

# City of Forest Hill Preliminary Plat Application

APPLICANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
SUB-DIVISION NAME: \_\_\_\_\_  
LEGAL DESCRIPTION: \_\_\_\_\_ ACRES: \_\_\_\_\_  
CURRENT ZONING: \_\_\_\_\_ PROPOSED ZONING: \_\_\_\_\_  
BEING PLATTED AS: LOTS: \_\_\_\_\_ BLOCKS: \_\_\_\_\_ PHASES: \_\_\_\_\_

OWNER OF RECORD: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SURVEYOR: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

ENGINEER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DEVELOPER: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SURVEYOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ENGINEER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DEVELOPER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# City of Forest Hill Preliminary Plat Check List

If the following is on the Final Plat, please put an "X", if it is not applicable please write in N/A.

## REQUIRED DOCUMENTS

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

## TECHNICAL REQUIREMENTS

- \_\_\_\_\_ Location map, north arrow, written and graphic scale.
- \_\_\_\_\_ Location and dimensions of all boundary lines (indicated by heaviest lines) and all lots.
- \_\_\_\_\_ A number or letter identifying each lot, block, and site.
- \_\_\_\_\_ Title block in the lower right corner that includes:
  - 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
- \_\_\_\_\_ Location, dimension, and purpose of all easements within or abutting the subdivision, and the recording information of all existing easements.
- \_\_\_\_\_ The following information on adjoining property, which should be shown with dotted or dashed lines:
  - 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
- \_\_\_\_\_ Gross acreage of the subdivision.
- \_\_\_\_\_ Former lot numbers and lot lines shown in half tones ("ghosted")
- \_\_\_\_\_ Location of city limit lines if they traverse, form a part of the boundary, or are contiguous to the boundary of the subdivision
- \_\_\_\_\_ 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.
- \_\_\_\_\_ Location and dimensions of existing structures and a notation stating whether structures will remain or be removed.
- \_\_\_\_\_ Note describing the location of proposed perimeter fencing.
- \_\_\_\_\_ 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."
- \_\_\_\_\_ Name, address, phone, fax, and email address of record owner, the professional preparing the plat, and the developer.

# City of Forest Hill Preliminary Plat Regulations

## 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) fullsize 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 8 1/2" 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 unsubdivided 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 \_\_\_\_\_ 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 Build out 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.

PRELIMINARY PLAT FEES: \$500.00 plus \$10.00 per lot

