



Development Services Department

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: Complete payment of application fee in Accela portal: <https://aca-prod.acela.com/CFW>
Refer [Platting Fees](#)

- 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: Digital Submission (\$15 technology fee).

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.