

City of Forest Hill



Subdivision Ordinance

September 2010

CITY OF FOREST HILL ORDINANCE NO. _____

AN ORDINANCE PRESCRIBING RULES AND REGULATIONS RELATING TO THE SUBDIVISION AND PHYSICAL DEVELOPMENT OF PROPERTY TO INCLUDE THE PREPARATION, FILING, PROCESSING AND REVIEW OF PLATS, PLANS AND SUBDIVISIONS OF LAND WITHIN THE CORPORATE LIMITS OF THE CITY OF FOREST HILL AND ITS EXTRATERRITORIAL JURISDICTION; CONTAINING CERTAIN DEFINITIONS; INCORPORATING DESIGN AND DEVELOPMENT STANDARDS; REPEALING PREVIOUS SUBDIVISION REGULATIONS ORDINANCE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR A PENALTY FOR VIOLATIONS HEREOF; PROVIDING A SAVINGS CLAUSE; PROVIDING FOR A PUBLICATION IN THE OFFICIAL NEWSPAPER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, under the laws of the State of Texas, every owner of any tract of land situated within the corporate limits of the City of Forest Hill, Texas, or within its extraterritorial jurisdiction; who may hereafter divide the same in two (2) or more tracts described by metes and bounds or otherwise for the purpose of laying out any subdivision of such tract of land or any addition to said City of Forest Hill, or for laying out suburban lots or building lots, or any lots, or streets, alleys or parks and other portions intended for public use, or the use of purchasers or owners of lots fronting thereon or adjacent thereto, are required to submit a plat of such subdivision or addition for approval by the City Council of the City of Forest Hill, and,

WHEREAS, the City Council of the City of Forest Hill is empowered by law to promulgate and establish the general plan of said City and its streets, parks, public utility facilities, including those which have been or may be laid out, together with the general plan for the extension of such City and of its roads, streets, and public highways within the City or within its extraterritorial jurisdiction;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF FOREST HILL, TEXAS:

On and after the passage of this Ordinance, any person, firm, or corporation seeking approval of any plat, plan or replat of any subdivision of land within the corporate limits of the City of Forest Hill, or its extraterritorial jurisdiction as established pursuant to the provisions of Section 42.001, et seq of the Texas Local Government Code, as it may be heretofore or hereafter amended, shall be required to comply with the requirements of this Ordinance before such approval may be granted, to wit:

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ARTICLE 1 – GENERAL PROVISIONS

Section 1.01 – Short Title

This Ordinance may be known and cited as the "Forest Hill Subdivision Ordinance." These are hereby adopted as a part of this Ordinance, which shall be in full force and effect from and after the effective date of the Ordinance.

Section 1.02 – Authority and Jurisdiction

This Ordinance is adopted under the authority of the Constitution and the laws of the State of Texas, including particularly Chapter 212 of the Texas Local Government Code as heretofore or hereafter amended. The City Council of the City of Forest Hill does hereby adopt the following regulations to hereafter control the subdivision of land within the corporate limits of the City of Forest Hill and in the unincorporated areas lying within one (1) mile of the city limits of Forest Hill in order to provide for the orderly development of the areas and to secure adequate provision for traffic, light, air, recreation, transportation, water, drainage, sewage, and other facilities.

As used herein, the term “subdivision” shall mean the division of a tract or parcel of land into two (2) or more lots for the purpose, whether immediate or future, of sale or building development, and shall include resubdivision. “Resubdivision” shall mean any change in the division of any existing subdivision or any change in lot size therein, or the relocation of any street lines.

No subdivision plat shall be filed or recorded, and no lot in a subdivision inside of or within the extraterritorial area of Forest Hill shall be improved or sold, until the plat shall have been approved by the Planning & Zoning Commission and City Council. The City shall have the authority to prohibit the installation of public utilities in unapproved streets and to prohibit the issuance of building permits for structures on lots abutting on unapproved streets.

Section 1.03 – Purpose

The purpose for which this Ordinance is created is to provide for the orderly, safe and healthful development of the area within the City and within the area surrounding the City; to promote the health, safety and general welfare of the community; to establish orderly policies and procedures to guide development of the City; to provide for establishment of minimum specifications for construction and engineering design criteria to maintain land values, reduce inconveniences to residents of the area, and to reduce related unnecessary costs to the City for correction of inadequate environmental conditions; to ensure that development of land and subdivisions shall be of such nature, shape and location that utilization will not impair the general welfare and to ensure against the dangers of fires, floods, erosion, landslides, or other such menaces; to provide proper utilities and services for adequate drainage, water supply, and disposal of sanitary and industrial waste; to provide streets that ensure safe, convenient and functional systems for vehicular and pedestrian circulation; to furnish adequate sites, convenient to schools, parks, playgrounds, and other community services, respecting topography and existing vegetation so that the natural beauty of the land shall be preserved.

Section 1.04 – Interpretation

In the interpretation and application of the provisions of these regulations, it is the intention of the City Council that the principles, standards and requirements provided for herein shall be minimum requirements for the platting and developing of subdivisions in the City of Forest Hill, and, where other ordinances of the City are more restrictive in their requirements, such other ordinances shall govern.

Section 1.05 – Definitions

- A. For the purposes of this Ordinance certain terms or words herein shall be interpreted or defined as follows:
1. Words used in the present tense include the future tense;
 2. The singular includes the plural;
 3. The word "person" includes a corporation as well as an individual;
 4. The term "shall" is always mandatory.
 5. The term "may" is directory.
- B. Words and terms not expressly defined herein are to be construed according to the normally accepted meaning of such words or terms or, where no definition appears, then according to their customary usage in the practice of municipal planning and engineering.
1. **Abandonment:** The legal process by which land dedicated to public use may revert to private use.
 2. **Acceptance, Initial:** shall mean acceptance of public facilities and improvements by the City upon completion of the project subject to a maintenance period.
 3. **Acceptance, Final:** shall mean acceptance of public facilities and improvements by the City upon expiration of the maintenance period and correction of project deficiencies.
 4. **Access:** shall mean ingress and egress between the site and a paved public street, private street or approved access easement.
 5. **Adequate Public Facilities:** shall mean the minimum level of service required for transportation, utilities, drainage, park and other City services to serve the proposed development taking into account surrounding development.
 6. **Administrative Officers:** Any office referred to in this Ordinance by title, e.g., City Manager, City Attorney, City Secretary, City Engineer, Director of Public Works, Community Development Director, etc., shall be the person so retained in this position by the City, or their duly authorized representative.
 7. **Adopted Calendar:** shall mean the schedule of Commission meeting dates for the calendar year that includes cut-off dates for the submission and processing of plats.
 8. **Alley:** A minor public right-of-way, not intended to provide the primary means of access to abutting lots, which is used primarily for vehicular service access to the back or sides of properties otherwise abutting on a street.
 9. **Base Flood:** The flood having a one (1) percent chance of being equaled or exceeded in any given year, determined based upon FEMA (Federal Emergency Management Agency) guidelines and as shown in the current effective Flood Insurance Study.
 10. **Block:** is a tract or parcel of land bounded by streets, or by a combination of streets and public parks, cemeteries, railroad right-of-ways, highway, stream, or corporate boundary lines.

11. **Build:** shall mean to erect, construct, convert, enlarge, reconstruct, restore or alter a building, structure or infrastructure.
12. **Building:** is any structure built for the support, shelter and enclosure of persons, animals, chattels, or movable property of any kind.
13. **Building Official:** is the building inspector charged with the responsibility for issuing building permits and enforcing the Building Code of the City of Forest Hill, Texas.
14. **Building Setback Line:** The line within a property, which is parallel or approximately parallel to the right-of-way / property line at a specific distance therefrom marking the minimum distance from the right-of-way / property line that a building may be erected.
15. **Capital Improvements Program:** shall mean a plan for public capital assets with a useful life of three or more years with capital expenditures to be incurred over a fixed number of years to meet the long-term infrastructure needs of the public.
16. **Certificate of Occupancy:** is an official certificate issued by the City through the official charged with enforcement of the Zoning Ordinance that indicates that the proposed project is in conformance with the zoning regulations applicable to the property in question.
17. **City:** The City of Forest Hill, Texas, together with all its governing and operating bodies.
18. **City Council (or Council):** The duly elected governing body of the City of Forest Hill, Texas.
19. **City Engineer:** "City Engineer" shall apply only to such Licensed Professional Engineer or firm of Licensed Professional Consulting Engineers that has been specifically designated as such.
20. **City Manager:** The officially appointed and authorized City Manager of the City of Forest Hill, Texas or the City Manager's duly authorized representative.
21. **Code:** shall mean the Code of the City of Forest Hill.
22. **Commission:** See Planning and Zoning Commission.
23. **Community Development Director:** The officially appointed and authorized of the Community Development of City of Forest Hill, Texas, or the Community Development Director's duly authorized representative.
24. **Comprehensive Master Plan:** The plan adopted by the City Council as the official policy regarding the guidance and coordination of the development of private and public land in the City of Forest Hill, Texas.
25. **Construction Plans:** See Engineering Plans.
26. **County:** is Tarrant County.
27. **Crosswalk Way:** A public right-of-way, four (4) feet or more in width between property lines, which provides pedestrian circulations.
28. **Cul-de-sac:** A street having but one outlet to another street, and terminated on the opposite end by a vehicular turnaround.
29. **Dead-End Street:** A street, other than a cul-de-sac, with only one outlet.

30. **Dedication:** shall mean the designation by the developer of land set aside for public purposes.
31. **Developer:** Same as subdivider.
32. **Development:** shall mean the construction of any structure or any activity that requires a building permit or the submission of a plat or development plan. Development will also include any mining, excavation or land disturbance.
33. **Development Review Committee or DRC:** shall mean the staff committee charged with reviewing development applications for conformance with this Ordinance and other development regulations.
34. **D.R.T.C.T.:** shall mean Deed Records, Tarrant County, Texas.
35. **Director of Public Works:** The officially appointed and authorized Director of Public Works of the City of Forest Hill, Texas, or the Director of Public Work's duly authorized representative.
36. **Easement:** The word "easement" shall mean an area for restricted use on private property upon which any public utility shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths which in any way endanger or interfere with the construction, maintenance, or efficiency of its respective systems on any of these easements. Any public utility shall at all times have the right of ingress and egress to and from and upon the said easements for the purpose of constructing, reconstructing, inspecting, 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.
37. **Engineer:** A person duly authorized under the provisions of the Texas Engineering Practice Act, as heretofore or hereafter amended, to practice the profession of engineering and who is specifically qualified to design and prepare construction plans and specifications.
38. **Engineering Plans:** A set of drawings and/or specifications, including paving, water, wastewater, drainage, or other required plans, submitted to the City for review in conjunction with a subdivision or a development.
39. **Environmental Protection Agency or EPA:** shall mean the United States Environmental Protection Agency, the regional office thereof, any federal department, agency, or commission that may succeed to the authority of the EPA, and any duly authorized official of EPA or such successor agency.
40. **Escrow:** shall mean money placed in the possession of the City to accomplish the purpose set out in this ordinance including, but not limited to, the following: purchase of right-of-way; design and construction of water, sanitary sewer and/or drainage facilities; curb and gutter; pavement; streetlights; traffic signals; signs; markings; and sidewalks.
41. **Fees, Schedule of:** shall mean fees charged for processing various development applications as set forth by resolution approved by the Council.
42. **Filed of Record:** shall mean plats and other legal instruments that are filed in the Plat Records or Deed Records of Tarrant County, Texas.
43. **Final Plat:** (Also Record Plat or Filing Plat). The one official and authentic map of any given subdivision of land prepared from actual field measurement and staking of all identifiable points by a Surveyor or Engineer with the subdivision location referenced to a survey corner and all

boundaries, corners and curves of the land division sufficiently described so that they can be reproduced without additional references. Angular measurements and bearings shall be accurate to the nearest second. Distances shall be accurate to the nearest hundredth of a foot. The Final Plat of any lot, tract, or parcel of land shall be recorded in the Records of Tarrant County, Texas.

44. **Final Acceptance:** Acceptance by the City of Forest Hill of all infrastructure improvements constructed by the developer in conjunction with the development of land.
45. **Floodplain:** is the area subject to be inundated by water from the base flood.
46. **Floodplain Easement:** A drainage area dedicated to the city for control and maintenance of a floodplain based on fully developed conditions.
47. **Floodway:** The channel, river, or other watercourse and the adjacent land area that must be reserved in order to discharge the 100-year flood based on fully developed conditions without cumulatively increasing the water surface elevation at any point.
48. **Frontage:** shall mean the lot dimension adjacent to a street right-of-way, private street or approved access easement that is typically regarded as the front of the lot.
49. **Homeowners (Property Owners) Association:** a formal nonprofit organization operating under recorded land agreements through which: (a) each lot and/or homeowner in a specific residential area is automatically a member, and (b) each lot or property interest is automatically subject to a charge for a proportionate share of the expense for the organization's activities, such as the maintenance of common property, and (c) the charge if unpaid, becomes a lien against the nonpaying member's property.
50. **Impervious Surface:** shall mean any material that substantially reduces or prevents the infiltration of storm water.
51. **Infrastructure:** All streets, sidewalks, storm drainage, water, and wastewater facilities, utilities, lighting, transportation, and other facilities as required by the City of Forest Hill.
52. **Improved Open Channel:** shall mean a creek or area of concentrated drainage modified as a feature to convey drainage.
53. **Land Planner:** Persons other than Surveyors or Engineers who also possess and can demonstrate a valid proficiency in the planning of residential, commercial, industrial and other related developments; such proficiency often having been acquired by education in the field of land planning or other specialized planning curriculum and/or by actual experience and practice in the field of land planning and shall be a member of the A.I.C.P.
54. **Line, Lateral:** shall mean any line, wire or cable which distributes, transmits or delivers a utility service from a feeder line to a site or end user of the utility service.
55. **Line, Service:** shall mean any line, wire or cable which distributes, transmits or delivers a utility service from a feeder or lateral line to an end user.
56. **Lot:** An undivided tract or parcel of land having frontage on a public street and which is, or in the future may be offered for sale, conveyance, transfer or improvement; which is designated as a distinct and separate tract, and which is identified by a tract or lot number or symbol in a duly approved subdivision plat which has been properly filed of record.
57. **Lot Line:** shall mean a boundary of a lot.

