



CITY OF HALTOM CITY, TEXAS

4801 Haltom Rd, Post Office Box 14246, Haltom City, Texas, 76117-0246, 817/222-7757

APPLICATION FOR PLAT

☐ PRELIMINARY PLAT ☐ FINAL PLAT ☐ REPLAT ☐ AMENDED PLAT

<p>Name of Subdivision: _____</p> <p>Type of Subdivision: _____</p>	<p>File Number: _____</p> <p>Date: _____</p>									
<p>I, _____, the undersigned applicant hereby make application for a Plat (please print) approval in the City of Haltom City.</p> <p>Property Address: _____ Present Zoning: _____</p> <p>Number of Lot(s): _____ Acres: _____ Located in: _____ Survey, Abstract: _____</p>										
<p>The undersigned hereby certifies that the above named subdivision and accompanying data is true and correct. All provisions of laws and ordinances governing this subdivision will be complied with whether specified herein or not. The scheduling of this application on the agenda of the Planning & Zoning Commission and City Council for consideration does not presume the approval of the above mentioned subdivision. I further understand that Preliminary Plat approval is effective for 180 days, unless an extension is granted.</p> <table style="width: 100%;"><tr><td style="width: 33%; text-align: center;">_____ (signature of applicant)</td><td style="width: 33%; text-align: center;">_____ (printed name of applicant)</td><td style="width: 33%; text-align: center;">_____ (date)</td></tr><tr><td style="text-align: center;">_____ (address of applicant)</td><td colspan="2" style="text-align: center;">_____ (telephone number)</td></tr></table>		_____ (signature of applicant)	_____ (printed name of applicant)	_____ (date)	_____ (address of applicant)	_____ (telephone number)				
_____ (signature of applicant)	_____ (printed name of applicant)	_____ (date)								
_____ (address of applicant)	_____ (telephone number)									
<p>Owner: _____ (please print) _____ (signature)</p> <p>Address: _____ Phone: _____ Email: _____</p>										
<p>Developer: _____ (please print) _____ (signature)</p> <p>Address: _____ Phone: _____ Email: _____</p>										
<p>Surveyor: _____ (please print) _____ (signature)</p> <p>Address: _____ Phone: _____ Email: _____</p>										
<p>Engineer: _____ (please print) _____ (signature)</p> <p>Address: _____ Phone: _____ Email: _____</p>										
<p style="text-align: center;">FOR CITY USE ONLY</p> <p>Application Fee \$300.00 Received By: _____ Receipt Number: _____</p> <p>Accepted for Completeness by: Staff Signature: _____ Date: _____</p> <table style="width: 100%;"><tr><td style="width: 33%; text-align: center;">EVENT</td><td style="width: 33%; text-align: center;">DATE</td><td style="width: 33%; text-align: center;">ACTION</td></tr><tr><td colspan="3">P & Z Action: _____</td></tr><tr><td colspan="3">City Council: _____</td></tr></table>		EVENT	DATE	ACTION	P & Z Action: _____			City Council: _____		
EVENT	DATE	ACTION								
P & Z Action: _____										
City Council: _____										

PRELIMINARY PLAT CHECKLIST

Items listed in this checklist must be provided by the applicant, signed and returned to the City staff along with the copies of the completed Preliminary Plat for approval. This is a summary of the information that shall be provided. For a complete listing of required elements see the City of Haltom City Subdivision Ordinance, Form and Content of Preliminary Platting Information. This summary is provided for the applicant's benefit, however, fulfilling the requirements of this summary checklist does not relieve the applicant or his/her agent from the responsibility of satisfying all the requirements of the Zoning Ordinance, Subdivision Ordinance, and other development-related ordinances of the City of Haltom City.

