For property boundary curves, provide curve lengths, curve radii, and chord lengths (to nearest hundredth of feet), and internal angle and chord bearing (to nearest second).
- Show point of beginning tied to abstract corner if not previously platted, or to subdivision corner if platted. Indicate on graphic and/or in legal description.
- Label lot area in acres and square feet for non-single-family residential development. For single-family residential development, label lot area in square feet only.
- Easements: Show, label, and dimension easements for franchise, water, sanitary sewer, and storm sewer utilities. For lots adjacent to or containing floodway and drainage easements, label minimum finish floor elevation. Easements should be indicated with a dotted or dashed line. Abandonments may be indicated by stipple or crosshatch shading.
- Show and label wall maintenance easements for required screening walls. Provide line and curve data for easement boundaries and tie down easements.
- For sidewalks not within R.O.W., show and label proposed sidewalk easements
- Show and label storm water quality easements for structural and nonstructural storm water controls/best management practices. Provide line and curve data for easement boundaries and tie down easements.
- Identify 100 year Flood-Plain and Floodway limits
- Emergency Access Easements: Emergency Access Easements used for addressing purposes must be shown and named on the plat face. Confirm name availability with the fire department. Emergency Access Easements are a minimum of 26 feet wide in multifamily and 24 feet for other uses.
- Show Public Street and Alley R.O.W. Label as existing and include recording information or label as proposed. Dimension R.O.W. width, and show street centerline and provide line and curve data.
- Show Tie-down measurement to nearest existing street intersection
- Adjacent property info: Show and label properties contiguous to the site. For platted properties, show lot lines and label subdivision name, lot and block designation, and plat record information for each lot. For unplatted properties, show parcel lines and label record owner and deed record information for each parcel.
- Label areas of open space, homeowner association lots, and park land dedications.
- Show and label city limit lines, county limit lines, and/or survey (abstract) lines, if applicable.
- Show topographical contours at 10 foot intervals.
- Show existing/proposed land use of plat area and land within 300 feet.
- Show existing/proposed zoning of plat area and land within 300 feet.
- Show boundary of existing tree canopy.
- Show proposed parkland dedications. Label area of dedication

Legal Description, Title Block and Preliminary Plat Language

Provide standard language for the following key sections:

- Plat boundary information as surveyed
- Title block language

Survey of Plat Boundary should include:

- Metes and bounds legal description for subdivision boundary. Calls and monumentation match preliminary plat graphic.
- Total area of the plat/replat in acres and square feet.

Title Blocks should include:

- Title Blocks shall be in the lower, right-hand corner of the plat/replat.
- The heading should be Preliminary Plat; contain the project name (subdivision name, lot and block designations); the jurisdiction it is an addition to (County or City), and the following:
- For un-platted land, include gross acreage; city, county and state name; survey and abstract name.
- For plats in the ETJ, the addition is to the County (see example below).

**Preliminary Plat of
CRAWFORD SHILLING ADDITION
Lots 1-15, Block 1
A 10.485 acre Addition to Tarrant County, Texas
Situated in the Joaquin Rendon Survey, Abstract Number 1263
16 single-family lots**

- Preliminary plats that are also replats shall utilize the same subdivision name, and shall reference subdivision name and recording information of the original plat in the title block. State the subdivision name, lot and block designations of property being replatted and the recording information of the preceding plat (Document number; Volume & Page, or Cabinet & Slide); PRTCT. For example:

**PRELIMINARY PLAT
LOTS 1R1, 1R2, 2R1, 2R2, 3R1, and 3R2, BLOCK 4
CHAMPION'S CIRCLE ADDITION
BEING A REPLAT of ALL of LOTS 2 & 3, CHAMPION'S CIRCLE ADDITION, AN ADDITION TO THE CITY OF FORT
WORTH, TARRANT COUNTY, TEXAS,
AS RECORDED IN VOLUME 2556, PAGE 56, PRTCT**

FINAL PLAT (FP) CHECKLIST

Complete Application

A check for application completeness will be made with the applicant prior to plat filing. A plat application will not be considered filed pursuant to HB 3167 until **all fees have been submitted, all requirements of zoning and the Subdivision Ordinance are satisfied, any Board or Commission decisions have been made, and all required documents have been accepted.** Required documents include any and all necessary studies, plans, and supporting information and these must be accepted (approved) by the reviewing department. Plat applications that do not meet these requirements will be rejected.