58. **Lot of Record:** shall mean an area of land designated as a lot on a plat of a subdivision recorded in the Plat Records of Tarrant County, Texas, pursuant to statute with the County Clerk of Tarrant County, Texas.
59. **Municipal Separate Storm Sewer System (MS4):** shall mean the system of conveyances owned and operated by the City and designed or used for collecting or conveying storm water.
60. **Natural Creek:** shall mean an existing drainage channel that has not been graded, modified, cleared or created by equipment.
61. **Off-site:** shall mean all areas that lie outside the boundary of the development proposed by the plat.
62. **On-site:** shall mean all areas that lie within the boundaries of a development including areas proposed to be dedicated to the public by the plat.
63. **Pavement Width:** The portion of a street available for vehicular traffic. Where curbs are laid, it is the portion between the face of the curbs.
64. **Planning and Zoning Commission:** The advisory body that is responsible for assisting the City Council in preparing the comprehensive master plan for the community and in making recommendations for zoning regulations and district allocations and providing recommendations on compliance or non-compliance in subdivision platting activities.
65. **Planning Director:** shall mean the Director of the Planning and Development Services Department or representative.
66. **Plat:** shall mean the plan or map for the development to be filed for record in the Plat Records or Deed Records of Tarrant County, Texas.
67. **Plat, Amended:** shall mean a plat correcting errors or making minor changes to the original recorded plat, as permitted in the Texas Local Government Code.
68. **Plat, Combination:** shall mean a plat for 30 or fewer lots that combines both a preliminary plat and a final plat.
69. **Plat, Conveyance:** shall mean a plat utilized as an interim step in the development of land in order to record the subdivision of land or record a single lot or parcel created by other means. A conveyance plat is for property not previously platted and not intended for immediate development. A conveyance plat does not constitute the approval of the development of property.
70. **Plat, Final:** shall mean the instrument that becomes the official, accurate permanent record of the division of land.
71. **Plat, Minor:** shall mean a subdivision resulting in four or fewer lots and that does not require the creation of any new public street or the extension of municipal facilities.
72. **Plat, Preliminary:** shall mean the preliminary plan or map indicating the proposed manner or layout of the development. The preliminary plat should produce a design in which all ordinance requirements have been satisfied.
73. **Plat, Vacation:** shall mean a plat that returns platted property to the condition of the property prior to the filing of the latest plat filed of record.

74. **Pre-application Plan:** A sketch drawing of initial development ideas superimposed on a topographic map to indicate generally the plan of development and to serve as a working base for noting and incorporating suggestions of the City Manager, Commission, City Engineer, or others who are consulted prior to the preparation of the preliminary plat.
75. **Private Access Easement:** shall mean an easement across private property that provides access to one or more lots.
76. **P.R.T.C.T.:** shall mean Plat Records, Tarrant County, Texas.
77. **Public Facilities:** shall mean transportation, utility, drainage, park, and other City services required to serve a development.
78. **Public Improvements:** shall mean transportation, water, sewer, storm sewer, utility, drainage, park and other facilities for use by the public.
79. **Replat:** shall mean a revision of existing platted lots or existing platted lots in combination with existing tracts for the purpose of creating a new lot configuration.
80. **Reserved Authority:** shall mean stipulations of plat approval reserved to the Council concerning expenditures of City funds and contractual agreements to which the City is a party. The Council also reserves authority over appeals to the requirement for dedication of land, requirements for the construction of adequate facilities, or the payment of escrow.
81. **Roadway Facility:** shall mean existing and proposed streets and all related facilities including, but not limited to pavement, drainage facilities, sidewalks, signals, markings, signage, streetlights, median openings, turn lanes, and acceleration or deceleration lanes.
82. **Site-Related Facility:** shall mean any improvements or facilities in which the primary purpose is providing facilities to serve a specific new development. These improvements are for the primary benefit of a new development. The property owner is solely responsible for all costs associated with these improvements, as required by the subdivision ordinance and other regulations.
83. **Storm Water Management Plan, or SWMP:** shall mean a plan that addresses the long-term effect of development on storm water quantity or quality and satisfies the requirement for post-construction water quality maintenance in an EPA or TCEQ storm water discharge general permit.
84. **Storm Water Pollution Prevention Plan or SWPPP:** shall mean a plan required by an EPA or TCEQ storm water discharge general permit for the implementation of best management practices to reduce pollutants in storm water discharges associated with construction.
85. **Street:** A public right-of-way, however designated, which provides vehicular traffic access to adjacent lands.
86. **Street, Arterial:** shall mean a through street designed for the movement of heavy traffic.
87. **Street, Collector:** shall mean a street intended to move traffic from local streets to the arterial street system.
88. **Street, Internal:** shall mean generally any street whose entire width is contained within a development.

89. **Street, Local:** shall mean a street intended to move traffic primarily from residential uses to a collector street.
90. **Street, Perimeter:** shall mean any street that abuts a development and may be partially contained within the development.
91. **Subdivider:** Any person or any agent thereof, dividing or proposing to divide land so as to constitute a subdivision as that term is defined herein. In any event, the term "subdivider" shall be restricted to include only the owner, equitable owner or authorized agent of such owner or equitable owner, of land sought to be subdivided.
92. **Subdivision:** "Subdivision" or "resubdivision" of land (also "Addition"), as used in this Ordinance, shall be held and construed to include all of the following new uses or utilizations of a particular tract of land within the City of Forest Hill, Texas, or its extraterritorial jurisdiction.
- a. Any division of an existing tract of land in two or more parts (by lots, by metes and bounds or by any other method of subdivision or conveyance) for the purpose of thereby creating separate lots for ownership, usage or building purposes;
 - b. Any division of an existing tract of land in two or more parts for laying out any suburban lots or building lots, or any lots, streets, alleys or parks or other portions intended for public use, or the use of purchasers or owners of lots fronting thereon or adjacent thereto;
 - c. Any division of a lot or tract of land formerly in single ownership (that is, ownership by one person or more than one person who own undivided interests in the whole of such tract or lot) in two or more parts for separate or different ownership of the divided parts, whether accomplished by conveyance, partition or in any other manner;
 - d. Any lot not recorded as a part of a subdivision of the City, or a lot and a fractional part of any adjoining lot, or the fractional part of two adjoining lots, on which the owner or any person makes application for a building permit for any structure on such unrecorded lot or combined lots or parts thereof;
 - e. Any other subdivision or resubdivision of land contemplated by the provisions of the latest edition of the Texas Revised Civil Statutes.
93. **Surveyor:** A Registered State Land Surveyor or a Registered Professional Land Surveyor, as authorized by the State of Texas to practice the profession of surveying.
94. **Texas Commission on Environmental Quality or TCEQ:** shall mean the State of Texas Agency by that name, the regional offices thereof, any state department, agency, or commission that may succeed to the authority of the TCEQ, and any duly authorized official of TCEQ or such successor agency.
95. **Thoroughfare Development Plan or Thoroughfare Plan:** shall mean an element of the City's Comprehensive Plan that identifies the City's future street system and roadway network including policies and standards.
96. **Tract:** shall mean all contiguous property in common ownership.
97. **Utility Easement:** See easement.

Section 1.06 – Severability & Validity

It is hereby declared to be the intention of the City Council that the sections, paragraphs, sentences, clauses and phrases of this Ordinance are severable and, if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared invalid by the valid judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation in this Ordinance of any such invalid phrase, clause, sentence, paragraph or section.

Section 1.07 – Effective Date

This Ordinance shall be in full force and effect immediately upon adoption by the City Council.

Section 1.08 – Publication

The City Secretary of the City of Forest Hill is hereby directed to publish the proposed Ordinance or its caption and penalty together in the official newspaper of the City. The Ordinance shall not be utilized to impose penal sanctions until ten (10) days following the publication directed herein.

Section 1.09 – Compliance Required

No subdivider shall subdivide any tract of land which is located within the City or within its extraterritorial jurisdiction as established pursuant to Texas law, except in conformity with the provisions of this Ordinance.

Section 1.10 – Penalty for Violation

Any person, firm or corporation who shall violate any of the provisions of this Ordinance as it relates to property located within the corporate limits of the City shall be guilty of a misdemeanor and, upon conviction, shall be subject to a fine not to exceed two thousand (\$2,000.00) dollars, and each day that such violation continues shall constitute a separate offense and shall be punishable accordingly. Prosecution or conviction under this provision shall never be a bar to any other remedy or relief for violations of this Ordinance. For purposes of criminal prosecution under this ordinance, a showing of negligence shall be sufficient for a culpable mental state

Section 1.11 – Variances

- A. In the recommendation of a variance, the Board of Adjustments shall set out the conditions that it finds necessary or advantageous to the public interest in proposing such variances that will not have the effect of nullifying the intent and purpose of these regulations.
- B. Financial hardship to the applicant shall not be deemed sufficient reason to constitute the recommendation of a variance.
- C. In granting a variance, the Board of Adjustments shall prescribe only conditions that it deems necessary to or desirable in the public interest. In making the findings herein below required, the Board of Adjustments shall take into account the nature of the proposed use of the land involved, existing uses of land in the vicinity, the number of persons who will reside or work in the proposed subdivision, and the probable effect of such variance upon traffic conditions and upon the public health, safety, convenience and welfare in the vicinity. No variance shall be granted unless the Board of Adjustments finds that **all** of the following conditions exist:

1. That there are special circumstances or conditions affecting the land involved such that the strict application of the provisions of this Ordinance would deprive the applicant of the reasonable use of the land; and
 2. That the variance is necessary for the preservation and enjoyment of a substantial property right of the applicant; and
 3. That the granting of the variance will not be detrimental to the public health, safety or welfare, or injurious to other property in the area; and
 4. That the granting of the variance will not have the effect of preventing the orderly subdivision of other land in the area in accordance with the provisions of this ordinance.
- D. Such findings of the Board of Adjustments, together with the specific facts upon which such findings are based, shall be incorporated into the official minutes of the Board of Adjustments meeting at which such variance is granted. Variances may be granted only when in harmony with the general purpose and intent of this Ordinance so that the public health, safety and welfare may be secured and substantial justice done. Pecuniary hardship to the subdivider, standing alone, shall not be deemed to constitute undue hardship.
- E. The Board of Adjustments shall submit to City Council a letter containing all the specific facts and pertinent data upon which such a variance has been based, and such documents shall be entered into the official minutes of the Board of Adjustments Meeting. The decision of the Board of Adjustments relating to the approval or disapproval of a variance shall be final.

Section 1.12 – Appeals

Any subdivider aggrieved by a finding or action of the Board of Adjustments shall appear by filing written Petition in a court of competent jurisdiction within thirty (30) days from the date of such finding or action, and not thereafter.

Section 1.13 – Special Provisions for Enforcement

- A. A subdivision plat shall not be filed of record until it has been approved by the City Council and the developer has provided surety that the public improvements will be completed and any such actual recording shall be void unless such approval shall be endorsed on the face of the plat as hereinafter provided.
- B. No construction work shall begin on the proposed improvements in the proposed subdivision prior to the Final Plat being approved by the City Council.
- C. No changes, deletions, modifications or revisions shall be made to any plat of a subdivision after approval has been given by the City Council and endorsed on the plat in writing, unless said change, revisions or modifications is first submitted to and approved by the City Council. Minor revisions to the plat that do not revise property line locations, right-of-way lines, etc. (such as minor easement variations, note clarifications, etc.) as determined by the Planning Director may be accomplished with only City staff approval.
- D. No building permit will be issued for any structure on any lot in a subdivision which is not serviceable by the community sanitary sewer collection system.
- E. No building, repair, plumbing or electrical permit shall be issued by the City for any structure on a lot in a subdivision for which a Final Plat has not been approved and filed for record, nor for any

structure on a lot within a subdivision which the standards contained herein or referred to herein have not been complied with in full or in the alternative granted a variance pursuant to the terms of this Ordinance.

- F. The City shall not authorize any other person nor shall the City itself repair, maintain, install or provide any streets or public utility services in any subdivision for which the standards contained herein or referred to herein have not been complied with in full or in the alternative granted a variance pursuant to the terms of this Ordinance.
- G. Disapproval of a plat by the City Council shall be deemed a refusal by the City to accept the offered dedications shown thereon. Approval of a plat shall not impose any duty upon the City concerning the maintenance or improvement of any such dedicated parts until the proper authorities of the City have actually appropriated the same by entry, use, or improvement. Any such dedication, before or after actual appropriation may be vacated by the City Council in any manner provided by law.
- H. The City shall not authorize any other person nor shall the City itself sell or supply any water, gas, electricity, or sanitary sewer service within a subdivision for which a final plat has not been approved or filed for record, nor in which the standards contained herein or referred to herein have not been complied with in full or in the alternative granted a variance pursuant to the terms of this Ordinance.
- I. On behalf of the City, the City Attorney shall, when directed by the City Council, institute appropriate action in a court of competent jurisdiction to enforce the provisions of this Ordinance or the standards referred to herein with respect to any violation thereof which occurs within any area subject to all or a part of the provisions of this Ordinance.
- J. In addition thereto, any abutting owner or lessee or other person prejudicially affected by the violation of the terms of this Ordinance may resort to any court of competent jurisdiction for any writ or writs, or to obtain such relief, either in law or equity, as may be deemed advisable in these premises.
- K. If any subdivision exists for which a final plat has not been approved or in which the standards contained herein or referred to herein have not been complied with in full, the City Council may pass a resolution reciting the facts of such non-compliance and failure to secure final plat approval, and reciting the fact that the provisions of this Section will apply to the subdivision and the lots therein. The City Secretary shall, when directed by the City Council, cause a certified copy of such resolution under the corporate seal of the City to be filed in the Deed of Records of the County in which such subdivision or part thereof lies. If full compliance and final plat approval are secured after the filing of such resolution, the City Secretary shall forthwith file an instrument, in the Deed of Records of such county stating that the provisions of this section no longer apply.

Section 1.14 – Amendment

- A. The City Council may from time to time amend this Ordinance, in accordance with appropriate procedures provided by law.
- B. In order to ensure that the development community has the City's latest design and development criteria, developers and their design professionals are encouraged to register with the City's Public Works Secretary. Registration will allow the City to provide notification of any revisions and updates to the design and development criteria.

Section 1.15 – Improvements Required

- A. The subdivider shall furnish, install and/or construct the water and sanitary sewer systems and the street and drainage facilities necessary for the proper development of the subdivision. All such facilities shall be designed and constructed in accordance with the City of Forest Hill Design Criteria Manual referenced as part of this Ordinance, and other standards, specifications, and drawings as may be hereafter adopted, approved by the City Council and placed on file in the office of the City Secretary.
- B. Offsite Improvements, Over Sizing of Improvements, and Compliance with Public Works Facility Plans. The City of Forest Hill intends that a subdivider or developer be required only to build, construct, dedicate or fund those improvements necessary to address the impact that their development has on the City's infrastructure. A developer is responsible for installing the public works infrastructure located within the boundary of their subdivision. Perimeter streets and offsite improvements may be assessed to a specific subdivision project only to the extent that an individualized factual investigation is undertaken to determine the impact that the development has on that public works facility or system and the development will be required to construct, dedicate or fund its roughly proportional share of the cost of the offsite or adjacent facility based upon its impact on or use of that facility. The City will advise a subdivider of any potential offsite or over sizing requirement that might be generated in conjunction with a proposed subdivision activity. The notice provided by the City will identify the facility or improvement that may require the imposition of this type of exaction and will notify the subdivider that an individualized factual investigation will be undertaken to determine the appropriate share of the cost of such improvement to be levied against the development. At the conclusion of the study, the developer shall be advised in writing of the staff's determination of the exaction assessment to be charged to his or her proposed subdivision to address the proportional impact of that subdivision on the assisted facility or improvement. Any subdivider or developer who disagrees with the proposed assessment established by the City staff may appeal the decision of the staff to the City Council stating, therefore, the grounds of his or her objection. The subdivider or developer shall reimburse the City for all costs related to performing the rough proportionality analysis.
- C. Internal Improvements. If a City component plan, such as a Master Thoroughfare Plan identifies a major system moving through the interior of a proposed subdivision, the developer will be required to dedicate, construct, or contribute funds to the construction of these improvements only to the extent that an individualized study of the proposed subdivision establishes the proportion of the planned facility that will be utilized by the subdivision. A subdivider shall be required to dedicate, construct or fund improvements only to the level roughly proportional to the impact that their development has on the facility for which the exaction is being levied. The City staff will advise a developer/subdivider of any proposed exaction for a community facility or system within the perimeter of their subdivision at the commencement of the Preliminary Plat review process. The individualized fact finding study will be completed and the staff will advise the developer of any proposed exaction to be imposed on the subdivision to support the community facility or system. A developer who disagrees with this proposed assessment shall have the right to appeal this assessment to the City Council stating, therefore, the grounds of his or her objection. The subdivider or developer shall reimburse the City for all costs related to performing the rough proportionality analysis.
- D. Any and all appeals of development exactions imposed under this section shall be made in writing and served upon the City Secretary prior to the payment, dedication, contribution or construction of the improvement. The City Council shall act on the appeal within thirty (30) days following its submission. Failure to file an appeal prior to constructing, dedicating or funding the exaction shall waive any right to claim later credit or reconsideration of the exaction.