- _____ Date of preparation, scale of drawing, key scale, north arrow, and vicinity map.
- _____ Location of City Limits line, extra territorial jurisdiction line, and zoning district lines if applicable.
- _____ Name and address of subdivider, record owner, and of the engineer / planner / surveyor.
- _____ Proposed name of the Subdivision.
- _____ 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. A description of the subdivision perimeter by metes and bounds shall be supplied separately on 8-1/2" x 1" or 8-1/2" x 14" paper.
- _____ The location of existing blocks, lots, building lines, water courses, drainage features within and immediately adjacent to the property.
- _____ The location, dimensions, and name (if applicable) of all existing or recorded streets, alleys, easements, or other public rights-of-way within, intersecting, or contiguous to the subdivision.
- _____ The location, dimensions, and name (if applicable) of all existing or recorded residential lots, parks, public areas, or permanent structures within or contiguous to the subdivision.
- _____ The location, dimensions and name of all proposed streets, alleys, drainage structures, parks, public areas reservations, easements or other rights-of-way, blocks, lots, commercial areas, and other sites within the subdivision.
- _____ The name and location of contiguous lots and subdivisions.
- _____ The name of owners of contiguous parcels of unsubdivided land.
- _____ The following notice shall be placed on the face of each preliminary plat by the subdivider: **"Preliminary Plat for Review Purposes Only"**.
- _____ Approval certificates for Planning & Zoning Commission and City Council as provided in the City of Haltom City Subdivision Ordinance Article 21-103.
- _____ The proposed uses of land within the subdivision.
- _____ The current zoning within and surrounding the subdivision.
- _____ Front building setback lines on all lots and sites. Side yard setback lines at street intersections and crosswalk ways.
- _____ 20' x 20' public open space easement on corner lots at the intersection of an alley and a street.
- _____ 35' x 35' public open space easement on corner lots at the intersection of two (2) streets.
- _____ Fire Lane Easement Statement as applicable.
- _____ Utility Easement Statement.
- _____ Flood plain and floodway lines, flood map number and date, and floodway restriction statement.

Preliminary Plat Checklist
Sheet 2 - Topography, Street Plan, Drainage Plan

- _____ Topographical information including contour lines on a basis of two foot (2') intervals. All elevations shall be on U.S. Coast and Geodetic Survey datum or referenced to a City benchmark on the same datum. The datum shall be specified on the Preliminary Plat.
- _____ Any proposed changes in topography shown by contour lines on a basis of five feet (5') vertical intervals in terrain.
- _____ Areas contributing drainage to the proposed subdivision shall be shown on small scale supplemental drawings. The information to be submitted shall include the area, slope, type of development, and quantity of drainage in the contributing area.
- _____ At points where drainage enters or leaves the proposed subdivision, the following information shall be provided: 1. Location of entrance and discharge points; 2. Drainage Area (DA); 3. Q 25; and 4. Q 100.
- _____ Drainage arrows shall be shown for all streets and drainage easements. When the maximum permissible capacity of streets to carry storm water is exceeded, the location of storm sewers, curb inlets, open channels, and other drainage facilities shall be shown.
- _____ Supplemental information showing the preliminary design calculations for drainage shall be furnished and attached to the Topography and Drainage Plan.
- _____ The exact location, dimension, description, and flow line of existing drainage structures within the subdivision and contiguous tracts.
- _____ The location, flow line, and flood plain and floodway of existing water courses within the subdivision and contiguous tracts.
- _____ The width of surfacing, measured from back-to-back of curbs, shall be shown for all streets.
- _____ The width of drainage easements and other easements shall be shown.
- _____ 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.

Preliminary Plat Checklist
Sheet 3 - Water and Sewerage Plan

- _____ Existing sewers, water mains, gas mains, electric and telephone lines, culverts, or other underground structures or utilities within the tract and immediately adjacent. Indicate locations, pipe sizes, grades, and elevations.
- _____ The size and location of all water distribution mains, including valves and fire hydrants.
- _____ The size and location of all proposed sanitary sewer mains, including manholes.
- _____ Preliminary grades for each main between manholes.
- _____ Specify depth at each manhole, and the material used for each manhole.
- _____ The size of water and sewer mains shall conform to the current design criteria adopted by the City.

FINAL, REPLAT AND AMENDED PLAT CHECKLIST

Items listed in this checklist must be provided by the applicant, signed and returned to the City staff along with the copies of the completed Plat for approval. This is a summary of the information that shall be provided. For a complete listing of required elements see the City of Haltom City Subdivision Ordinance, Article 27 - Form and Content of Plat. This summary is provided for the applicant's benefit, however, fulfilling the requirements of this summary checklist does not relieve the applicant or his/her agent from the responsibility of satisfying all the requirements of the Zoning Ordinance, Subdivision Ordinance, and other development-related ordinances of the City of Haltom City. In addition to the various requirements for the Plat, the Plat shall also include the following:

- _____ The exact locations, dimensions, names and description of all existing or recorded streets, alleys, reservations, easements, or other public rights-of-way within the subdivision, intersecting or contiguous with its boundary, or forming such boundary.
- _____ The exact locations, dimensions, description and name of all proposed streets, alleys, drainage, rights-of-way, parks, other public areas, reservations, easement or other rights-of-way, blocks, lots and other sites within the subdivision.
- _____ Deed restriction for the subdivision may be shown on the Plat or on an 8-1/2" x 11" paper attached as a supplement to the plat.
- _____ Owner's Acknowledgment and Dedications. (See example in the City of Haltom City Subdivision Ordinance - Article 27 - Form and Content of Plat.)
- _____ Engineer's or Surveyor's Certificate. (See example in the City of Haltom City Subdivision Ordinance - Article 27 - Form and Content of Plat.)
- _____ A Certificate of Approval for execution by the Planning & Zoning Commission. (See example in the City of Haltom City Subdivision Ordinance - Article 27 - Form and Content of Plat.)
- _____ A Certificate for the City Council's endorsement. (See example in the City of Haltom City Subdivision Ordinance - Article 27 - Form and Content of Plat.)
- _____ A plan and profile of each street with top of curb grades, existing and proposed ground lines as detailed in the City of Haltom City Subdivision Ordinance - Article 28-103 - Paving Plans.
- _____ A plan and profile of proposed sanitary sewers, with grades and pipe sizes indicated as detailed in the City of Haltom City Subdivision Ordinance - Article 28-104 - Sanitary Sewer and Water Plans.
- _____ A plan and profile of proposed storm sewers or channels as detailed in the City of Haltom City Subdivision Ordinance - Article 28-105 - Storm Drainage Plans.
- _____ Written statement to the City designating that the subdivision will be served with gas or electric service as detailed in the City of Haltom City Subdivision Ordinance - Article 28-106 - Other utilities.
- _____ The name of owners of contiguous parcels of unsubdivided land.

PROCEDURES FOR PLAT APPROVAL

It is highly recommended that required infrastructure studies such as iSWM (stormwater), traffic and utilities be completed prior to application submittal and filing. Currently, these studies are often worked through and finalized during the plat review process, the time for which is now limited. For plats where public facilities will be constructed, a complete plat application must include written documentation from the applicable departments confirming that infrastructure studies have been accepted and/or approved. A plat will be incomplete and not be accepted for filing if no confirmation of these studies is provided or no infrastructure studies have been submitted for review. (Any submitted but unapproved or incomplete studies will be listed as a deficiency and the plat will be subject to the act of Disapproval.)

For plats with a small number of lots and where no public facilities are being constructed and therefore no plans are typically required, an application may be submitted without this sign off, however further review of the plat could necessitate infrastructure studies.

Applications may request a DRC meeting to discuss what is required for a complete application.

Email ESmith@haltomcitytx.com or call (817) 222-7757 for more information.

Copies Required: The Applicant shall submit three (3) full size folded blueline prints, one (1) 11" x 17" reduction, to the City Planner or his/her representative, at least twenty-five (25) days prior to the scheduled Planning & Zoning Commission Meetings, which are held on the second (2nd) and fourth (4th) Tuesday nights of each month. ~~Also, two (2) blueline prints and an electronic copy via email or CD (AutoCad or pdf) of the water and sanitary sewer plan along with a drainage study shall be submitted to the City Engineer at the same time.~~ An application will not be deemed as officially submitted until all the required information has been provided to the City. Applications must be submitted to Planning & Community Development, City of Haltom City, 5024 Broadway Avenue, Post Office Box 14246, Haltom City, Texas, 76117.

Application Fee: The Plat shall be accompanied by an application fee of \$300.00. No application will be accepted or processed unless the application fee has been paid. The fee is non-refundable to the applicant regardless of the action taken on the Plat.

Failure to provide information, drawings, or attachments in form as requested herein shall be deemed an incomplete application and shall not be placed on the agenda for consideration until all information, drawings, or attachments are deemed to be complete. Failure to provide any necessary revised material by the deadlines indicated may result in the delay of the application being placed on the agenda.

Certificates: The Plat Application shall be accompanied by certificates from the City, School District, and County Tax Collectors Office showing that all City, School District, and County taxes on the land being platted have been paid to the current year.

Ownership: In order to plat a tract of land for which a Plat is filed of record, the entire tract must be fully owned by the person(s) desiring to Plat.