Once a plat meets the requirements to be considered filed, the application will be placed on the Development Review Committee agenda and the Plan Commission agenda for consideration under the time requirements set out in HB 3167. A decision for approval or denial must be made within 30 days from the submittal of the application. A completed checklist must be filed with each application.

Pre-Application Items

Prior to submitting a plat application, **all required infrastructure studies must be accepted and site/ infrastructure/ construction plans approved.** For clarity on which items will be required for your project prior to application submission, please attend a pre-submittal meeting.

Accepted/Approved

Required	Not Applicable
<input type="checkbox"/> Water/Sewer Loading/Demand Study form	
<input type="checkbox"/> Traffic Impact Assessment, or Traffic Study form	
<input type="checkbox"/> Drainage Study Letter form	
<input type="checkbox"/> ETJ Plats: Authorization for Water Wells/Septic Systems from appropriate County Authority	<input type="checkbox"/>
<input type="checkbox"/> ETJ Plats: Annexation (if property is eligible)	<input type="checkbox"/>
<input type="checkbox"/> TXDOT conditional approval of required access (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Other Entity Approval (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Community Facilities Agreement or Miscellaneous Projects filed	<input type="checkbox"/>
<input type="checkbox"/> Construction plans approved through IPRC	<input type="checkbox"/>
<input type="checkbox"/> Right-of-Way Vacation(s) with City Plan Commission recommendation	<input type="checkbox"/>
<input type="checkbox"/> Board of Adjustment request filed (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Takings Impact Assessment (TIA) Waiver Form (Tarrant County Only)	<input type="checkbox"/>
<input type="checkbox"/> Concept Plan/Preliminary Plat/Master Plan	<input type="checkbox"/>

Filed Applications

<input type="checkbox"/> Zoning Change	<input type="checkbox"/>
<input type="checkbox"/> Master Thoroughfare Plan (MTP) Amendment	<input type="checkbox"/>

Mandatory Application Items

- Application Form: complete application signed by the property owner(s) and/ or Signed Letter of Authorization Form by all record property owner(s) and the engineer/surveyor or record.
- Application Fee: Complete payment of application fee, by check or credit card.
- Plat Exhibit: Paper Submission: (+ \$55 fee): 24" x 36" or 18" x 24" black and white drawing on bond paper in landscape view, 25 copies – folded. *(Electronic upload temporarily unavailable until further notice).*

Planning and Development Department

- Plat Exhibit: If Digital Submission: (+ \$5 technology fee). Provide legible pdf copy of plat on flash drive, and (2) 8.5" x 11" paper copy as described above. (*Electronic upload temporarily unavailable until further notice*).
- Waiver Letters: If a waiver to the Subdivision Ordinance (SO) is being requested, a waiver letter will be required. Address the letter to Chairman Don Boren, City Plan Commission.

Final Plat Access and Design Criteria:

Final plats are required to follow approved preliminary plats, and are therefore submitted in accordance with a previously approved design. Final plat issues include, but are not limited to, the items below:

- Plat boundaries: Final plats represent a portion (phase) or the whole area of a previously approved preliminary plat (PP). The final plat must fall within the area of a previously approved preliminary plat. The final plat cannot add additional area not previously identified in the preliminary. All property owners within the depicted plat boundary must be signatories on the plat application [SO, Sec. 31-42 (c)].
- Consistency with Preliminary Plat: Final plats must match the approved preliminary on file. If the subdivision design has been altered in any way (circulation, access, number of lots) the applicant must first submit a preliminary plat revision for review prior to turning in a final plat application. [SO, Sec. 31-42 (c)].
- Two points of ingress/egress: Subdivisions consisting of more than 30 single family units or more than 100 multifamily units cannot be recorded without two points of ingress/egress that are fully constructed and accepted by the city. For preliminary plats with multiple phases, each phase of the development must meet the two points of access requirement. [SO, Sec. 31-101 (c)]
- Match lines: Final Plats with multiple sheets must utilize match lines that follow the lot and block boundary. Do not split lots or show the same recorded lot on multiple pages. Instead, gray out duplicates and ensure that each recorded lot falls fully on one page.
- Right-of-Way: Ensure required dedications to adjacent right-of-way, including corner clips, are shown on the plat. Required street sizing for use types may be found in the Master Thoroughfare Plan. The minimum width for an urban local cross section is 50 feet. [SO, Sec. 31-106]
- Vacations: If a proposed development is incorporating unconstructed ROW (road or alley) a vacation application for this ROW must be approved by City Council and the ordinance number issued prior to plat recordation.
- Easements: Any easements offsite easements required for a proposed development must be filed by separate instrument prior to plat submission, and that recording information must be reflected on the plat face. Easements within the boundary of the project can be labeled as "dedicated by this plat." If all or portion of an existing easement is to be abandoned, label as "abandoned by this plat." For offsite easements or other easements by separate instrument, contact this office for standard easement language and process for filling.