ARTICLE 2 – GENERAL SUBDIVISION DEVELOPMENT PROCEDURE

Section 2.01 – General

All property not heretofore subdivided into lots, blocks, and streets, or property to be resubdivided, within the City or within its extraterritorial jurisdiction shall hereafter be laid out subject to the approval of City Staff, the City Council and no other manner of subdivision will be recognized by the City. Prior to the consideration of the plans and plats by the City Council, the City Manager and the City Manager's duly authorized representatives shall review the submittal and advise the City Council of the staff findings concerning compliance or non-compliance with the terms of this Ordinance.

Section 2.02 – Procedure Summary

- A. Any owner or developer of any lot, tract, or parcel of land located within the corporate limits of the City or within its extraterritorial jurisdiction who may wish to effect a subdivision of such land shall conform to the general procedure described as follows:
 - 1. Development Review Committee and Pre-application
 - 2. Preliminary Plat
 - 3. Final Plat (if required), Minor Plat, Amended Plat, or Replat and Construction Plans
 - 4. Filing of the Final Plat (if required), Minor Plat, Amended Plat, or Replat
 - 5. Construction of improvements
 - 6. City acceptance of improvements
- B. A Final Plat will not be approved and/or released for recording unless it fully conforms to the Preliminary Plat as approved by the Planning and Zoning Commission and City Council.
- C. The detailed steps within each phase of the subdivision development procedure are covered in subsequent articles and sections of this Ordinance.

Section 2.03 – Subdivision Development Procedure Chart

A flow chart indicating the sequence of the steps involved in obtaining approval for subdivision development is shown on the following page.

ARTICLE 3 – DEVELOPMENT REVIEW COMMITTEE MEETING

Section 3.01 – General

- A. The purpose of the Development Review Committee Meeting is to give the Developer an opportunity to:
 - 1. Discuss the proposed development with the City Manager, the Director of Public Works, the Planning Director, the City Engineer, the City Marshall and City staff.
 - 2. Obtain copies of all forms, publications, design criteria, Comprehensive Master Plan criteria, and standards available from the City.
 - 3. Determine whether the current zoning is appropriate for the proposed development or if rezoning may be required.
 - 4. Determine whether a Preliminary Plat or other types of plats are required for the development.
- B. The Development Review Committee Meeting is mandatory before any plat is submitted to the City for review. Any waivers may be granted at the Planning Director's discretion. The plan submittal and the meeting provide an opportunity for the Developer and the City to communicate and streamline the platting process. The Development Review Committee Meeting will be held on an as-needed basis.

Section 3.02 – Submittal

The submittal for the Development Review Committee Meeting should include:

- A. The Developer shall provide a concept plan at least five (5) business days prior to the Development Review Committee Meeting.
- B. The Developer shall provide Eight (8) copies of the concept plan with a vicinity map at the Development Review Committee Meeting.
- C. The Pre-application Plan should have a location map that clearly defines the location of the site within the City.
- D. The Pre-application Plan should contain existing zoning for the site and for all adjacent properties.

ARTICLE 4 – CONVEYANCE PLATS

Section 4.01 – General

A conveyance plat may be used in order to subdivide or sell land without plans for its immediate development. A conveyance plat allows the recording of a subdivision without requiring the construction or design of public improvements or collection of development fees. No building permit shall be issued nor public utility service provided for land that has only received approval as a conveyance plat. Easements, dedications and reservations may be recorded on a conveyance plat.

Section 4.02 – Submittal Requirements

Each conveyance plat submittal shall include a digital file in a format as required by the Planning Director and shall contain the following information:

- A. Name, address, phone, fax and e-mail address of record owner.
- B. Volume and page of record ownership, D.R.T.C.T.
- C. Name, address, phone, fax and e-mail address of the professional preparing the plat.
- D. Name, address, phone, fax and e-mail address of the developer, if applicable.
- E. Key map showing subdivision location referencing existing streets and highways.
- F. North arrow.
- G. Written and graphic scale.
- H. Location and approximate dimensions of all boundary lines of the property shall be indicated by heaviest lines and expressed to the nearest 1/100th foot, unless more specific information is available.
- I. Existing adjoining property information shall be shown by dotted or dashed lines including:
 1. If platted - the subdivision name, lot numbers, block or tract numbers and recording information including volume and page of P.R.T.C.T.;
 2. If unplatted - the record ownership including the volume and page of D.R.T.C.T.; and
 3. If subdivided without platting - show both (1) and (2) above.
- J. Title block shall be placed in the bottom right corner of the plat and shall include:
 1. The type of plat;
 2. A reference to the original survey including recording information;
 3. The location by City, County and State; and
 4. The date of preparation.
- K. Certifications, notary statements and authorizations in accordance with the official forms on file in the Planning Department.
- L. The following certification shall be shown on all conveyance plats: *"No building permit shall be issued nor public utility service provided for land that has only received approval as a conveyance plat."*
- M. At least one corner of a subdivision shall be tied by course and distance to a corner of a platted lot or an original corner of the original survey of which it is a part. The plat shall include a note describing the corner tie, and a tie to a Global Positioning System (GPS) monument accepted by

the City. The location and coordinates of the two iron rods shall be in U.S. Survey Feet, Texas State Plane, North Central Zone Coordinate System, and NAD83 horizontal datum; and the elevation of two iron rods shall be shown on the plat prior to filing with the County.

Section 4.03 – Processing of Conveyance Plat

- A. **Approval and Filing of Conveyance Plats.** If the Planning Director determines that the conveyance plat complies with requirements of this Section, then the conveyance plat shall be certified by the required parties and filed of record.
- B. **Denial of Conveyance Plats.** If the Planning Director determines that the conveyance plat does not comply with the requirements of this Section, then the conveyance plat shall be denied. The Planning Director shall provide the applicant written notification and explanation of the denial within a reasonable period of time following its submission to the Planning Director.

ARTICLE 5 – PRELIMINARY PLAT

Section 5.01 – General

A Preliminary Plat is required if the development meets the following criteria:

- A. The development requires public improvements that are to be dedicated to the City, and/or
- B. The proposed number of lots is four or more.

Section 5.02 – Purpose

The purpose of the Preliminary Plat is to allow the City Staff, the City Engineer, the Planning and Zoning Commission to review the overall platting of the development with respect to streets, water, sanitary sewer, drainage, landscape opportunities and park dedication. It allows the City to confirm that the development is in compliance with the Comprehensive Master Plan. It also allows the City to estimate the amount of impact fees to be collected and if the development is eligible for any City participation.

Section 5.03 – Procedure

- A. **Pre-Application** – The subdivider should avail himself of the advice and assistance of the City officials and consult early with the Planning Director and/or other persons designated by the City Manager before preparing the preliminary plat and before formal application approval, in order to save time and money and to make the most of his opportunities.

- B. **Payment of Taxes, Fees, or Other Obligations Required**

- 1. PAYMENT OF ALL INDEBTEDNESS ATTRIBUTABLE TO A SPECIFIC PROPERTY REQUIRED PRIOR TO HEARINGS BEFORE PLANNING AND ZONING COMMISSION.

No person who owes delinquent taxes, delinquent paving assessments, or any other delinquent debts or obligations, and which are directly attributable to a piece of property for which a plat has been approved by the City Council of the City of Forest Hill, Texas, shall be allowed to record an approved plat until the taxes, assessments, debts, or obligations directly attributable to said property and owed by the owner or previous owner thereof shall have been first fully discharged by payment, or until an arrangement satisfactory to the City Manager has been made for the

payment of such debts or obligations. It shall be the applicant's responsibility to provide evidence or proof that the taxes have been paid.

2. **Right to Deny Hearing**

Regardless of the status of or indebtedness owed to the City of Forest Hill, Texas, by the applicant or person requesting such hearing, the requested hearing shall be denied only under the provisions of this Ordinance if the indebtedness is directly attributable to the property which is to be the subject of the hearing or who fraudulently misrepresents the application.

3. **Misrepresentation**

It shall be unlawful for any person to knowingly or willfully misrepresent, or fail to include, any information required by this Ordinance on any application for annexation, zoning, development, or subdivision of property.

4. **Penalties and Exceptions**

If any applicant for such hearing, or any owner of property subject to such hearing, shall allow such hearing before the Planning and Zoning Commission to be heard in violation of any of the provisions of the Ordinance, such person shall be deemed guilty of a misdemeanor and upon conviction thereof shall be subject to a penalty as of the "City Code of Ordinances of the City of Forest Hill" and shall constitute grounds for automatic denial of the plat.

Section 5.04 – Submittal Requirements

The Preliminary Plat shall be prepared as follows:

A. General

1. All submittals intended for City Staff review before Staff Approval shall consist of four (4) full-size copies of the preliminary plat. Once preliminary plat is approved by staff, twelve (12) copies of the Preliminary Plat submittal shall be provided to the City for the Planning and Zoning Commission Hearing.
2. The submittal shall include all fees associated with the Preliminary Plat.
3. The Preliminary Plat shall be at a 1" = 100' scale or larger on a 22" x 34" sheet size (folded to 8¹/₂" x 11" when submitted to the City). One copy of an 11x17 map shall also be submitted.
4. Include the name of the proposed Development, the name and address of the Developer and the Engineer or Surveyor responsible for the design or survey, tract designation, and other descriptions according to the abstract and survey records of Tarrant County, Texas.
5. Include the proposed name under which the subdivision is to be recorded. The name shall not have the same spelling as, or be pronounced similar to, the name of any other subdivision located within the City or within five miles of the current City Limits.
6. Include the name of the contiguous subdivision, the location of contiguous lots, the name of owners or contiguous parcels of unsplit land, and an indication of whether contiguous properties are platted and filed of record.
7. Include a vicinity map showing location of tract by reference to existing streets or highways.

8. Include conditions adjacent to the tract affecting design of the subdivision including such information as may be available from field observation, aerial photographs and available maps.
9. Include the date of preparation, the scale of the drawing, and a north arrow.
10. The following notice shall be placed on the face of each Preliminary Plat:

"PRELIMINARY PLAT FOR REVIEW PURPOSES ONLY"

11. The following certificates shall be placed on the Preliminary Plat:

THE PLANNING AND ZONING COMMISSION OF FOREST HILL, TEXAS ON
(date __,__) VOTED AFFIRMATIVELY TO RECOMMEND CONDITIONAL
APPROVAL OF THIS PRELIMINARY PLAT, SUBJECT TO CONDITIONS
ENUMERATED IN MINUTES OF THIS DATE.

BY: _____
CHAIRMAN, PLANNING AND ZONING COMMISSION
CITY OF FOREST HILL

ATTEST: _____
CITY SECRETARY

12. The Preliminary Plat shall name the responsible entity for the operation and maintenance of any building, park, equipment, pools, plantings, lawns or other legal interests, if it is proposed that they are to be shared by owners of the real property within the subdivision.

B. Property Information

1. Provide the location of existing blocks, lots, building lines, water courses, ravines, bridges, culverts, present structures and any pertinent natural features in the area affected. Principal dimensions and all significant information in regard to property, immediately adjacent on all sides, shall be shown.
2. Provide the tract designation and other description according to the real estate records of the City or County Assessor and Recorder; also designation of the proposed uses of land within the subdivision.
3. Include primary control points or descriptions, and ties to such control points to which all dimensions, angles, bearings, block numbers and similar data shall be referred.
4. Include subdivision boundary lines, accurate in scale and indicated by heavy lines, of the total area proposed for subdivision and the computed acreage of the total area. Bearing and length of each boundary line shall be shown and description by metes and bounds of the subdivision perimeter shall be supplied separately on 8-1/2" x 11" or 11" x 17" paper.
5. Include the location and dimensions of all existing and proposed right-of-ways, reservations, easements or other public right-of-ways within the proposed subdivision, intersecting or contiguous with its boundaries or forming such boundaries. All existing, or recorded, and proposed residential lots, parks, public areas, permanent structures within or contiguous with the proposed subdivision shall be shown. All right-of-ways shall conform to the City of Forest Hill Design Criteria Manual and Master Thoroughfare Map.

6. Include current zoning information for the property. Proposed subdivision lots must fully comply with City of Forest Hill Zoning Ordinance, including but not limited to, minimum lot area, depth and width.
7. Include front building setback lines on all lots and sites. Side yard building setback lines shall be shown at street intersections and crosswalks.
8. Include the location of city limit lines, the outer border of the City's extraterritorial jurisdiction, and zoning district boundaries, if they traverse the subdivision, form part of the boundary of the subdivision, or are contiguous to such boundary.
9. Include the gross area of the subdivision, the proposed number of residential lots and area of the individual lots (in tabular format), and the approximate area of parks and of other non-residential uses.
10. A number or letter shall be used to identify each lot or site, and block.

C. Streets

1. Indicate all existing and proposed streets within and abutting the proposed subdivision. All streets shall conform to City of Forest Hill Design Criteria, the Comprehensive Master Plan and the Master Thoroughfare Map. All street widths shall be dimensioned from face-to-face of curb.
2. When the Preliminary Plat includes curved streets, the radius of the curve shall be shown. For lots facing on curved streets, the chord length of the lot at the front building setback line shall be shown.

D. Traffic Studies

1. The purpose of this Section shall be to establish policies governing traffic flow and safety on street facilities within the city limits of the City of Forest Hill, Texas. The purpose of these policies is to protect the general health, safety and welfare of the public by reducing traffic congestion, improving traffic safety and flow, and ensuring that traffic to be generated from the proposed development can be adequately and safely served by the existing and future street system.
2. Threshold Analysis:

Unless waived by the City Engineer and/or Planning Director, all proposed developments are required to submit to the City of Forest Hill a Trip Generation Threshold Analysis Worksheet, included in the City of Forest Hill Design Criteria Manual, prepared by a Licensed Professional Engineer in the State of Texas with experience in Transportation Engineering to determine if the development is expected to generate:

- a. 1,000 or more vehicle trips per day; OR
- b. 100 or more vehicle trips in the peak direction (i.e. inbound or outbound) during the site's peak traffic hour (typically AM, PM, or Saturday Peak)

Unless approved otherwise, trip generation rates shall be based on the most recent edition of the Institute of Transportation Engineers (ITE) *Trip Generation Manual*.

