

## FINAL PLAT/ RE-PLAT/ MINOR PLAT CHECKLIST

Case Number: \_\_\_\_\_

1.  Bar scale, scale, north arrow
2.  Plat title block, plat name, plat preparation date
3.  Original survey and caption information
4.  Reference Case Numbers
5.  Subdivider/ Owner name and address
6.  Surveyors/ Engineers' Certification, sealed
7.  Owner Certification / Plat Dedication
8.  City of Fort Worth Approval Block
9.  County Judge's Approval Block, if necessary
10.  Vicinity map (labeled "NTS," oriented and showing at least two nearby major thoroughfares)
11.  Adjacent property information (owner name, recording volume and page, recorded lots)
12.  Land Use Table as indicated on application at "Development Yield"
13.  Project boundary in bold weight
14.  Lot lines, easement lines, right-of-way lines clearly shown on plat
15.  Sequential lot and block numbering
16.  Identify items used for Block & Boundary Corners/ Monuments
17.  Overall, Centerline and radii measurements of all ROW
18.  Tie-down to nearest existing street intersection
19.  City limits and/or ETJ boundaries
20.  Identification of open spaces or HOA lots
21.  Identification of flood plain
22.  Identification of any remaining portions of lots
23.  Lot areas and widths in conformance to underlying zoning
24.  Recording information for easements; Ordinance numbers for all street and alley vacations and closures
25.  Appropriate plat notes:
 

A. <input type="checkbox"/> Water/ Wastewater Impact Fees	G. <input type="checkbox"/> Floodplain Restriction
B. <input type="checkbox"/> Building Permits	H. <input type="checkbox"/> Flood Plain/ Drainage Way Maintenance
C. <input type="checkbox"/> Utility Easements	I. <input type="checkbox"/> Private Common Areas and Facilities
D. <input type="checkbox"/> Site Drainage Study	J. <input type="checkbox"/> Construction Prohibited over Easements
E. <input type="checkbox"/> Sidewalks	K. <input type="checkbox"/> Oil or Gas Well Proximity to Buildings
F. <input type="checkbox"/> Residential Drive Access Limitation	L. <input type="checkbox"/> Covenants or Restrictions are Unaltered

**Service Providers:**

Electric Service Company \_\_\_\_\_  
 Water Source \_\_\_\_\_  
 Sewer Source \_\_\_\_\_  
 School District \_\_\_\_\_  
 County \_\_\_\_\_

**Submittal Requirements:**

- 15 Full Size Plats or 18 for ETJ (25 if public hearing) – folded
- 8 1/2 x 11 copy of plat
- PDF of plat
- Completed Application & Checklist
- Storm Water Management Plan with Final Plat (FP) Application  
 A SWMP may be required for Minor Plats and Replats (FS) prior to plat recording.
- Letter of Authorization from Record Property Owner or owner signed application

**Requirements at Time of Recording:**

- 2 copies of plat       Tax Certificates
- Owners Dedication     Check for recording fee