Format & General Standards

- Include reference the case number on the plat (FP-XX-XXX).
- Include date that the plat was prepared.
- Provide north arrow, graphic scale, and written scale in close proximity to each other.
- Use engineer scales 1" = 10', 20', 30', 40', or 50'.
- Orient Plat so that north is to the top or left-hand side of sheet.
- Provide a vicinity map in the same orientation of plat/replat showing subject property and its location within the County, north arrow, (label "not to scale"), the nearest unincorporated area, and adjacent thoroughfares.
- Preparer contact: company name, preparer name, address, e-mail, and phone number.
- Owner/subdivider contact: company name, name of representative signing on behalf of company, address, and phone number.
- Utilize the City of Fort Worth approval block, 4 1/2" x 5", for city approval stamps.
- Include a County approval block for ETJ plats in Tarrant County.
- Show land use table with development yield. Show Land Use Table on the plat, showing Gross Acre/Net Acre/ROW Dedication/Lot Use Type.

Planning and Development Department

- Identify items used for block and boundary and boundary corners/monuments.
- Show a recording information block that reads "This plat recorded in Document Number _____ Date _____". This should be placed prominently at the bottom of the plat with room for handwritten numbers.
- Surveyor's signature and notary block, or surveyor's seal.

Site Information

- Indicate plat boundary with heavy/bold line weight.
- Show proposed property boundaries/lot lines in solid lines, and existing lot lines grayed out. For property boundary lines, provide distances (to nearest hundredth of feet) and bearings (to nearest second). For property boundary curves, provide curve lengths, curve radii, and chord lengths (to nearest hundredth of feet), and internal angle and chord bearing (to nearest second).
- Show point of beginning tied to abstract corner if not previously platted, or to subdivision corner if platted. Indicate on graphic and/or in legal description.
- Number all lots and blocks in a systematic order.
- Label lot area in acres and square feet for non-single-family residential development. For single-family residential development, label lot area in square feet (and net acres for lots to be served by on-site septic systems).
- Easements: Show, and label, the locations and dimension of easements for water, sanitary sewer, utility and storm sewer utilities. For lots adjacent to or containing 100-year floodplain/floodway and drainage easements, label minimum finish floor elevation. Easements should be indicated with a dotted or dashed line. Abandonments may be indicated by stipple or crosshatch shading.
- Emergency Access Easements: Emergency Access Easements used for addressing purposes must be shown and named on the plat face. Confirm name availability with the fire department. Emergency Access Easements are a minimum of 26 feet wide in multifamily and 24 feet for other uses.
- Show Public Street and Alley R.O.W. Label as existing and include recording information or label as proposed. Dimension R.O.W. width, and show street centerline and provide line and curve data.
- Identify all private streets.
- Show location of existing wells.
- Show Tie-down measurement to nearest existing street intersection
- Adjacent property info: Show and label properties contiguous to the site. For platted properties, show lot lines and label subdivision name, lot and block designation, and plat record information for each lot. For unplatted properties, show parcel lines and label record owner and deed record information for each parcel.
- Label areas of open space, homeowner association lots, and park land dedications.
- Show and label city limit lines, county limit lines, and/or survey (abstract) lines, if applicable.
- Do not show or label existing or proposed improvements including buildings, utilities, landscape areas, parking areas, topography, or fencing.