If the proposed development exceeds one or more of the above criteria, a Traffic Impact Analysis (TIA) shall be required to be submitted with the Preliminary Plat in accordance with the requirements detailed in the following section. If none of the above criteria are exceeded, the Threshold Analysis shall be submitted with the Preliminary Plat for verification. The City reserves the right to require a TIA for developments that do not exceed the Threshold Analysis requirements, but may impact a sensitive area or issue, or where there may be a known public concern.

3. Traffic Impact Analysis (TIA):

a. Requirements

- i. Prior to the commencement of a TIA, an initial discussion with the City Engineer is required to establish the requirements and scope related to the TIA. The City Engineer will provide guidance regarding the following:
 - Peak Periods for Analysis (typically AM, PM, or Saturday Peaks);
 - Time Periods for Analysis (typically Existing year, Opening Year of Major Phase(s), and Buildout year);
 - Intersections for Analysis (typically all site access drives and all signalized and major unsignalized intersections within ½ mile of the site); and
 - Background traffic growth rate(s) for horizon year(s) (typically 3%-5% per year, compounded annually).
- ii. Depending upon specific site development characteristics, a sight distance analysis, queuing analysis, or turn lane storage analysis may also be required.
- iii. The purpose of the study is to determine whether the existing and planned thoroughfare system can accommodate the impact of the proposed development. If the design level of service cannot be maintained, mitigation improvements shall be required to accommodate the development. To achieve consistency between each study, the following standards shall apply:
 - Design Level of Service:
 - The minimum acceptable level of service (LOS) within the City shall be defined as LOS “C” in the design hour(s) for all study links and intersections.
 - LOS “D” may be permitted by the City Engineer for interim conditions at locations where LOS “C” cannot be achieved without major capacity improvements.
 - Trip Generation:
 - The City’s standard for trip generation rates shall be those found in the latest edition of the Institute of Transportation Engineers (ITE) Trip Generation Manual.
 - Alternative trip generation rates may be accepted on a case-by-case basis if the applicant can provide current supporting data substantiating that the development significantly differs from the rates published in the ITE Manual. Approval from the City Engineer is required to use alternative rates.

- Trip reductions for pass-by trips and/or internal capture shall not be permitted without the prior approval of the City Engineer.

b. Methodology

- i. The TIA shall include the general information detailed below. It should be noted that this methodology is not intended to be all inclusive, but should be used as a guideline during TIA preparation.
 - Site Location / Study Area – include a description of the size, general features, and location of the site – including a site plan and map of the study area relative to the surrounding area;
 - Existing Zoning and Development – include a description of the existing development on the site and any impact it would have based on the proposed development;
 - Proposed Development – include a description of the proposed development for the site, land areas, assumed floor area ratios (FAR), and proposed intensities (i.e. square footage, number of units, etc);
 - Thoroughfare System – provide a description, speeds, and map of existing or planned thoroughfares and traffic control devices within the study area;
 - Existing Traffic Volumes – summarize traffic counts performed for major thoroughfares and intersections within the study area;
 - Projected Traffic Volumes – summarize assumptions made in determining horizon year(s) background traffic projections for the thoroughfare system;
 - Trip Generation – summarize trip generation rates and projected trip generation for the site for applicable peak periods for each horizon year;
 - Trip Distribution and Assignment – provide summary, tables, and figures to detail the assumptions made in performing trip distribution and traffic assignment – it is recommended that a figure be provided showing distribution and assignment for each site driveway and study intersection;
 - Capacity Analysis – identify capacity analysis technique used and provide peak hour capacity analysis at each of the study area links and intersections for existing and horizon year traffic conditions;
 - Evaluation of Recommended Improvements – detail any recommended improvements required for the study area to accommodate the proposed development and provide additional capacity analysis worksheets where applicable; and
 - Traffic Signal Evaluations – provide traffic signal warrant analysis where applicable– including the approximate timeframe required for installation;
- ii. In order to present the information listed above, it is recommended that the study include the following exhibits:
 - Vicinity Map
 - Site Plan
 - Existing Lane Use Assignments and Traffic Control Devices
 - Existing Traffic Volumes (for each peak period)

- Projected Site Traffic Distribution Percentages
- Projected Peak Hour Site Traffic Volumes (for each peak period)
- Horizon Year(s) Lane Use Assignments and Traffic Control Devices
- Projected Horizon Year(s) Traffic Volumes (for each peak period)
- Summary of Recommended Improvements

c. Preparation and Review

The TIA must be prepared and submitted in accordance with all of the guidelines in this Ordinance. The TIA shall be prepared and sealed by a Licensed Professional Engineer in the State of Texas with experience in Transportation Engineering. The applicant shall submit three (3) copies of the TIA for review. In addition, all electronic files used as part of the traffic analysis (i.e. Synchro, HCS, etc) shall be provided.

Additional requirements and/or analysis may be necessary to comply with the guidelines of the Texas Department of Transportation (TxDOT) for developments adjacent to TxDOT facilities. It shall be the applicant's responsibility to coordinate TIA requirements and review with TxDOT, if applicable to the proposed development.

E. Drainage

1. The Preliminary Plat shall include topographical information including contour lines on a basis of two foot (2') intervals in terrain with a slope of five percent (5%) or more and on a basis of one foot (1') intervals in terrain with a slope of less than five percent (5%). All elevations shall be on U.S. Coast and Geodetic Survey datum or referenced to a City benchmark on the same datum. The datum used shall be specified on the drawing.
2. A Preliminary Drainage Plan shall be provided, describing the contributing drainage to and within the proposed subdivision. The submittal shall include the area, slope and type of development in the contributing area.
3. The Preliminary Drainage Plan shall include the locations of existing and proposed inlets, storm sewer mains, outfalls, detention ponds, culverts, and bridges as applicable to the development. All drainage must be planned in accordance with the Comprehensive Master Plan and meet the requirements of the Drainage Design section of the City's Design Criteria Manual. The best interest of the immediately adjacent properties shall be considered at this stage of the development.
4. Indicate the location, dimension, description, and flowlines of existing drainage structures and the location, flowlines, and floodplain boundaries of existing watercourses within the subdivision and/or contiguous tracts.
5. Include the width of floodplain, drainage and other easements on both the Preliminary Drainage Plan and the Preliminary Plat.

F. Utilities

1. The Preliminary Plat shall include all existing sanitary sewers, water mains, gas mains, electric and telephone lines, culverts, and any other underground structures or utilities within the tract and immediately adjacent thereto with pipe sizes and locations indicated.

In the event water mains and sanitary sewers are not on or adjacent to the tract, indicate the direction, distance, and size of the destination mains, including invert elevations of the sewer lines.

2. Include the size and location of all proposed water distribution mains and service lines, including fire hydrants.
3. Include the size and location of all proposed sewer mains and service lines, including manholes and cleanouts.
4. The Preliminary Plat shall conform to the City's Design Criteria Manual and the Comprehensive Master Plan.

G. Park Dedication

The Preliminary Plat shall show all areas proposed for park dedication in accordance with the Park Master Plan, if available at the time of plat application.

Section 5.05 – Processing of Preliminary Plat

- A. The Planning Director shall collect all required application fees as specified by City Ordinance upon receipt of the Preliminary Plat submittal. City Staff and the City Engineer shall check the Preliminary Plat as to its conformity with City of Forest Hill Design Criteria, Comprehensive Master Plan, and submittal requirements.
- B. The City Engineer shall return the Preliminary Plat to the Planning Director with suggested modifications, additions or alterations to the streets, drainage, water and sanitary sewer improvements. The City Engineer and City Staff suggestions shall be made available to the Planning and Zoning Commission.
- C. A Preliminary Plat shall be considered filed for processing when all required elements have been submitted to the City staff and have been accepted by City staff. The Preliminary Plat and the comments, suggestions and recommendations of the City staff shall be presented to the Planning and Zoning Commission within thirty (30) days of their acceptance by the City Staff. The comments of the City Staff shall advise the Planning and Zoning Commission of the staff determination of whether the Preliminary Plat, as submitted, is in compliance or non-compliance with the regulations, requirements, design criteria and development standards of the City. The Planning and Zoning Commission shall disapprove the Preliminary Plat if it is non-compliant with City regulations. The Planning and Zoning Commission shall consider approval of the Preliminary Plat if it is compliant with City regulations. The Planning and Zoning Commission may grant conditional approval to a Preliminary Plat if the elements of non-compliance are minor and the Developer/applicant agrees to correct the points of non-compliance and bring them into conformity with City requirements prior to submission of a Final Plat. If the Planning and Zoning Commission disapproves a proposed Preliminary Plat, it will state the basis upon which disapproval is made.
- D. It is to be understood that recommending approval of the Preliminary Plat by the Planning and Zoning Commission does not constitute official acceptance of the proposed subdivision by the City. **There shall be no work done in the field on the proposed subdivision until the final plat and construction plans have been approved.**

- E. **The Preliminary Plat expires 12 months after Planning and Zoning Commission approval, unless a Final Plat for the property, consistent in all respects with the approved Preliminary Plat, has been submitted for approval.**

If the subdivision is to be constructed in phases, the Preliminary Plat will remain valid as long as no more than two (2) years time passes between approval of the Final Plat for a phase and the submittal of the Final Plat for approval of the subsequent phase and each phase incorporates at least 25 percent (by lot count) of the approved Preliminary Plat. The Preliminary Plat may also be extended with Planning and Zoning Commission approval by filing a written request prior to the plat's expiration.

ARTICLE 6 – FINAL PLAT & CONSTRUCTION DOCUMENTS

Section 6.01 – General

- A. No subdivision of land shall be allowed without proper submittal, approval and adoption of a Final Plat prepared by a Registered Public Land Surveyor in the State of Texas. The Construction Plans and Specifications for improvements must be prepared by a Licensed Professional Engineer in the State of Texas in accordance with this Ordinance.
- B. All Final Plats must first be preceded by an approved Preliminary Plat.
- C. **There shall be no work done in the field on the proposed development until the Final Plat and related construction plans have been approved.**

Section 6.02 – Application

- A. When the Developer is ready to submit the Final Plat to the Planning Director for review, the Developer shall provide eight (8) copies of the Final Plat along with eight (8) copies of complete Construction Plans and two (2) copies of construction cost estimates of all public improvements as prepared by a licensed civil engineer. The Final Plat shall carry the legend "**Final Plat.**" The submittal shall include payment of the required filing fees and a letter of transmittal requesting review. No Final Plat will be considered by the City until the prescribed filing fees have been paid in full.
- B. Upon receipt of the Final Plat, Construction Plans, and the required filing fees, the Planning Director shall check the Final Plat as to its conformity with the City's Comprehensive Master Plans, Land Use Plan, zoning, lot size requirements, subdivision and street names and other applicable City standards. The Planning Director shall transmit two (2) copies of the Final Plat and Construction Plans to the City Engineer who shall check for the same conformity with applicable engineering standards and specifications set forth herein, as well as with generally accepted engineering principles when not covered specifically herein. The City's Staff shall return comments on the Final Plat and Construction Plans to the Developer with recommendations as to modifications, additions, alterations or other matters pertinent to the Final Plat and the Construction Plans. If a developer has submitted all of the required components of a Final Plat and Construction Documents, the plat shall be presented to the City Council within thirty (30) days of its acceptance by the staff. At this time, the Developer shall submit twelve (12) full-size copies of the final plat and construction documents.
- C. If approved by the City Council, the Final Plat may constitute only that portion of the approved Preliminary Plat which the Developer proposes to record and develop; however, such portion shall conform to all the requirements of the Subdivision Ordinance.

- D. If Final Plats are submitted for approval by portions or phases of the proposed subdivision, each portion or phase shall carry the name of the entire subdivision and shall bear a distinguishing letter, number or subtitle. Block letters shall run consecutively throughout the entire subdivision, even though such subdivision might be approved in phases.

Section 6.03 – Development Fees and Certificates

- A. When the Final Plat is submitted to the Planning Director for consideration and adoption, it shall be accompanied by all required application fees as specified by City Ordinance. The deposit of such fees shall constitute a formal request for Final Plat approval.
- B. A review and inspection fee of all proposed improvements (excluding building structures and their foundations), as approved by the Planning Director, shall be paid to the City of Forest Hill by the Developer before the approval of the Final Plat. This fee is to compensate the City for the cost of up to two engineering reviews of Construction Plans and Specifications (one initial review and a second review to verify that all original review comments have been addressed), and inspection of such improvements to be constructed within the subdivision. Any reviews in addition to the first two engineering reviews will not be covered by the fee discussed previously. The Developer will be required to pay the City the extra costs associated with these additional reviews.
- C. The impact fees shall be assessed at the time of recordation of the Final Plat. The impact fees shall be collected at the time a Building Permit is issued on a lot-by-lot basis. The Building Permit for each lot shall not be issued without payment of the applicable impact fees.
- D. The Final Plat submittal shall include certificates from the City, School District and County Tax Collectors showing that all City, School District and County taxes on the land being subdivided have been paid to the current year.

Section 6.04 – Final Plat Form and Content

The Final Plat shall include the following information:

- A. The Final Plat shall be drawn to a scale of 1" = 100' or larger, on 22" x 34" sheet size.
- B. The Final Plat shall also be supplied in AutoCAD format after it has been approved by the City Council.
- C. The Final Plat shall contain the subdivision name or identifying title and name of the city, county and state in which the subdivision is located; and the name and address of the record owner or developer.
- D. The Final Plat shall include the boundary lines with accurate distances and bearings and the exact location and width of all existing or recorded streets intersecting the boundary of the tract.
- E. The Final Plat shall include an accurate location of the subdivision with reference to the abstract and survey records of Tarrant County.
- F. The Final Plat shall include the location of city limit lines, the outer border of the City's extraterritorial jurisdiction, and zoning district boundaries, if they traverse the subdivision, form part of the boundary of the subdivision, or are contiguous to such boundary.

- g. Any other holder of dedicated easements or rights-of-way within or immediately adjacent to property.

16. Signature blocks, as shown below, to be completed by the City Council.

THE CITY COUNCIL OF FOREST HILL, TEXAS ON

VOTED AFFIRMATIVELY TO ADOPT THIS PLAT
AND APPROVE IT FOR FILING OF RECORD.

BY: _____
MAYOR

ATTEST: _____
CITY SECRETARY

17. City approval of the street address numbering for all houses or other buildings contemplated to be erected within the subdivision as developed, such street address numbering to be assigned by the Planning Director and/or Fire Chief prior to the approval of the Final Plat.

I. Storm Water Management Acknowledgment and Indemnity

Prior to Final Plat approval by the City Council, the developer of a subdivision and/or re-subdivision of land shall be required to execute and file with the City Secretary an Acknowledgment Agreement and an Indemnity Agreement relating to the storm water management system and improvements located within the subdivision as set forth below.

