

City of Forest Hill Re-Plat Application

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

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 Re-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
- _____ RePlat. See Section 9.02 for submittal requirements
- _____ **2 folded copies** of the preliminary water and sanitary sewer layout
- _____ **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
- _____ 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.
- _____ Metes and bounds description corresponding to the illustration.
- _____ 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
- _____ Certified acreage significant to three digits for each lot, tract, or site.
- _____ Acreage significant to three digits or the square footage of the rights-of-way dedicated for major collectors and arterials, including corner clips.
- _____ Professional certification of the surveyor or engineer who prepared the plat.
- _____ Owner's certification, including recording information of warranty deed.
- _____ 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."

- _____ If the plat includes previously platted property, the following certification: “This plat does not alter or remove deed restrictions, if any, on this property.”
- _____ Dedication statement.
- _____ Notary statement
- _____ Appropriate approval block
- _____ Cabinet/slide note
- _____ Name, address, phone, fax, and email address of record owner, the professional preparing the plat, and the developer.



City of Forest Hill Re-Plat Regulations

ARTICLE 9 - REPLATS

Section 9.01 - General

Replating 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:

1. is signed and acknowledged by only the owners of the property being replatted;
2. is approved, after a public hearing; and
3. 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

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.
 - c. 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.

RE-PLAT FEES: \$700.00 plus \$10.00 per lot