Legal Description, Title Block and Plat/Replat Language

Provide standard replat language for the following key sections:

- Owner's Certificate and property legal description
- Plat boundary information as surveyed
- Owner's Dedication (including certification that all parties with an interest in title to the subject property have joined in such dedication) and signature of approval, with notary block.
- Title block language

Owner's Certification should include:

- Name of record owner and corresponding deed reference proving ownership of the property (this should match the owner's address block).
- Name of previous addition or subdivision with recording information (by Vol. & Pg., Cab. & Slide, or Doc No.)
- Name of survey, abstract, county, and state.

Survey of Plat Boundary should include:

- Metes and bounds legal description for subdivision boundary. Calls and monumentation match plat/replat graphic.
- Total area of the plat/replat in acres and square feet.

Planning and Development Department

Owner's Dedication should include:

- Owner's Dedication should include the Lot, Block, and Addition name and match the title block.
- Owner's Dedication should include the owner at the time of recordation of the plat, and should match the owner listed in the contact paragraph.

Title Blocks should include:

- Title Blocks shall be in the lower, right-hand corner of the plat/replat.
- The heading should be Final Plat; contain the project name (subdivision name, lot and block designations); the jurisdiction it is an addition to (County or City), and the following:
- For un-platted land, include gross acreage; city, county and state name; survey and abstract name.
- For plats in the ETJ, the addition is to the County (see example below).

**Final Plat of
CRAWFORD SHILLING ADDITION
Lots 1 & 2, Block 1
A 10.485 acre Addition to Tarrant County, Texas
Situated in the Joaquin Rendon Survey, Abstract Number 1263
Two single-family lots**

- Replats shall reference subdivision name and recording information of the original plat in the title block. State the subdivision name, lot and block designations of property being replatted; the recording information of the preceding plat (Document number; Volume & Page, or Cabinet & Slide); PRTCT. For example:

**FINAL PLAT
LOTS 2R AND 3R, BLOCK 4
CHAMPION'S CIRCLE ADDITION
BEING A REPLAT of ALL of LOTS 2 & 3, AND PORTIONS OF LOT 4, CHAMPION'S CIRCLE ADDITION, AN
ADDITION TO THE CITY OF FORT WORTH, TARRANT COUNTY, TEXAS,
AS RECORDED IN VOLUME 2556, PAGE 56, PRTCT**

Plat Notes

Provide City of Fort Worth standard plat notes. See the application for full note text language. Use as indicated:

Plat notes which apply to all plats within the City, or Extraterritorial Jurisdiction (ETJ):

- Utility Easements
- Sidewalks
- Construction Prohibited over Easements
- Covenants or Restrictions are Unaltered (Applies to replats only)
- Tarrant County Standard Plat Notes (if applicable, consult Tarrant County Transportation Services Department)

Plat notes which apply to plats within the city limits only:

- Water/ Wastewater Impact Fees
- Transportation Impact Fees
- Site Drainage Study
- Building Permits
- Residential Drive Access Limitation (Applies to residential lots under 50' in width)

Plat notes which apply if the element is present on/nearby the site:

- Private Common Areas and Facilities
- Public Open Space Easement
- Oil or Gas Well Proximity to Buildings

Planning and Development Department

Plat notes which apply at the request of the Watershed/Stormwater Department:

- Floodplain Restriction
- Flood Plain/ Drainage Way Maintenance

Requirements at the Time of Recording

- 4 copies of signed, notarized, wet sealed plat
- Tax Certificates dated within two weeks of filing, showing a zero balance (must be submitted to Tarrant County Transportation Services Department with ETJ final plats)
- Owners Dedication, if separate from plat
- For ETJ final plats in Tarrant County, payment for recording fee (consult with Tarrant County Clerk)
- For ETJ final plats in Tarrant County, Surety Bond for construction of streets and drainage (if applicable, must be submitted to Tarrant County Transportation Services Department with final plat)
- 2014 AutoCAD file Closure sheet showing the difference between the beginning coordinate and the ending coordinate in the legal description. The closure sheet should include the coordinate geometry (COGO) data for all of the calls as well as any error of closure. Provide the error of closure to no more than six decimal places. Typical error should be between 0.00 to 0.02 feet.