1. Acknowledgment Agreement

The Acknowledgment Agreement executed by the developer shall be on a form provided by the City and shall establish, as a matter of record, the following matters:

- a. The City of Forest Hill requires that the developer of a subdivision employ a Licensed Professional Engineer in the State of Texas to design the storm water management system within the subdivision. The engineer is to evaluate the specific local circumstances of the tract being subdivided and to analyze flows of water entering the tract and leaving the tract subsequent to the development of the subdivision. The engineer is to utilize his or her best professional judgment to design a system that will adequately manage storm water at the specific location in question and to ensure that the system conforms to the requirements of Texas law.
- b. The storm water / drainage improvement standards published and approved by the City of Forest Hill are the minimum standards deemed acceptable by the City. The City does not and has not represented that they are appropriate for every situation and it is the responsibility of the developer's engineer to determine if a more extensive system is necessary to adequately manage storm water issues both onsite and offsite.
- c. The City Staff of the City of Forest Hill will undertake a summary review of the storm water analysis and proposed improvements presented by the developer's engineer. The City Staff will not re-engineer the project but will only be reviewing the developer's work to determine if it appears to be consistent with minimum requirements and to meet or exceed minimum specifications contained in City development requirements. The City's engineering review is

not intended to evaluate the detailed engineering analysis and calculations undertaken by the developer's engineer.

2. Indemnification Agreement

The developer shall execute and file with the City Secretary a written agreement to indemnify and hold harmless the City from any and all judgments, claims, demands or causes of action of any nature whatsoever occasioned by or arising out of the inadequate or improper surface drainage of said subdivision or re-subdivision for a period of five (5) years from the date of the approval by the City Council of the Final Plat of said subdivision or re-subdivision. The Indemnification Agreement is required because the developer's engineer has designed the system and the developer's contractors have constructed the system.

Section 6.05 – Construction Plans

A. General

1. All improvements shall be designed in accordance with the City of Forest Hill Design Criteria referenced as part of this Ordinance.
2. Eight (8) copies of complete Construction Plans, specifications, engineering calculations, completed Construction Plan Checklists, and detailed cost projections, for streets, drainage, sanitary sewers, water distribution, and any other improvements to be constructed, are required to be submitted with the Final Plat. Construction plans must be 100% complete at the time of submittal. Any incomplete sets of construction plans shall be returned unreviewed.
3. The Construction Plans shall be submitted on standard 22" x 34" sheets.
4. Each sheet of the Construction Plans shall contain a title block, including space for the notation of revisions. This space is to be completed with each revision to the plan sheet and shall clearly note the nature of the revision and the date that the revision was made.
5. Each sheet shall bear the seal and signature of the Licensed Professional Engineer in the State of Texas who prepared the plans.
6. Each sheet of the Construction Plans shall include north arrow, scale, date, and benchmark description to sea level datum. Scales shall be 1 inch equal 20, 40 or 50 feet horizontally and 1 inch equal 2, 4, or 5, feet vertically.
7. The title sheet of the Construction Plans shall bear a signature block for approval for construction which shall read as follows:

THESE CONSTRUCTION PLANS HAVE BEEN REVIEWED BY, AND RELEASED FOR CONSTRUCTION, BY THE CITY OF FOREST HILL. THE CITY HAS DETERMINED THAT THEY CONTAIN THE REQUIRED DOCUMENTS AND MEET MINIMUM STANDARDS FOR THE CONSTRUCTION OF THE REQUIRED IMPROVEMENTS. THE CITY'S REVIEW AND RELEASE OF THESE PLANS DOES NOT REPRESENT THAT THE CITY HAS RE-ENGINEERED THE IMPROVEMENTS BUT ONLY THAT THE MATERIALS SUBMITTED MEET MINIMUM STANDARDS. THE DESIGN ENGINEER AND/OR CONTRACTOR IS RESPONSIBLE FOR THE UNDERLYING ENGINEERING AND RECOGNIZES THAT SPECIFIC SITE CIRCUMSTANCES AND CONDITIONS MAY REQUIRE IMPROVEMENTS CONSTRUCTED TO EXCEED MINIMUM STANDARDS CONTAINED IN THE CITY'S DESIGN GUIDELINES. THE DESIGN ENGINEER AND CONTRACTOR ARE RESPONSIBLE FOR THE ACCURACY OR CORRECTNESS OF THE PLANS AND SPECIFICATIONS CONTAINED HEREIN.

DIRECTOR OF PUBLIC WORKS _____

PLANNING DIRECTOR _____

CITY ENGINEER _____

CITY FIRE MARSHAL _____

BUILDING OFFICIAL _____

B. Paving Plans

1. The Construction Plans shall include a plan and profile of each street with stationing, top of curb grades, and existing and proposed ground lines. The typical cross-section of proposed streets shall show the width of roadway, pavement type, and location and width of sidewalk. Plans and Specifications shall conform to City of Forest Hill Design Criteria referenced by this Ordinance.
2. Three (3) copies of the geotechnical report recommendations for pavement thickness and cement or lime content, as required by the design criteria, shall be submitted with the construction plans.

C. Sanitary Sewer and Water Plans

The Construction Plans shall include a plan and profile of proposed sanitary sewers and water lines 12” and larger, with stationing, grades and pipe sizes indicated and showing locations of manholes, etc., and a plan of the proposed water distribution system showing pipe sizes and location of valves, fire hydrants, and fittings, etc., in conformance with City of Forest Hill Design Criteria.

D. Floodplain/Drainage Study

1. The purpose of this section shall be to establish the policies of the City of Forest Hill governing floodplains, drainageway and storm water management to avoid the danger of flooding and ensure that proposed developments can be adequately served by existing and/or proposed drainage facilities. The purpose of these policies is to protect the general health, safety and welfare of the public by reducing the risk of flooding private property and public right-of-ways. The latest National Flood Insurance Program (NFIP) Guidelines and associated references are hereby incorporated into this Ordinance by reference.
2. A Floodplain/Drainage Study is required for any property which meets any of the following criteria:
 - a. Lies wholly or partially within a flood hazard area as delineated by the current Flood Insurance Rate Maps as provided by FEMA.
 - b. The land use intensity is greater than that shown in the Comprehensive Land Use Plan.

The City may require that the Developer provide, at the Developer's expense, a drainage study of the proposed development. Three (3) copies of this study shall be submitted with the Final Plat.

3. The drainage study shall be prepared and sealed by a Licensed Professional Engineer in the State of Texas with experience in hydrology and hydraulics engineering.
4. If any portion of the floodway is proposed to be modified or a culvert or bridge is proposed to cross a FEMA-designated floodplain, the Developer shall prepare a Conditional Letter of Map Revision (CLOMR) request to FEMA in conjunction with, or prior to, submittal of the Construction Plans. The CLOMR must be approved by FEMA before any construction may

occur within the area designated as floodplain by FEMA or the City. The Developer shall gain City approval of the CLOMR prior to submittal of the CLOMR request to FEMA.

5. A CLOMR approval must be followed up by a Letter of Map Revision (LOMR) request after approved improvements within the floodplain are completed. The Developer shall gain City approval of the LOMR prior to submittal of the LOMR request to FEMA.

E. Storm Drainage Plans

1. The Construction Plans shall include a plan and profile of proposed storm sewers and/or channels, showing stationing, hydraulic data, pipe grades and sizes, manholes, inlets, pipe connections, outlet structures, etc., in conformance with City of Forest Hill Design Criteria.
2. The Construction Plans shall include a general location map of the subdivision showing the entire contributing watershed (a U.S.G.S. quadrangle is satisfactory when topographic information of higher quality is not available).
3. The Construction Plans shall include a drainage area map as well as all calculations showing the anticipated storm water flow, including watershed area, percent runoff, and time of concentrations shall be submitted showing basis for design. The effects of detention, as applicable, shall be included on the plans.
4. The Construction Plans shall include a detailed plan for any bridges, culverts, catch basins, any other drainage structures, or any other improvements to be made. Any specialized details for drainage structures must be included on the plans.

F. Grading Plan

Any proposed changes in topography shall be shown by contour lines on a basis of two (2') foot intervals in terrain with a slope of five (5%) percent or more, and on a basis of one (1') foot intervals in terrain with a grade less than five (5%) percent.

G. Design Summary

A separate document or report entitled "Engineering Design Summary" may be required as directed by the City Engineer, and included with the submittal of the Construction Plans and Specifications. It shall summarize calculations and other such engineering information pertaining to the major items of design. It shall be used during the review to determine whether the facilities proposed for construction have been designed in accordance with the intent of the City of Forest Hill Design Criteria.

H. Landscape Plan

1. Landscaping with irrigation shall be required for all developments and shall strictly adhere to the Landscape Ordinance.
2. A landscape plan shall be submitted and shall conform to the guidelines established in the City of Landscape Ordinance. It is City's policy to protect and preserve native trees and vegetative cover to the maximum practical extent in the development of subdivisions and shall strictly adhere to the City of Forest Hill Tree Ordinance. Because some trees and vegetation will be destroyed during construction by the Developer, some replacement will be required. The tree replacement should be addressed in the landscape plan, conform to guidelines established in the Landscape Ordinance and City Zoning Ordinance, and must be verified prior to final acceptance of the

subdivision improvements by the City. All screening shall strictly adhere to the Landscape and Zoning Ordinance.

3. All streetscaping shall be shown on the landscape plan and shall be in conformance with the Landscape Ordinance.

I. Erosion Control Plan

The Developer shall submit an erosion control plan in compliance with Forest Hill Design Criteria.

J. Signage Plan

The Developer shall submit a signage plan in compliance with Forest Hill Design Criteria and the current *Texas Manual on Uniform Traffic Control Devices*.

Section 6.06 – Method of Approval

- A. If a Developer has submitted all of the required components of a Final Plat and Construction Document submission, it shall be presented to the City Council within thirty (30) days of its acceptance by the City for action. Upon receiving a written request from the Developer, the City Council shall act on the Final Plat within the thirty (30) day time period specified in Section 212.009 of the Texas Local Government Code. If the City Council fails to take action on the Final Plat or fails to disapprove it within thirty (30) days from the date the request was received, the Final Plat shall be deemed approved by City Council.
- B. The final plat shall be in accordance with the preliminary plat as approved and incorporate all conditions, changes, directions and additions imposed by the City Council. The final plat shall not be released for filing until detailed engineering plans have been approved by the City. The final plat shall constitute only that portion of the approved preliminary plat which the subdivider proposes to record and then develop, provided, however, that such portion conforms to all the requirements of these regulations. The final plat shall also be accompanied by construction plans and cost estimates for construction improvements. If the Final Plat is substantially different than the Preliminary Plat, then the Planning Director may require that the Preliminary Plat be revised and resubmitted to the Planning and Zoning Commission and City Council for approval.
- C. At any time during the thirty (30) day period of the platting process, the applicant may make a request in writing that the Final Plat be withdrawn from the present consideration of the City Council, as the case may be. Such written request abandons the initial filing date with such body and designates a subsequent date to be the new filing date for the Final Plat before that body. The applicant may be permitted, without the necessity of paying an additional submittal fee, to withdraw and refile the Final Plat with such body on the new filing date designated in the written request. A new thirty (30) day period for approval or disapproval by such body shall commence to run from the new submittal date.
- D. If the City Council has indicated its approval subject to certain changes being made by the applicant, the engineer for the applicant shall make all such changes and submit the final drawings for the approval of the City Engineer and City Staff prior to the signing of the certificate of approval on the title sheet of the Construction Plans. Where Construction Plans have been required, they shall bear all required signatures before use by the Contractor. The Contractor shall maintain one set of the plans, reflecting review and release (pursuant to the City's Design Criteria Manual), on the project at all times during construction. If construction has not commenced within one (1) year after approval of the Construction Plans, resubmittal of Construction Plans, which comply with the current Subdivision

Ordinance shall be made to the City Engineer and City Staff for review. Additional filing fees may be required by the City Manager.

- E. After the Final Plat and Construction Plans have been approved by the City Council, and before construction of any improvements, the Developer shall furnish the City with eight (8) sets of the approved Construction Plans and Specifications.
- F. **The Final Plat approval expires two (2) years after City Council approval, unless construction has commenced and all the requirements of this Ordinance, prior to construction, have been met.**

If the subdivision is to be constructed in phases, the approval of the Final Plat will remain valid as long as no more than two (2) years time passes between approval of the construction plans for a phase and the submittal of the construction plans for approval of the subsequent phase. The Final Plat may also be extended with City Council approval by filing a written request prior to the Final Plat's expiration.

G. Architectural Barriers Project Registration

- 1. All plans and specifications for the construction or alteration of public buildings and facilities, privately owned buildings and facilities leased or occupied by state agencies, places of public accommodation, and commercial facilities must be in compliance with the Texas Accessibility Standards (TAS) for individuals with disabilities and must conform to the standards required by regulations issued by the Texas Department of Licensing and Regulation (TDLR), under the Architectural Barriers Act, codified as Article 9102, Texas Civil Statutes (see Architectural Barriers Administrative Rules – Section 68.30 for exemptions).
- 2. Projects with a total estimated cost of \$50,000 or more are required to submit a full set of construction documents in accordance with Administrative Rule 68.20 to TDLR for registration and review. If a project's total estimated cost is less than \$50,000, it is not required to be submitted to TDLR for registration and review, however, the project is still required to comply with TAS. An architect, interior designer, landscape architect, or engineer with overall responsibility for the design of a building or facility subject to subsection 5(j) of the Architectural Barriers Act, shall mail, ship, or hand-deliver the construction documents to the department, a registered accessibility specialist, or a contract provider not later than five (5) business days after the design professional issues the construction documents. An Architectural Barriers Project Registration form must be completed for each subject building or facility and submitted along with the applicable fees not later than ten (10) business days after the design professional issues the construction documents.
- 3. The Certificate of Occupancy (or City Letter of Acceptance for public infrastructure) will not be issued until TDLR has approved the construction and proof of such has been provided to the City Building Official.

Section 6.07 – Filing of the Final Plat

- A. After the following criteria are met, the Final Plat may be filed with the County.
 - 1. Final Plat is approved by the City Council and all revisions required by the City Council and the City Engineer are complete.

2. The Developer has submitted final copies of the Final Plat and Construction Plans and all required signatures have been obtained.
 3. All required fees have been paid in full.
 4. The Developer has provided surety in accordance with this Ordinance that the public improvements will be completed.
- B. Upon filing the Final Plat in the County Records, the City shall have two (2) photostatic copies made by the County Recording Clerk on standard 18 inch by 25 inch sheets showing the cabinet and slide where filed. One (1) copy shall be submitted to the City for placement in the permanent plat record book at the City Hall and the other will be furnished to the City Engineer.

ARTICLE 7 – COMBINATION PLATS

Section 7.01 – General

A combination plat maybe submitted for certain proposed subdivisions at the discretion of the Planning Director. An application for a combined preliminary and final plat shall meet all requirements and procedures for Preliminary and Final Plats.

ARTICLE 8 – MINOR PLATS

Section 8.01 – General

Minor Plats are required when a tract or parcel of land has not been previously platted and filed of record, the owner may elect to submit a minor plat whenever the tract:

- a. is to be subdivided into four or fewer lots;
- b. fronts on an existing street;
- c. does not require the creation of any new street or the extension of municipal facilities; and
- d. does not require a public hearing for filing of record.

Section 8.02 – Submittal Requirements

All requirements of Section *Final Plats Submittal Requirements* shall be satisfied for submittal.

