





Development Services Department

## PRELIMINARY PLAT (PP) CHECKLIST

### Complete Application

A plat application will not be considered filed pursuant to HB 3167 until all required documents and fees have been submitted and ***all of the terms and conditions of the Subdivision Ordinance, including all necessary studies, plans and supporting information are accepted and approved by the reviewing department.*** Once a plat meets the requirements to be considered filed pursuant to HB 3167, the application will be placed on the Development Review Committee agenda and the Plan Commission agenda for consideration under the time requirements set out in HB 3167. A decision for approval or denial must be made within 30 days from the filing of the application. Plat applications that do not meet these requirements will be rejected.

### Pre-Application Items

Prior to submitting a plat application, ***all required infrastructure studies must be accepted.*** For clarity on which items will be required for your project prior to application submission, please schedule an optional pre-submittal meeting.

#### Accepted/Approved

- Water/Sewer Utility Plan form
- Traffic Impact Assessment Study form
- Drainage Study/Flood Study form
- ETJ Plats-authorization for Water Wells/Septic Systems from appropriate County Authority
- ETJ Plats-Annexation (if property is eligible)
- TXDOT conditional approval of required access (if applicable)
- Other Entity Approval (if applicable)

#### Filed Applications

- Zoning Application
- Master Thoroughfare Application

### Mandatory Application Items

- Application Form: complete application signed by the property owner(s) and/ or Signed Letter of Authorization Form by all record property owner(s) and the engineer/surveyor or record.
- Application Fee: Complete payment of application fee in accela portal: <https://aca-prod.accela.com/CFW>
- Plat Exhibit: Digital Submission: (+ \$15 technology fee).
- Waiver Letters: If a waiver to the Subdivision Ordinance is being requested, a waiver letter will be required. Address the letter to Chairman Don Boren, City Plan Commission.

### Preliminary Plat Access and Design Criteria:

Preliminary plats are used for developments with 5 lots or greater, for developments new right-of-way necessary for access, or for any development in which the applicant seeks to final plat in phases. [Subdivision Ordinance (S.O.), Sec. 31-42 (b)].

Preliminary plat issues include, but are not limited to, the items below:

- Plat boundaries: A preliminary plat must include all contiguous property in common ownership (if the parcels are previously unplatted). All property owners within the depicted plat boundary must be signatories on the plat application and provide a letter of authorization.
- Consistency with Concept Plan: Preliminary Plats must comply with the Master Thoroughfare Plan and with approved land uses shown in the approved concept plan. If the proposed land uses have been altered in any way the applicant must first submit a concept plan revision for review prior to turning in a preliminary plat application. [S.O., Sec. 31-42 (b)].
- Collector Network Planning: All new preliminary plats shall show a collector network consistent with the Subdivision Ordinance requirements. [S.O., Sec. 31-101 (g)]
- Internal Connectivity Index. The internal connectivity index must be a minimum of 1.4. [S.O., Sec. 31-101 (d)]
- Two points of ingress/egress: Subdivisions consisting of more than 30 single family units or more than 100 multifamily units cannot be recorded without two points of ingress/egress that are fully constructed and accepted by the city. For preliminary plats with multiple phases, each phase of the development must meet the two points of access requirement. [S.O., Sec. 31-101 (c)]
- Block Face Table: Provide a block face table with all block faces measured, as shown in S.O., Section 31-106.
- Stub Outs to Adjoining Unplatted Tracts and Street Extension and Continuation from Adjoining Developments: Urban local streets shall be extended to the subdivision boundary to connect with adjoining streets or, where no adjacent streets are available for such connection, to allow for the future connection with adjoining un-platted property. [S.O., Sec. 31-106 (c) (7)]
- Right-of-Way: Ensure right-of-way cross sections for roadways within the plat boundary meet the requirements of the Master Thoroughfare Plan. [S.O., Sec. 31-106]
- Lot Configuration (Two Tiers between parallel local or collector streets and Double Frontage). Ensure residential lots do not have their primary frontage on an arterial or collector and do not have double-frontage on two local streets [S.O., Sec. 31-103 (b)].
- Lot Size in compliance with underlying zoning. Residential lots less than 50 feet in width must have rear entry access from a side or rear alley or a common shared access easement platted between the dwelling units. [S.O., Sec 31-106 (13)]
- All lots have paved direct access to a public street, a private street or a public access easement. [S.O., Sec. 38-81 (b) (2)]

#### Format & General Standards

- Include reference the case number on the plat (PP-XX-XXX).
- Provide north arrow, graphic scale, and written scale in close proximity to each other.
- Use engineer scales 1" = 50', 100', or 200'.
- Orient Plat so that north is to the top or left-hand side of sheet
- Provide a vicinity map in the same orientation of preliminary plat showing subject property, north arrow, (label "not to scale"), and adjacent thoroughfares.
- Preparer contact: company name, preparer name, address, and phone number. Add in vicinity of title block.
- Owner/subdivider contact: company name, name of representative signing on behalf of company, address, and phone number. Add in vicinity of title block.
- Show land use table with development yield. Show Land Use Table on the plat, showing Gross Acre/Net Acre/ROW Dedication/Lot Use Type. Also include the acreage for right-of-ways.
- Provide the following note: "Notice: Selling a portion of this addition by metes and bounds is a violation of city subdivision ordinance and state platting statutes and is subject to fines and withholding of utilities and building permits."