REPLAT/ MINOR PLAT (FS) CHECKLIST

Complete Application

A check for application completeness will be made with the applicant prior to plat filing. A plat application will not be considered filed pursuant to HB 3167 until **all fees have been submitted, all requirements of zoning and the Subdivision Ordinance are satisfied, and all required documents have been accepted.** Required documents include any and all necessary studies, plans, and supporting information and these must be accepted (approved) by the reviewing department. Plat applications that do not meet these requirements will be rejected.

Once a plat meets the requirements to be considered filed, the application will be placed on the Development Review Committee agenda and the Plan Commission agenda for consideration under the time requirements set out in HB 3167. A decision for approval or denial must be made within 30 days from the submittal of the application. A completed checklist must be submitted with each application.

Pre-Application Items

Prior to submitting a plat application, **all required infrastructure studies must be accepted and site/ infrastructure/ construction plans approved.** Verify that the following studies are required or not applicable. For clarity on which items will be required for your project prior to application submission, please schedule an optional pre-submittal meeting.

Studies Accepted/Approved

Required	Not Applicable
<input type="checkbox"/> Water/Sewer Loading/Demand Study form	
<input type="checkbox"/> Traffic Impact Assessment, or Traffic Study form	
<input type="checkbox"/> Drainage Study Letter form	
<input type="checkbox"/> ETJ Plats: Authorization for Water Wells/Septic Systems from appropriate County Authority	<input type="checkbox"/>
<input type="checkbox"/> ETJ Plats: Annexation (if property is eligible)	<input type="checkbox"/>
<input type="checkbox"/> TXDOT conditional approval of required access (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Other Entity Approval (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Community Facilities Agreement or Miscellaneous Projects filed	<input type="checkbox"/>
<input type="checkbox"/> Construction plans approved through IPRC	<input type="checkbox"/>
<input type="checkbox"/> Right-of-Way Vacation(s) with City Plan Commission recommendation	<input type="checkbox"/>
<input type="checkbox"/> Board of Adjustment request filed (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Takings Impact Assessment (TIA) Waiver Form (Tarrant County Only)	<input type="checkbox"/>
<input type="checkbox"/> Concept Plan/Preliminary Plat/Master Plan	<input type="checkbox"/>

Filed Applications

<input type="checkbox"/> Zoning Change	<input type="checkbox"/>
<input type="checkbox"/> Master Thoroughfare Plan (MTP) Amendment	<input type="checkbox"/>

Mandatory Application Items

- Application Form: complete application signed by the property owner(s) and/ or Signed Letter of Authorization Form by all record property owner(s) and the engineer/surveyor or record.
- Application Fee: \$425 plus \$25/per lot. Payment of application fee by check or credit card.
- Waiver Fee: \$220. If a waiver to the Subdivision Ordinance is being requested a waiver letter will be required. Address the letter to Chairman Don Boren, City Plan Commission.

- Plat Exhibit: Paper Submission: 24" x 36" or 18" x 24", black and white drawing on bond paper in landscape view, 25 copies – folded, and two copies 8.5" x 11". (*Electronic upload temporarily unavailable until further notice*).
- Plat Exhibit: Digital Submission by CD or thumb/flash drive: Provide a PDF, one large format copy, and two 8.5" x 11" paper copy (as described above). (*Electronic upload temporarily unavailable until further notice*).

Minor Plat/Replat Access and Design Criteria:

The Subdivision Ordinance (SO) describes access and design criteria to which the plat must conform. Submissions that are not consistent with the Subdivision Ordinance will require revisions or must request a waiver. ***If a waiver request is not submitted, the application will be recommended for denial.*** Common design issues include, but are not limited to, the items below:

- Plat boundaries: Include all contiguous unplatted property in common ownership within the plat boundary. Do not leave remainder portions of the original unplatted tract. If the application is a replat, ensure that no remainder or partial lots are being created by the proposed plat. [SO, Sec. 31-41 (a)]. All property owners of land within the depicted plat boundary must be signatories on the plat application.
- Zoning: Plats that are in conflict with their underlying zoning cannot be processed. Applicants seeking a zoning change or variance from zoning must request the change from the appropriate Board or Commission prior to plat submission. If zoning is a Planned Development (PD) the applicant must provide the approved site plan. If property is in a form based code area (MU/UR/H, design overlays) applicants should coordinate their proposed design with the appropriate commission and board (UDC, DDRB).
- Lot Access: Ensure all lots have direct paved access to a public or private street [SO, Sec. 31-81 (a) (1)]. Lots zoned commercial or industrial may take their sole access from a Public Access Easement instead if the property is platted with a minimum of 100-feet of frontage on the public access easement (PAE). [SO, Sec. 31-81 (i)]
- Public Access Easements: [SO, Sec. 31-106 (i)] Public access easements must be constructed to City street standards and are a minimum of 24-feet in width for commercial uses and 80-feet in width for industrial uses [SO, Sec. 31-81 (i)]. Public access easements must not terminate within the lot as a cul-de-sac (dead-end). [SO, Sec. 31-106 (e) (1)]
- Residential Access and Lot Standards: Ensure residential lots do not have their primary frontage on an arterial or collector and do not have double-frontage on two local streets [SO, Sec. 31-103 (b)]. Residential subdivisions must have a minimum of two points of access for more than 30 single family units, or more than 100 multifamily units. [SO, Sec. 31-101 (c)].
- Residential Driveway Access Limitation: Proposed lots which are less than 50-feet in width should provide driveway access by rear entry access from the abutting rear alley. [SO, Sec 31-106 (13)]
- Two points of ingress/egress: Final short plats consisting of more than 100 multifamily units cannot be recorded without two points of ingress/egress to a public street [SO, Sec. 31-101 (c) (1)] that are fully constructed and accepted by the city.
- Access Management: If a proposed lot is taking its sole access from a Master Thoroughfare road or a Texas Department of Transportation road, provide proof of approval of driveway locations from the relevant agency. Limited driveway spacing on thoroughfares may require properties to be served by public access easements. If access requires crossing a private utility easement, a Utility Access Agreement signed by affected parties is required.
- Right-of-Way Dedication: Required dedications to adjacent rights-of-way must be shown on the plat. Required street sizing for use types may be found in the Master Thoroughfare Plan. The minimum width for an urban local cross section is 50-feet [SO, Sec. 31-106] and 60-feet in the ETJ.

- Alley Standards: Alleys may not dead-end and must be sized appropriately for adjacent uses: 16-foot minimum for residential, 20-foot minimum for commercial and industrial uses. [SO, Sec. 31-106 (c) (9)]
- ROW Corner Clip: A triangular right of way dedication measuring 10-feet by 10-feet, measured at the property line, is required on corner lots at the intersection of two streets in which there are no traffic signals or all-way stop signs (label: "dedicated by this plat"); No dedication is required at all-way stops and signalized intersections. [SO, Sec. 31-106 (c) (9)] Public Open Space Easements (P.O.S.E.) are required at the intersection of two easements. [SO, Sec. 31-104 (c)].
- Vacations: If a proposed development is incorporating unconstructed ROW (road or alley), a vacation application for this ROW must be approved by City Council and the ordinance number issued prior to plat recordation.
- Easements: Easements within the boundary of the project should be labeled as "dedicated by this plat." Any plat easements or offsite easement recording information must be shown. If all or portion of an existing easement is to be abandoned, label as "abandoned by this plat." Easements may be filed by separate instrument, however all recording must be completed prior to plat submission. Contact this office for standard easement language and process for filling.
- Street extension and continuation: Urban local streets shall be extended to the subdivision boundary to connect with adjoining streets or, where no adjacent streets are available for such connection, to allow for the future connection with adjoining un-platted property. [SO, Sec. 31-106 (a) (7)]