Section 8.03 – Processing of Minor Plats

- A. **Approval and Filing of Minor Plats.** If the Planning Director determines that the Minor Plat complies with requirements of this ordinance and DRC comments, then the minor plat shall be certified by the required parties and filed of record.
- B. **Denial of Minor Plats.** If the Planning Director determines that the minor plat does not comply with the requirements of this ordinance and DRC comments, then the minor plat shall be denied. Failure or refusal to comply with all conditions of approval attached to the minor plat shall automatically cause the Minor Plat to be deemed denied as of the date of its conditional approval. The Planning Director

shall provide the applicant written notification and explanation of the denial within a reasonable period of time following its submission to the Planning Director.

ARTICLE 9 – REPLATS

Section 9.01 – General

Replatting without Vacating a Preceding Plat: A replat of a subdivision or part of a subdivision may be recorded and is controlling over the preceding plat without vacation of that plat if the replat:

- a. is signed and acknowledged by only the owners of the property being replatted;
- b. is approved, after a public hearing; and
- c. does not attempt to amend or remove any covenants or restrictions.

Section 9.02 – Submittal Requirements

All requirements of *Final Plats Submittal Requirements* shall be satisfied for submittal of a replat and the following minimum certification shall be shown on all replats:

"This plat does not alter or remove existing deed restrictions or covenants, if any, on this property."

Section 9.03 – Public Hearing and Written Notice Required

A. Replats which do not show the executed deed restrictions statement, shall be processed in accordance with Texas Local Government Code Sections 212.014 and 212.015 as follows:

1. Notice of the hearing shall be given before the 15th day before the date of the hearing by:
 - a. Publication in an official newspaper or a newspaper of general circulation in Tarrant County; and
 - b. By written notice to the owners of lots that are in the original subdivision and that are within 200 feet of the lots to be replatted as indicated on the City's most recently approved tax roll.

If the proposed replat requires a variance from this ordinance and is protested in accordance with state law, the proposed replat must receive, in order to be approved, the affirmative vote of at least three-fourths of the Council members present. For a petition to be valid:

- The petition must be signed by the owners of at least 20 percent of the area of the lots or land immediately adjoining the area covered by the proposed replat and extending 200 feet from that area but within the original subdivision.
- The petition must be submitted to the Commission or Council prior to close of the public hearing.
- The signatures on the petition must correspond with actual names listed on the most recently approved municipal tax roll.
- All protests must be submitted to the Commission or its Secretary and must contain verification by the person submitting the protest of the signatures contained thereon.

Section 9.04 – Exemptions

- A. Compliance with Section (b) above is not required for approval of a replat if the area to be replatted was designated or reserved for a use other than single or duplex family residential use by notation on the plat or in the legally recorded restrictions applicable to the plat.
- B. Council Review Required: If the owners of at least 50 percent of the property in the notification area outlined in Section 9.03 above provide written protest of the request, the replat shall be considered by both the Planning and Zoning Commission and the City Council.

Section 9.05 – Processing of Replats

- A. **Approval and Filing of Replats.** If the Commission and/or Council approve a replat, it shall be filed of record upon compliance with requirements of this ordinance including compliance with all DRC comments and all conditions of approval.
- B. **Denial of Replats.** If the Commission and/or Council determines that the replat does not comply with the requirements of this ordinance, then the replat shall be denied. Failure or refusal to comply with all conditions of approval attached to the replat shall automatically cause the replat to be deemed denied as of the date of its conditional approval.

Section 9.06 – Revised Preliminary Plat Required for More than Five Lots

Revised Preliminary Required for More than Five Lots. A revised preliminary plat is required for a replat involving five or more lots. The revised preliminary plat shall follow the procedures in Article 5.

- A. **Requirement May be Waived.** The Planning Director may waive the requirement for a revised preliminary plat when the replat does not change the street right-of-way location or width, does not increase the number of lots, and does not have a substantial effect on City services, drainage or adjacent properties. Upon receipt of such waiver, the applicant shall follow the procedures in Article 9.
- B. **Area Requirements.** A revised preliminary plat shall include all the area within the limits of the original preliminary plat unless this requirement is specifically waived by the Planning Director.

ARTICLE 10 – AMENDED PLATS

Section 10.01 – General

An Amended Plat is Required:

- A. To correct error in course or distance; or
- B. To add any course or distance that was omitted; or
- C. To correct an error in the description of the real property; or
- D. To indicate monuments set after death, disability or retirement from practice of the engineer or surveyor charged with responsibility for setting monuments; or

- E. To show the location or character of any monument that has been changed or was incorrectly shown; or
- F. To correct any other type of scrivener or clerical error or omission including lot numbers, acreage, street names and identification of adjacent recorded plats; or
- G. To correct an error in courses and distances of lot lines between two adjacent lots where both lot owners join in the proposed amended plat; neither lot is abolished; the amendment does not attempt to remove recorded covenants or restrictions; and the amendment does not have a material adverse effect on the property rights of the other owners in the plat; or
- H. To relocate a lot line in order to cure an inadvertent encroachment of a building improvement on a lot line or on an easement; or
- I. To relocate one or more lot lines between one or more adjacent lots where all owners join in the application for the amended plat, provided that the amended plat does not attempt to remove recorded restrictions or covenants and the amendment does not increase the number of lots; or
- J. To make necessary changes to the preceding plat to create six or fewer lots in the subdivision or a part of the subdivision covered by the preceding plat if zoning and other regulations are not affected; covenants or restrictions are not removed; and the area is within a residential improvement area; or
- K. To replat one or more lots fronting on an existing street if the owners of all those lots join in the application, the amendment does not attempt to remove recorded covenants or restrictions; the amendment does not increase the number of lots, and the amendment does not create or require the creation of a new street or make necessary the extension of municipal facilities.

Section 10.02 – Submittal Requirements

- A. All requirements of the *Final Plats Submittal Requirements* shall be satisfied prior to submittal of an amended plat, and the following certification shall be shown on all amended plats:

"This plat does not increase the number of lots in the previously recorded subdivision nor attempt to alter or remove existing deed restrictions or covenants, if any, on this property."

- B. Amended plats shall contain a note describing the intent of the amended plat.

Section 10.03 – Processing of Amended Plat

- A. **Approval and Filing of Amended Plats.** If the Planning Director determines that the amended plat complies with requirements of this ordinance, then the amended plat shall be certified by the required parties and filed of record.
- B. **Denial of Amended Plats.** If the Planning Director determines that the amended plat does not comply with the requirements of this ordinance, then the amended plat shall be denied. The Planning Director shall provide the applicant written notification and explanation of the denial within a reasonable period of time following its submission to the Planning Director.

ARTICLE 11 – VACATION OF PLAT

Section 11.01 – Submittal Requirements

Submittal for vacation of a plat shall include the following:

- A. The request for vacation of a plat shall include all land area incorporated within the boundary of the plat as filed of record. In plats containing more than one lot, if the ownership of a lot or lots has been transferred or sold, all owners of lots in the plat shall participate in the requested plat vacation.
- B. Completed vacation document form, supplied by the Planning Department, with original signatures of all owners and notaries and identifying the plat to be vacated.
- C. Certification from the franchise utility companies that improvements do or do not exist within the right-of-way or easements to be vacated with the request. Written approval of all franchise utility companies within the service area of the property with or without infrastructure in the right-of-way is required.

Section 11.02 – Processing of Vacation Plat

- A. **Approval and Filing of Plat Vacations.** If the City Council approves a plat vacation, it shall be filed of record upon compliance with requirements of this Ordinance including compliance with all DRC comments and all conditions of approval.
- B. **Denial of Plat Vacations.** If the City Council determines that the plat vacation does not comply with the requirements of this ordinance, then the plat vacation shall be denied.
- C. **Prior Dedication of Rights-of-way or Easements.** In the event right-of-way and/or easements were dedicated by the plat subject to the vacation, the following procedures shall be used:
 - 1. **No Public Improvements Made.** If no public improvements by the City or franchise utility companies have been constructed within the right-of-way and/or easements, the City Council shall have sole determination upon the plat vacation request.
 - 2. **Public Improvements Have Been Made.** If public improvements by the City or franchise utilities companies do exist within the right-of-way and/or easements dedicated by the plat, the City Council shall have no authority to approve the vacation request until formal abandonments have been approved by City Staff, City Council and all franchise utility companies.

ARTICLE 12 – ABANDONMENT OR ADJUSTMENT OF RIGHT(S)-OF-WAY OR EASEMENT(S), WHETHER PUBLIC OR PRIVATE, BY PLAT

Section 12.01 – General

A plat application that will alter the location, dimension, or delete a public or private easement must contain an authorization from the appropriate department stating that:

- A. Any new easement configuration adequately replaces the prior easement configuration; and

- B. If improvements have been made within the existing easement(s), those easement(s) may still be abandoned by plat if those easements are conveyed by appropriate instrument and with concurrence of the affected department(s).
- C. Written approval of all franchise utility companies with infrastructure in the right-of-way is required.

ARTICLE 13 – STREET AND RIGHT-OF-WAY DEDICATIONS

Section 13.01 – Basic Policy

The following general requirements shall be applied to all plats.

- A. Streets and right-of-way shall conform to the Master Thoroughfare Plan, as amended, the City of Forest Hill Design Criteria Manual and the standards in this ordinance.
- B. An adequate off-site street and thoroughfare system shall be designed and constructed in order to:
 - 1. Provide for streets of suitable location, width, or other improvements to accommodate existing traffic, traffic anticipated from the development and traffic anticipated from other developments impacting the same roadways,
 - 2. Afford satisfactory access to adjoining properties, and
 - 3. Accommodate police, firefighting, sanitation, and street maintenance equipment.
- C. The proposed streets of the development shall be effectively related to the present and future street system and to the development of the surrounding area in order to assure continuity of thoroughfares, coordination of intersections, the limitation of median breaks, and the promotion of livable neighborhoods.
 - 1. The plat shall provide for appropriate continuation or termination of any existing streets, whether constructed or dedicated, which extend to the limits of the proposed subdivision.
 - 2. Adequate provision of access to adjoining lands shall be made.
 - 3. In order to foster livable neighborhoods, local streets and minor collectors internal to a neighborhood shall be designed to discourage traffic from traveling directly through a neighborhood and shall discourage high speeds through neighborhoods.
- D. The developer shall design and construct adequate roadway facilities in accordance with the City Master Thoroughfare Plan and City of Forest Hill Design Criteria Manual, whether on-site or off-site.

ARTICLE 14 – REQUIREMENT FOR ACCESS TO THE STREET NETWORK

Section 14.01 – General

- A. **Acquisition of Access Required.** The developer shall acquire right-of-way and/or necessary easements for and construct any offsite roadways and/or access ways necessary to connect the development with an adequate offsite roadway network.

- B. **Private Access Easements.** Private access easements may be required between and/or across any lots fronting on arterial and major collector streets in order to minimize the total number of access points along those streets, and to facilitate traffic flow between lots. The location and dimensions of the easement shall be determined by the Planning Director, Director of Public Works and/or City Engineer at the time of platting or development. A note shall be provided on the plat indicating the lots served by the private access easement.
- C. **Maintenance of Private Access Easements.** Maintenance of any private access easement is the responsibility of the property owner. When an easement is created by plat, a maintenance note, as approved by the City shall be added to the plat acknowledging maintenance responsibility. This statement shall be accentuated.
- D. **Access Prohibition Lines.** Where a subdivision will abut or contain an existing or proposed arterial, major collector, or frontage road certain segments of the streets may not be suitable for private or public access points to maintain safe and efficient traffic movement. In these cases, access prohibition lines shall be required on the plat, as determined by the Planning Director, Director of Public Works and/or City Engineer
- E. **Prohibited Turning Movements.** For the benefit of traffic safety and flow on arterial and major collector streets, access points may be required to prohibit certain types of turning movements as determined by the Director of Public Works and/or City Engineer.
- F. **Signalization Required.** Signalization of access points on arterial or collector roadways may be required in order to provide safe and efficient traffic flow. The developer shall be responsible for any design, right-of-way, utility relocation and construction costs required for a traffic signal installation necessitated by a development, as determined by the Director of Public Works and/or City Engineer. If the need for the signal has not occurred at the time of platting or if, at the time of site development the City determines that construction of the facilities is not feasible, the developer shall make a payment in lieu of construction equal to the developer's share of the construction costs plus estimated engineering costs. Payment shall be made prior to filing the plat.
- G. **Adequate Access.** Each residential subdivision shall have at least two constructed points of public ingress and egress, except:
 1. When the number of units with one constructed point of street ingress and egress is 30 or less.
 2. The Fire Chief may approve up to 40 units when requested. In evaluating a request, the Director of Public Works and/or City Engineer shall consider factors including the timing of construction of other public improvements that provide a second point of access, public safety and convenience.
 3. The City Council may grant a waiver to these regulations for more than 40 units with one point of access when unique topographic or infill circumstances exist.

ARTICLE 15 – OTHER ACCESS WAYS

Section 15.01 – General

- A. **Sidewalks.** Sidewalks shall be installed for all developments in strict accordance with the City of Forest Hill Design Criteria Manual, herein incorporated by reference.

- B. **Easements.** The developer may, at his/her own option, choose to provide additional private access easements for sidewalks, walkways or bikeways. Construction and maintenance of these private access easements will be the responsibility of the developer and/or subsequent owners.

ARTICLE 16 – INCORPORATION OF DESIGN MANUALS

The City of Forest Hill Design Criteria Manual is hereby incorporated by reference as if fully set forth in this ordinance.

ADOPTED AND APPROVED THIS _____ DAY OF _____
_____, 20__.

APPROVED:

James Gosey, Mayor of the
City of Forest Hill, Texas

ATTEST:

City Secretary

(City Seal)

APPROVED AS TO FORM AND LEGALITY:

City Attorney

ARTICLE 17 – APPENDICES

CONVEYANCE PLAT APPLICATION

DOCUMENTS REQUIRED

Staff review will not begin until all the following have been submitted. Contact the Planning Department for required payment of taxes and documents needed prior to filing.

<u>Staff</u>	<u>Appl</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Plat application with owner's disclosure and notary statement
<input type="checkbox"/>	<input type="checkbox"/>	Application fee
<input type="checkbox"/>	<input type="checkbox"/>	Documents required checklist, completed and signed by applicant
<input type="checkbox"/>	<input type="checkbox"/>	Technical requirements checklist, completed and signed by applicant
<input type="checkbox"/>	<input type="checkbox"/>	Conveyance Plat. See Section 4.02 for submittal requirements
<input type="checkbox"/>	<input type="checkbox"/>	As-built survey for any existing permanent structures

Preparer's Signature: _____

Printed Name: _____

Date: _____

CONVEYANCE PLAT APPLICATION

TECHNICAL REQUIREMENTS

The following elements must be shown. Each lot shall comply with the requirements specified in the Zoning Chapter for width, depth, and area. Please see the Subdivision Rules and Regulations for easements, rights-of-way, and public areas required. If Plat requires more than one sheet, number the sheets and provide match lines and a key map.