### Site Information

- Indicate preliminary plat boundary with heavy/bold line weight.
- Show proposed property boundaries/lot lines in solid lines, and existing lot lines grayed out. For property boundary lines, provide distances (to nearest hundredth of feet) and bearings (to nearest second). For property boundary curves, provide curve lengths, curve radii, and chord lengths (to nearest hundredth of feet), and internal angle and chord bearing (to nearest second).
- Show point of beginning tied to abstract corner if not previously platted, or to subdivision corner if platted. Indicate on graphic and/or in legal description.
- Label lot area in acres and square feet for non-single-family residential development. For single-family residential development, label lot area in square feet only.
- Easements: Show, label, and dimension easements for franchise, water, sanitary sewer, and storm sewer utilities. For lots adjacent to or containing floodway and drainage easements, label minimum finish floor elevation. Easements should be indicated with a dotted or dashed line. Abandonments may be indicated by stipple or crosshatch shading.
- Show and label wall maintenance easements for required screening walls. Provide line and curve data for easement boundaries and tie down easements.
- For sidewalks not within R.O.W., show and label proposed sidewalk easements
- Show and label storm water quality easements for structural and nonstructural storm water controls/best management practices. Provide line and curve data for easement boundaries and tie down easements.
- Identify 100 year Flood-Plain and Floodway limits
- Emergency Access Easements: Emergency Access Easements used for addressing purposes must be shown and named on the plat face. Confirm name availability with the fire department. Emergency Access Easements are a minimum of 26 feet wide in multifamily and 24 feet for other uses.
- Show Public Street and Alley R.O.W. Label as existing and include recording information or label as proposed. Dimension R.O.W. width, and show street centerline and provide line and curve data.
- Show Tie-down measurement to nearest existing street intersection
- Adjacent property info: Show and label properties contiguous to the site. For platted properties, show lot lines and label subdivision name, lot and block designation, and plat record information for each lot. For unplatted properties, show parcel lines and label record owner and deed record information for each parcel.
- Label areas of open space, homeowner association lots, and park land dedications.
- Show and label city limit lines, county limit lines, and/or survey (abstract) lines, if applicable.
- Show topographical contours at 10 foot intervals.
- Show existing/proposed land use of plat area and land within 300 feet.
- Show existing/proposed zoning of plat area and land within 300 feet.
- Show boundary of existing tree canopy.
- Show proposed parkland dedications. Label area of dedication

### Legal Description, Title Block and Preliminary Plat Language

Provide standard language for the following key sections:

- Plat boundary information as surveyed
- Title block language

#### Survey of Plat Boundary should include:

- Metes and bounds legal description for subdivision boundary. Calls and monumentation match preliminary plat graphic.
- Total area of the plat/replat in acres and square feet.

Title Blocks should include:

- Title Blocks shall be in the lower, right-hand corner of the plat/replat.
- The heading should be Preliminary Plat; contain the project name (subdivision name, lot and block designations); the jurisdiction it is an addition to (County or City), and the following:
- For un-platted land, include gross acreage; city, county and state name; survey and abstract name.
- For plats in the ETJ, the addition is to the County (see example below).

**Preliminary Plat of  
CRAWFORD SHILLING ADDITION  
Lots 1-15, Block 1  
A 10.485 acre Addition to Tarrant County, Texas  
Situated in the Joaquin Rendon Survey, Abstract Number 1263  
16 single-family lots**

- Preliminary plats that are also replats shall utilize the same subdivision name, and shall reference subdivision name and recording information of the original plat in the title block. State the subdivision name, lot and block designations of property being replatted and the recording information of the preceding plat (Document number; Volume & Page, or Cabinet & Slide); PRTCT. For example:

**PRELIMINARY PLAT  
LOTS 1R1, 1R2, 2R1, 2R2, 3R1, and 3R2, BLOCK 4  
CHAMPION'S CIRCLE ADDITION  
BEING A REPLAT of ALL of LOTS 2 & 3, CHAMPION'S CIRCLE ADDITION, AN ADDITION TO THE CITY OF FORT  
WORTH, TARRANT COUNTY, TEXAS,  
AS RECORDED IN VOLUME 2556, PAGE 56, PRTCT**