Format & General Standards

- Include reference the case number on the plat (FS-XX-XXX).
- Include date that the plat was prepared.
- Provide north arrow, graphic scale, and written scale in close proximity to each other.
- Use engineer scales 1" = 10', 20', 30', 40', or 50'.
- Orient Plat so that north is to the top or left-hand side of sheet.
- Provide a vicinity map in the same orientation of plat/replat showing subject property, and its location within the County, north arrow, (label "not to scale"), the nearest unincorporated area, and adjacent thoroughfares. Include city limit line or ETJ boundary, if within the vicinity map.
- Preparer contact: company name, preparer name, address, e-mail, and phone number or email address.
- Owner/subdivider contact: company name, name of representative signing on behalf of company, and full address (street, city, state, and zip code) for all owners at time of recordation of the plat.
- Utilize the City of Fort Worth approval block, 4 1/2" x 5", for city approval stamps.
- Include a County Commissioners approval block for ETJ plats in Tarrant County.
- Show land use table with development yield. Show Land Use Table on the plat, showing Gross Acre/Net Acre/ROW Dedication/Lot Use Type.
- Identify items used for block and boundary and boundary corners/monuments.
- Show a recording information block that reads "This plat recorded in Document Number _____ Date _____". This should be placed prominently at the bottom of the plat with room for handwritten numbers.
- Surveyor's signature and notary block, or surveyor's seal.
- If replat, state purpose of revision (e.g., "The purpose of this replat is....")

Site Information

- Indicate plat/replat boundary with heavy/bold line weight.
- Label proposed lot and block designations. Show proposed property boundaries/lot lines in solid lines, and existing lot lines grayed out.

- Adjacent property info: Show and label properties contiguous to the site. For platted properties, show lot lines and label subdivision name, lot and block designation, and plat record information for each lot. For unplatted properties, show parcel lines and label record owner and deed record information for each parcel.
- Show point of beginning tied to abstract corner if not previously platted, or to subdivision corner if platted. Indicate on graphic and/or in legal description. For property boundary lines, provide distances (to nearest hundredth of feet) and bearings (to nearest second). For property boundary curves, provide curve lengths, curve radii, and chord lengths (to nearest hundredth of feet), and internal angle and chord bearing (to nearest second).
- Do not show or label existing or proposed improvements including buildings, utilities, landscape areas, parking areas, topography, or fencing.
- Number all lots and blocks in a systematic order.
- Label lot area in acres and square feet for non-single-family residential development. For single-family residential development, label lot area in square feet (and net acres for lots to be served by on-site septic systems).
- Easements: Show, and label, the locations and dimensions of easements for franchise, water, sanitary sewer, and storm sewer utilities. For lots adjacent to, or containing 100-year floodplain/floodway and drainage easements, label minimum finish floor elevation. Easements should be indicated with a dotted or dashed line. Abandonments may be indicated by stipple or crosshatch shading.
- Emergency Access Easements: Public Access Easements and Emergency Access Easements used for addressing purposes must be shown and named on the plat face. Emergency Access Easements are a minimum of 26 feet wide in multifamily and 24 feet for other uses. Confirm name availability with the fire department.
- Show Public Street and Alley R.O.W. Label with street name and include recording information or label as proposed. Dimension R.O.W. width from lot boundary to street centerline. Alley are 16-feet in residential areas and 20-feet wide in commercial or industrial areas.
- Identify all private streets.
- Show location of existing wells.
- Show Tie-down measurement to nearest existing public right-of-way intersection
- Label areas of open space, homeowner association lots, and park land dedications.
- Show and label city limit lines, county limit lines, and/or survey (abstract) lines, if applicable.

Legal Description, Title Block and Plat/Replat Language

Provide standard replat language for the following key sections:

- Owner's Certificate and property legal description
- Plat boundary information as surveyed
- Owner's Dedication (including certification that all parties with an interest in title to the subject property have joined in such dedication) and signature of approval, with notary block.
- Title block language

Owner's Certification should include:

- Name of record owner and corresponding deed reference proving ownership of the property (this should match the owner's address block). Include all current owners on the plat.
- Name of previous addition or subdivision with recording information (by Vol. & Pg., Cab. & Slide, or Doc No.)
- Name of survey, abstract, county, and state.

Survey of Plat Boundary should include:

- Metes and bounds legal description for subdivision boundary. Calls and monumentation match plat/replat graphic.
- Total area of the plat/replat in acres and square feet.

Owner's Dedication should include:

- Owner's Dedication should include the Lot, Block, and Addition name and match the title block.

- Owner's Dedication should include the owner at the time of recordation of the plat, and should match the owner listed in the contact paragraph. Provide a separate notary block for each owner's signature.