<u>Staff</u>	<u>Appl</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Location map, north arrow, written and graphic scale.
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of all boundary lines (indicated by heaviest lines) and all lots.
<input type="checkbox"/>	<input type="checkbox"/>	Title block in the lower right corner that includes: <ul style="list-style-type: none">▪ type of plat▪ reference to the original survey▪ city, county, state▪ date of preparation
<input type="checkbox"/>	<input type="checkbox"/>	Location, dimension, and purpose of all easements within or abutting the subdivision, and the recording information of all existing easements.
<input type="checkbox"/>	<input type="checkbox"/>	The following information on adjoining property, which should be shown with dotted or dashed lines: <ul style="list-style-type: none">▪ if platted, subdivision name; lot, block, or tract numbers; recording information▪ if unplatted, current deed record ownership information▪ if subdivided without platting, both of the above
<input type="checkbox"/>	<input type="checkbox"/>	A note describing the corner tie, and a tie to a Global Positioning System (GPS) monuments accepted by the City. At least one corner of the subdivision shall be tied by course and distance to a corner of a platted lot or to an original corner of the original survey of which it is a part.
<input type="checkbox"/>	<input type="checkbox"/>	Metes and bounds description corresponding to the illustration.
<input type="checkbox"/>	<input type="checkbox"/>	Gross acreage of the subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	Location of city limit lines if they traverse, form a part of the boundary, or are contiguous to the boundary of the subdivision
<input type="checkbox"/>	<input type="checkbox"/>	Certified acreage significant to three digits for each lot, tract, or site.
<input type="checkbox"/>	<input type="checkbox"/>	Professional certification of the surveyor or engineer who prepared the plat.
<input type="checkbox"/>	<input type="checkbox"/>	Owner's certification, including recording information of warranty deed.
<input type="checkbox"/>	<input type="checkbox"/>	The following certification: "No building permit shall be issued nor public utility service provided for land that has only received approval as a conveyance plat."
<input type="checkbox"/>	<input type="checkbox"/>	Notary statement
<input type="checkbox"/>	<input type="checkbox"/>	Appropriate approval block
<input type="checkbox"/>	<input type="checkbox"/>	Cabinet/slide note
<input type="checkbox"/>	<input type="checkbox"/>	Name, address, phone, fax, and email address of record owner, the professional preparing the plat, and the developer.

Preparer's Signature: _____

Printed Name: _____

Date: _____

FINAL PLAT APPLICATION

DOCUMENTS REQUIRED

Staff review will not begin until all the following have been submitted. Contact the Planning Department for required payment of taxes and documents needed prior to filing.

<u>Staff</u>	<u>Appl</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Plat application with owner's disclosure and notary statement
<input type="checkbox"/>	<input type="checkbox"/>	Application fee
<input type="checkbox"/>	<input type="checkbox"/>	Documents required checklist, completed and signed by applicant
<input type="checkbox"/>	<input type="checkbox"/>	Technical requirements checklist, completed and signed by applicant
<input type="checkbox"/>	<input type="checkbox"/>	Final Plat. See Section 6.02 for submittal requirements
<input type="checkbox"/>	<input type="checkbox"/>	As-built survey for any existing permanent structures

Preparer's Signature: _____

Printed Name: _____

Date: _____

FINAL PLAT APPLICATION

TECHNICAL REQUIREMENTS

The following elements must be shown. Each lot shall comply with the requirements specified in the Zoning Chapter for width, depth, and area. Please see the Subdivision Rules and Regulations for easements, rights-of-way, and public areas required. If Plat requires more than one sheet, number the sheets and provide match lines and a key map.

<u>Staff</u>	<u>Appl</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Location map, north arrow, written and graphic scale.
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of all boundary lines (indicated by heaviest lines) and all lots.
<input type="checkbox"/>	<input type="checkbox"/>	A number or letter identifying each lot, block, and site.
<input type="checkbox"/>	<input type="checkbox"/>	Title block in the lower right corner that includes: <ul style="list-style-type: none">▪ type of plat▪ proposed name of subdivision, with section or phase if applicable▪ proposed lot and block numbers▪ reference to the original survey or previous plat including recording information▪ city, county, state▪ date of preparation▪ number of lots
<input type="checkbox"/>	<input type="checkbox"/>	Location, dimension, and purpose of all easements within or abutting the subdivision, and the recording information of all existing easements.
<input type="checkbox"/>	<input type="checkbox"/>	The following information on adjoining property, which should be shown with dotted or dashed lines: <ul style="list-style-type: none">▪ if platted, subdivision name; lot, block, or tract numbers; recording information▪ if unplatted, current deed record ownership information▪ if subdivided without platting, both of the above
<input type="checkbox"/>	<input type="checkbox"/>	A note describing the corner tie, and a tie to a Global Positioning System (GPS) monuments accepted by the City. At least one corner of the subdivision shall be tied by course and distance to a corner of a platted lot or to an original corner of the original survey of which it is a part.
<input type="checkbox"/>	<input type="checkbox"/>	Metes and bounds description corresponding to the illustration.
<input type="checkbox"/>	<input type="checkbox"/>	Gross acreage of the subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	Former lot numbers and lot lines shown in half tones (“ghosted”)
<input type="checkbox"/>	<input type="checkbox"/>	Location of city limit lines if they traverse, form a part of the boundary, or are contiguous to the boundary of the subdivision
<input type="checkbox"/>	<input type="checkbox"/>	Certified acreage significant to three digits for each lot, tract, or site.
<input type="checkbox"/>	<input type="checkbox"/>	Acreage significant to three digits or the square footage of the rights-of-way dedicated for major collectors and arterials, including corner clips.
<input type="checkbox"/>	<input type="checkbox"/>	Professional certification of the surveyor or engineer who prepared the plat.
<input type="checkbox"/>	<input type="checkbox"/>	Owner’s certification, including recording information of warranty deed.
<input type="checkbox"/>	<input type="checkbox"/>	The following note: “This property may be subject to charges related to impact fees, and the applicant should contact the City regarding any applicable fees due.”

FINAL PLAT APPLICATION
TECHNICAL REQUIREMENTS

<u>Staff</u>	<u>Appl</u>	
<input type="checkbox"/>	<input type="checkbox"/>	If the plat includes previously platted property, the following certification: "This plat does not alter or remove deed restrictions, if any, on this property."
<input type="checkbox"/>	<input type="checkbox"/>	Note describing the location of proposed perimeter fencing.
<input type="checkbox"/>	<input type="checkbox"/>	Dedication statement.
<input type="checkbox"/>	<input type="checkbox"/>	Notary statement
<input type="checkbox"/>	<input type="checkbox"/>	Appropriate approval block
<input type="checkbox"/>	<input type="checkbox"/>	Cabinet/slide note
<input type="checkbox"/>	<input type="checkbox"/>	If this subdivision requires perimeter fencing or contains property held in common ownership, the following note: "The Property Owners' Association shall be responsible for the maintenance of perimeter fencing and Lots #___, which will be held in common ownership."
<input type="checkbox"/>	<input type="checkbox"/>	Name, address, phone, fax, and email address of record owner, the professional preparing the plat, and the developer.

Preparer's Signature: _____

Printed Name: _____

Date: _____

MINOR PLAT APPLICATION

DOCUMENTS REQUIRED

Staff review will not begin until all the following have been submitted. Contact the Planning Department for required payment of taxes and documents needed prior to filing.

<u>Staff</u>	<u>Appl</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Plat application with owner's disclosure and notary statement
<input type="checkbox"/>	<input type="checkbox"/>	Application fee
<input type="checkbox"/>	<input type="checkbox"/>	Documents required checklist, completed and signed by applicant
<input type="checkbox"/>	<input type="checkbox"/>	Technical requirements checklist, completed and signed by applicant
<input type="checkbox"/>	<input type="checkbox"/>	Minor Plat. See Section 8.02 for submittal requirements
<input type="checkbox"/>	<input type="checkbox"/>	<u>2 folded copies</u> of the preliminary water and sanitary sewer layout
<input type="checkbox"/>	<input type="checkbox"/>	<u>1 folded copy</u> of the preliminary drainage plan. If utilizing a previously approved drainage plan, include the accepted plan
<input type="checkbox"/>	<input type="checkbox"/>	As-built survey for any existing permanent structures

Preparer's Signature: _____

Printed Name: _____

Date: _____

MINOR PLAT APPLICATION

TECHNICAL REQUIREMENTS

The following elements must be shown. Each lot shall comply with the requirements specified in the Zoning Chapter for width, depth, and area. Please see the Subdivision Rules and Regulations for easements, rights-of-way, and public areas required. If Plat requires more than one sheet, number the sheets and provide match lines and a key map.

<u>Staff</u>	<u>Appl</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Location map, north arrow, written and graphic scale.
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of all boundary lines (indicated by heaviest lines) and all lots.
<input type="checkbox"/>	<input type="checkbox"/>	A number or letter identifying each lot, block, and site.
<input type="checkbox"/>	<input type="checkbox"/>	Title block in the lower right corner that includes: <ul style="list-style-type: none">▪ type of plat▪ proposed name of subdivision, with section or phase if applicable▪ proposed lot and block numbers▪ reference to the original survey or previous plat including recording information▪ city, county, state▪ date of preparation▪ number of lots
<input type="checkbox"/>	<input type="checkbox"/>	Location, dimension, and purpose of all easements within or abutting the subdivision, and the recording information of all existing easements.
<input type="checkbox"/>	<input type="checkbox"/>	The following information on adjoining property, which should be shown with dotted or dashed lines: <ul style="list-style-type: none">▪ if platted, subdivision name; lot, block, or tract numbers; recording information▪ if unplatted, current deed record ownership information▪ if subdivided without platting, both of the above
<input type="checkbox"/>	<input type="checkbox"/>	A note describing the corner tie, and a tie to a Global Positioning System (GPS) monuments accepted by the City. At least one corner of the subdivision shall be tied by course and distance to a corner of a platted lot or to an original corner of the original survey of which it is a part.
<input type="checkbox"/>	<input type="checkbox"/>	Metes and bounds description corresponding to the illustration.
<input type="checkbox"/>	<input type="checkbox"/>	Gross acreage of the subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	Former lot numbers and lot lines shown in half tones (“ghosted”)
<input type="checkbox"/>	<input type="checkbox"/>	Location of city limit lines if they traverse, form a part of the boundary, or are contiguous to the boundary of the subdivision
<input type="checkbox"/>	<input type="checkbox"/>	Certified acreage significant to three digits for each lot, tract, or site.
<input type="checkbox"/>	<input type="checkbox"/>	Acreage significant to three digits or the square footage of the rights-of-way dedicated for major collectors and arterials, including corner clips.
<input type="checkbox"/>	<input type="checkbox"/>	Professional certification of the surveyor or engineer who prepared the plat.
<input type="checkbox"/>	<input type="checkbox"/>	Owner’s certification, including recording information of warranty deed.
<input type="checkbox"/>	<input type="checkbox"/>	The following note: “This property may be subject to charges related to impact fees, and the applicant should contact the City regarding any applicable fees due.”

MINOR PLAT APPLICATION
TECHNICAL REQUIREMENTS

<u>Staff</u>	<u>Appl</u>	
<input type="checkbox"/>	<input type="checkbox"/>	If the plat includes previously platted property, the following certification: "This plat does not alter or remove deed restrictions, if any, on this property."
<input type="checkbox"/>	<input type="checkbox"/>	Dedication statement.
<input type="checkbox"/>	<input type="checkbox"/>	Notary statement
<input type="checkbox"/>	<input type="checkbox"/>	Appropriate approval block
<input type="checkbox"/>	<input type="checkbox"/>	Cabinet/slide note
<input type="checkbox"/>	<input type="checkbox"/>	Name, address, phone, fax, and email address of record owner, the professional preparing the plat, and the developer.

Preparer's Signature: _____

Printed Name: _____

Date: _____

COMBINATION PLAT APPLICATION

DOCUMENTS REQUIRED

Staff review will not begin until all the following have been submitted. Contact the Planning Department for required payment of taxes and documents needed prior to filing.

<u>Staff</u>	<u>Appl</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Plat application with owner's disclosure and notary statement
<input type="checkbox"/>	<input type="checkbox"/>	Application fee
<input type="checkbox"/>	<input type="checkbox"/>	Documents required checklist, completed and signed by applicant
<input type="checkbox"/>	<input type="checkbox"/>	Technical requirements checklist, completed and signed by applicant
<input type="checkbox"/>	<input type="checkbox"/>	Combination Plat. See Section 7.01 for submittal requirements <u>2 folded copies</u> of the preliminary water and sanitary sewer layout
<input type="checkbox"/>	<input type="checkbox"/>	<u>1 folded copy</u> of the preliminary drainage plan. If utilizing a previously approved drainage plan, include the accepted plan
<input type="checkbox"/>	<input type="checkbox"/>	As-built survey for any existing permanent structures

Preparer's Signature: _____

Printed Name: _____

Date: _____

COMBINATION PLAT APPLICATION

TECHNICAL REQUIREMENTS

The following elements must be shown. Each lot shall comply with the requirements specified in the Zoning Chapter for width, depth, and area. Please see the Subdivision Rules and Regulations for easements, rights-of-way, and public areas required. If Plat requires more than one sheet, number the sheets and provide match lines and a key map.

<u>Staff</u>	<u>Appl</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Location map, north arrow, written and graphic scale.
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of all boundary lines (indicated by heaviest lines) and all lots.
<input type="checkbox"/>	<input type="checkbox"/>	A number or letter identifying each lot, block, and site.
<input type="checkbox"/>	<input type="checkbox"/>	Title block in the lower right corner that includes: <ul style="list-style-type: none">▪ type of plat▪ proposed name of subdivision, with section or phase if applicable▪ proposed lot and block numbers▪ reference to the original survey or previous plat including recording information▪ city, county, state▪ date of preparation▪ number of lots
<input type="checkbox"/>	<input type="checkbox"/>	Location, dimension, and purpose of all easements within or abutting the subdivision, and the recording information of all existing easements.
<input type="checkbox"/>	<input type="checkbox"/>	The following information on adjoining property, which should be shown with dotted or dashed lines: <ul style="list-style-type: none">▪ if platted, subdivision name; lot, block, or tract numbers; recording information▪ if unplatted, current deed record ownership information▪ if subdivided without platting, both of the above
<input type="checkbox"/>	<input type="checkbox"/>	A note describing the corner tie, and a tie to a Global Positioning System (GPS) monuments accepted by the City. At least one corner of the subdivision shall be tied by course and distance to a corner of a platted lot or to an original corner of the original survey of which it is a part.
<input type="checkbox"/>	<input type="checkbox"/>	Metes and bounds description corresponding to the illustration.
<input type="checkbox"/>	<input type="checkbox"/>	Gross acreage of the subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	Former lot numbers and lot lines shown in half tones (“ghosted”)
<input type="checkbox"/>	<input type="checkbox"/>	Location of city limit lines if they traverse, form a part of the boundary, or are contiguous to the boundary of the subdivision
<input type="checkbox"/>	<input type="checkbox"/>	Certified acreage significant to three digits for each lot, tract, or site.
<input type="checkbox"/>	<input type="checkbox"/>	Acreage significant to three digits or the square footage of the rights-of-way dedicated for major collectors and arterials, including corner clips.
<input type="checkbox"/>	<input type="checkbox"/>	Professional certification of the surveyor or engineer who prepared the plat.
<input type="checkbox"/>	<input type="checkbox"/>	Owner’s certification, including recording information of warranty deed.
<input type="checkbox"/>	<input type="checkbox"/>	The following note: “This property may be subject to charges related to impact fees, and the applicant should contact the City regarding any applicable fees due.”

COMBINATION PLAT APPLICATION

TECHNICAL REQUIREMENTS

<u>Staff</u>	<u>Appl</u>	
<input type="checkbox"/>	<input type="checkbox"/>	If the plat includes previously platted property, the following certification: "This plat does not alter or remove deed restrictions, if any, on this property."
<input type="checkbox"/>	<input type="checkbox"/>	Note describing the location of proposed perimeter fencing.
<input type="checkbox"/>	<input type="checkbox"/>	Dedication statement.
<input type="checkbox"/>	<input type="checkbox"/>	Notary statement
<input type="checkbox"/>	<input type="checkbox"/>	Appropriate approval block
<input type="checkbox"/>	<input type="checkbox"/>	Cabinet/slide note
<input type="checkbox"/>	<input type="checkbox"/>	If this subdivision requires perimeter fencing or contains property held in common ownership, the following note: "The Property Owners' Association shall be responsible for the maintenance of perimeter fencing and Lots #___, which will be held in common ownership."
<input type="checkbox"/>	<input type="checkbox"/>	Name, address, phone, fax, and email address of record owner, the professional preparing the plat, and the developer.

Preparer's Signature: _____

Printed Name: _____

Date: _____

PRELIMINARY PLAT APPLICATION

DOCUMENTS REQUIRED

Staff review will not begin until all the following have been submitted:

<u>Staff</u>	<u>Appl</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Plat application with owner's disclosure and notary statement
<input type="checkbox"/>	<input type="checkbox"/>	Application fee
<input type="checkbox"/>	<input type="checkbox"/>	Documents required checklist, completed and signed by applicant
<input type="checkbox"/>	<input type="checkbox"/>	Technical requirements checklist, completed and signed by applicant
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary Plat. See Section 5.04 for submittal requirements
<input type="checkbox"/>	<input type="checkbox"/>	1 folded copy of the preliminary drainage plan. If utilizing a previously approved drainage plan, include the accepted plan.
<input type="checkbox"/>	<input type="checkbox"/>	As-built survey for any existing permanent structures

Preparer's Signature: _____

Printed Name: _____

Date: _____

PRELIMINARY PLAT APPLICATION

TECHNICAL REQUIREMENTS

The following elements must be shown. Each lot shall comply with the requirements specified in the Zoning Chapter for width, depth, and area. If Plat requires more than one sheet, number the sheets and provide match lines and a key map.

<u>Staff</u>	<u>Appl</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Location map, north arrow, written and graphic scale.
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of all boundary lines (indicated by heaviest lines) and all lots.
<input type="checkbox"/>	<input type="checkbox"/>	A number or letter identifying each lot, block, and site.
<input type="checkbox"/>	<input type="checkbox"/>	Title block in the lower right corner that includes: <ul style="list-style-type: none">▪ type of plat▪ proposed name of subdivision, with section or phase if applicable▪ proposed lot and block numbers▪ reference to the original survey or previous plat including recording information▪ city, county, state▪ date of preparation▪ number of lots
<input type="checkbox"/>	<input type="checkbox"/>	Location, dimension, and purpose of all easements within or abutting the subdivision, and the recording information of all existing easements.
<input type="checkbox"/>	<input type="checkbox"/>	The following information on adjoining property, which should be shown with dotted or dashed lines: <ul style="list-style-type: none">▪ if platted, subdivision name; lot, block, or tract numbers; recording information▪ if unplatted, current deed record ownership information▪ if subdivided without platting, both of the above
<input type="checkbox"/>	<input type="checkbox"/>	Gross acreage of the subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	Former lot numbers and lot lines shown in half tones (“ghosted”)
<input type="checkbox"/>	<input type="checkbox"/>	Location of city limit lines if they traverse, form a part of the boundary, or are contiguous to the boundary of the subdivision
<input type="checkbox"/>	<input type="checkbox"/>	Data table showing the numbers of residential and non-residential lots and the acreages of residential, non-residential, public street, and park or open space uses.
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of existing structures and a notation stating whether structures will remain or be removed.
<input type="checkbox"/>	<input type="checkbox"/>	Note describing the location of proposed perimeter fencing.
<input type="checkbox"/>	<input type="checkbox"/>	If this subdivision requires perimeter fencing or contains property held in common ownership, the following note: “The Property Owner’s Association shall be responsible for the maintenance of perimeter fencing and Lots #___, which will be held in common ownership.”
<input type="checkbox"/>	<input type="checkbox"/>	Name, address, phone, fax, and email address of record owner, the professional preparing the plat, and the developer.

Preparer’s Signature: _____

Printed Name: _____

Date: _____

REPLAT APPLICATION
DOCUMENTS REQUIRED

Staff review will not begin until all the following have been submitted. Contact the Planning Department for required payment of taxes and documents needed prior to filing.

<u>Staff</u>	<u>Appl</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Plat application with owner's disclosure and notary statement
<input type="checkbox"/>	<input type="checkbox"/>	Application fee
<input type="checkbox"/>	<input type="checkbox"/>	Documents required checklist, completed and signed by applicant
<input type="checkbox"/>	<input type="checkbox"/>	Technical requirements checklist, completed and signed by applicant
<input type="checkbox"/>	<input type="checkbox"/>	RePlat. See Section 9.02 for submittal requirements
<input type="checkbox"/>	<input type="checkbox"/>	<u>2 folded copies</u> of the preliminary water and sanitary sewer layout
<input type="checkbox"/>	<input type="checkbox"/>	<u>1 folded copy</u> of the preliminary drainage plan. If utilizing a previously approved drainage plan, include the accepted plan
<input type="checkbox"/>	<input type="checkbox"/>	As-built survey for any existing permanent structures

Preparer's Signature: _____

Printed Name: _____

Date: _____

REPLAT APPLICATION

TECHNICAL REQUIREMENTS

The following elements must be shown. Each lot shall comply with the requirements specified in the Zoning Chapter for width, depth, and area. Please see the Subdivision Rules and Regulations for easements, rights-of-way, and public areas required. If Plat requires more than one sheet, number the sheets and provide match lines and a key map.

<u>Staff</u>	<u>Appl</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Location map, north arrow, written and graphic scale.
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of all boundary lines (indicated by heaviest lines) and all lots.
<input type="checkbox"/>	<input type="checkbox"/>	A number or letter identifying each lot, block, and site.
<input type="checkbox"/>	<input type="checkbox"/>	Title block in the lower right corner that includes: <ul style="list-style-type: none">▪ type of plat▪ proposed name of subdivision, with section or phase if applicable▪ proposed lot and block numbers▪ reference to the original survey or previous plat including recording information▪ city, county, state▪ date of preparation▪ number of lots
<input type="checkbox"/>	<input type="checkbox"/>	Location, dimension, and purpose of all easements within or abutting the subdivision, and the recording information of all existing easements.
<input type="checkbox"/>	<input type="checkbox"/>	The following information on adjoining property, which should be shown with dotted or dashed lines: <ul style="list-style-type: none">▪ if platted, subdivision name; lot, block, or tract numbers; recording information▪ if unplatted, current deed record ownership information▪ if subdivided without platting, both of the above
<input type="checkbox"/>	<input type="checkbox"/>	A note describing the corner tie, and a tie to a Global Positioning System (GPS) monuments accepted by the City. At least one corner of the subdivision shall be tied by course and distance to a corner of a platted lot or to an original corner of the original survey of which it is a part.
<input type="checkbox"/>	<input type="checkbox"/>	Metes and bounds description corresponding to the illustration.
<input type="checkbox"/>	<input type="checkbox"/>	Gross acreage of the subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	Former lot numbers and lot lines shown in half tones (“ghosted”)
<input type="checkbox"/>	<input type="checkbox"/>	Location of city limit lines if they traverse, form a part of the boundary, or are contiguous to the boundary of the subdivision
<input type="checkbox"/>	<input type="checkbox"/>	Certified acreage significant to three digits for each lot, tract, or site.
<input type="checkbox"/>	<input type="checkbox"/>	Acreage significant to three digits or the square footage of the rights-of-way dedicated for major collectors and arterials, including corner clips.
<input type="checkbox"/>	<input type="checkbox"/>	Professional certification of the surveyor or engineer who prepared the plat.
<input type="checkbox"/>	<input type="checkbox"/>	Owner’s certification, including recording information of warranty deed.
<input type="checkbox"/>	<input type="checkbox"/>	The following note: “This property may be subject to charges related to impact fees, and the applicant should contact the City regarding any applicable fees due.”

REPLAT APPLICATION
TECHNICAL REQUIREMENTS

<u>Staff</u>	<u>Appl</u>	
<input type="checkbox"/>	<input type="checkbox"/>	If the plat includes previously platted property, the following certification: "This plat does not alter or remove deed restrictions, if any, on this property."
<input type="checkbox"/>	<input type="checkbox"/>	Dedication statement.
<input type="checkbox"/>	<input type="checkbox"/>	Notary statement
<input type="checkbox"/>	<input type="checkbox"/>	Appropriate approval block
<input type="checkbox"/>	<input type="checkbox"/>	Cabinet/slide note
<input type="checkbox"/>	<input type="checkbox"/>	Name, address, phone, fax, and email address of record owner, the professional preparing the plat, and the developer.

Preparer's Signature: _____

Printed Name: _____

Date: _____

AMENDED PLAT APPLICATION

DOCUMENTS REQUIRED

Staff review will not begin until all the following have been submitted. Contact the Planning Department for required payment of taxes and documents needed prior to filing.

Staff

Appl

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Plat application with owner's disclosure and notary statement |
| <input type="checkbox"/> | <input type="checkbox"/> | Application fee |
| <input type="checkbox"/> | <input type="checkbox"/> | Documents required checklist, completed and signed by applicant |
| <input type="checkbox"/> | <input type="checkbox"/> | Technical requirements checklist, completed and signed by applicant |
| <input type="checkbox"/> | <input type="checkbox"/> | Amended Plat. See Section 10.02 for submittal requirements |
| <input type="checkbox"/> | <input type="checkbox"/> | As-built survey for any existing permanent structures |

Preparer's Signature: _____

Printed Name: _____

Date: _____

AMENDED PLAT APPLICATION

TECHNICAL REQUIREMENTS

The following elements must be shown. Each lot shall comply with the requirements specified in the Zoning Chapter for width, depth, and area. Please see the Subdivision Rules and Regulations for easements, rights-of-way, and public areas required. If Plat requires more than one sheet, number the sheets and provide match lines and a key map.

<u>Staff</u>	<u>Appl</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Location map, north arrow, written and graphic scale.
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of all boundary lines (indicated by heaviest lines) and all lots.
<input type="checkbox"/>	<input type="checkbox"/>	A number or letter identifying each lot, block, and site.
<input type="checkbox"/>	<input type="checkbox"/>	Title block in the lower right corner that includes: <ul style="list-style-type: none">▪ type of plat▪ proposed name of subdivision, with section or phase if applicable▪ proposed lot and block numbers▪ reference to the original survey or previous plat including recording information▪ city, county, state▪ date of preparation▪ number of lots
<input type="checkbox"/>	<input type="checkbox"/>	Location, dimension, and purpose of all easements within or abutting the subdivision, and the recording information of all existing easements.
<input type="checkbox"/>	<input type="checkbox"/>	The following information on adjoining property, which should be shown with dotted or dashed lines: <ul style="list-style-type: none">▪ if platted, subdivision name; lot, block, or tract numbers; recording information▪ if unplatted, current deed record ownership information▪ if subdivided without platting, both of the above
<input type="checkbox"/>	<input type="checkbox"/>	A note describing the corner tie, and a tie to a Global Positioning System (GPS) monuments accepted by the City. At least one corner of the subdivision shall be tied by course and distance to a corner of a platted lot or to an original corner of the original survey of which it is a part.
<input type="checkbox"/>	<input type="checkbox"/>	Metes and bounds description corresponding to the illustration.
<input type="checkbox"/>	<input type="checkbox"/>	Gross acreage of the subdivision.
<input type="checkbox"/>	<input type="checkbox"/>	Former lot numbers and lot lines shown in half tones (“ghosted”)
<input type="checkbox"/>	<input type="checkbox"/>	Location of city limit lines if they traverse, form a part of the boundary, or are contiguous to the boundary of the subdivision
<input type="checkbox"/>	<input type="checkbox"/>	Certified acreage significant to three digits for each lot, tract, or site.
<input type="checkbox"/>	<input type="checkbox"/>	Acreage significant to three digits or the square footage of the rights-of-way dedicated for major collectors and arterials, including corner clips.
<input type="checkbox"/>	<input type="checkbox"/>	Professional certification of the surveyor or engineer who prepared the plat.
<input type="checkbox"/>	<input type="checkbox"/>	Owner’s certification, including recording information of warranty deed.
<input type="checkbox"/>	<input type="checkbox"/>	The following note: “This property may be subject to charges related to impact fees, and the applicant should contact the City regarding any applicable fees due.”

AMENDED PLAT APPLICATION

TECHNICAL REQUIREMENTS

<u>Staff</u>	<u>Appl</u>	
<input type="checkbox"/>	<input type="checkbox"/>	If the plat includes previously platted property, the following certification: "This plat does not alter or remove deed restrictions, if any, on this property."
<input type="checkbox"/>	<input type="checkbox"/>	The following certification: "This plat does not increase the number of lots in the previously recorded subdivision, nor attempt to alter or remove existing deed restrictions or covenants, if any, on this property."
<input type="checkbox"/>	<input type="checkbox"/>	Note describing the purpose of the amended plat
<input type="checkbox"/>	<input type="checkbox"/>	Dedication statement.
<input type="checkbox"/>	<input type="checkbox"/>	Notary statement
<input type="checkbox"/>	<input type="checkbox"/>	Appropriate approval block
<input type="checkbox"/>	<input type="checkbox"/>	Cabinet/slide note
<input type="checkbox"/>	<input type="checkbox"/>	Name, address, phone, fax, and email address of record owner, the professional preparing the plat, and the developer.

Preparer's Signature: _____

Printed Name: _____

Date: _____

PLAT VACATION APPLICATION

DOCUMENTS REQUIRED

Staff review will not begin until all the following have been submitted. Each lot shall comply with the requirements specified in the Zoning Chapter for width, depth, and area.

<u>Staff</u>	<u>Appl</u>	
<input type="checkbox"/>	<input type="checkbox"/>	Plat application with owner's disclosure and notary statement
<input type="checkbox"/>	<input type="checkbox"/>	Application fee
<input type="checkbox"/>	<input type="checkbox"/>	Documents required checklist, completed and signed by applicant
<input type="checkbox"/>	<input type="checkbox"/>	Technical requirements checklist, completed and signed by applicant
<input type="checkbox"/>	<input type="checkbox"/>	Vacation Plat. See Section 11.01 for submittal requirements
<input type="checkbox"/>	<input type="checkbox"/>	As-built survey for any existing permanent structures
<input type="checkbox"/>	<input type="checkbox"/>	Certification from franchise utility companies

Preparer's Signature: _____

Printed Name: _____

Date: _____