Title Blocks should include:

- Title Blocks shall be in the lower, right-hand corner of the plat/replat.
- The heading should be Final Plat; contain the project name (subdivision name, lot and block designations); the jurisdiction it is an addition to (County or City), and the following:
- For un-platted land, include gross acreage; city, county and state name; survey and abstract name.
- For plats in the ETJ, the addition is to the County (see example below).

**Final Plat of
CRAWFORD SHILLING ADDITION
Lots 1 & 2, Block 1
A 10.485 acre Addition to Tarrant County, Texas
Situated in the Joaquin Rendon Survey, Abstract Number 1263
Two single-family lots**

- Replats shall reference subdivision name and recording information of the original plat in the title block. State the subdivision name, lot and block designations of property being replatted; the recording information of the preceding plat (Document number; Volume & Page, or Cabinet & Slide); PRTCT. For example:

**FINAL PLAT
LOTS 2R AND 3R, BLOCK 4
CHAMPION'S CIRCLE ADDITION
BEING A REPLAT of ALL of LOTS 2 & 3, AND PORTIONS OF LOT 4, CHAMPION'S CIRCLE ADDITION, AN
ADDITION TO THE CITY OF FORT WORTH, TARRANT COUNTY, TEXAS,
AS RECORDED IN VOLUME 2556, PAGE 56, PRTCT**

Plat Notes

City of Fort Worth standard plat notes to be used as indicated. See the application for full note text language.

Plat notes which apply to all plats within the City, or Extraterritorial Jurisdiction (ETJ):

- Utility Easements
- Sidewalks
- Construction Prohibited over Easements
- Covenants or Restrictions are Unaltered (Applies to replats only)

Plat notes which apply to plats within the city limits only:

- Water/ Wastewater Impact Fees
- Transportation Impact Fees
- Site Drainage Study
- Building Permits
- Residential Drive Access Limitation (Applies to residential lots under 50' in width)

Plat notes which apply if the element is present on/nearby the site:

- Private Common Areas and Facilities
- Public Open Space Easement
- Oil or Gas Well Proximity to Buildings

Plat notes which apply at the request of the Watershed/Stormwater Department:

- Floodplain Restriction
- Flood Plain/ Drainage Way Maintenance

Additional plat notes for all ETJ plats in Tarrant County include the following (if applicable consult with Tarrant County Transportation Services Department):

1. Development in unincorporated Tarrant County shall be subject to applicable municipal regulations, the current Tarrant County Subdivision and Land Use Regulations and the Tarrant County Fire Code.
2. Tarrant County permits required prior to development within this subdivision, as applicable, include, but are not mitigation, and on-site sewage systems.
3. Tarrant County shall not be responsible for private common areas, including but not limited to, private streets, emergency access easements and gated security entrances, recreation areas, landscaped areas and open spaces.
4. All drainage easements shall be kept clear of fences, buildings, foundations, plantings and other obstructions to the operation and maintenance of the drainage facility.
5. The siting and construction of water wells shall be subject to the regulations of the Northern Trinity Groundwater Conservation District.
6. Tarrant County does not enforce subdivision deed restrictions.
7. Land owners and subsequent owners of lots or parcels within this subdivision are encouraged to contact Tarrant County's Transportation Services Department prior to conducting any development activities.

Requirements at the Time of Recording

- 4 copies of signed, notarized, wet sealed plat
- Tax Certificates dated within two weeks of filing, showing a zero balance (must be submitted to Tarrant County Transportation Services Department with ETJ final plats)
- Owners Dedication, if separate from plat
- For ETJ final plats in Tarrant County, payment for recording fee (consult with Tarrant County Clerk)
- For ETJ final plats in Tarrant County, Surety Bond for construction of streets and drainage (if applicable, must be submitted to Tarrant County Transportation Services Department with final plat)
- 2014 AutoCAD file Closure sheet showing the difference between the beginning coordinate and the ending coordinate in the legal description. The closure sheet should include the coordinate geometry (COGO) data for all of the calls as well as any error of closure. Provide the error of closure to no more than six decimal places. Typical error should be between 0.00 to 0.02 feet.