



Development Services Department

## CONCEPT PLAN (CP) 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 submitted 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 concept plan, ***all required infrastructure studies must be accepted.*** For the purpose of advising the applicant as to the general restrictions, requirements, and other planning and engineering matters applicable to plats, it is advised that the applicant attend an optional pre-submittal meeting.

#### Accepted/Approved

- Water/Sewer Utility Plan form
- Traffic Impact Assessment Study form
- Drainage Study/Flood Study form

#### Filed Applications

- Zoning Application
- Master Thoroughfare Application
- Annexation (if applicable)
- Development Agreement (if applicable)

### Mandatory Application Items

- Application Form: complete application signed by the property owner(s) and Signed Letter of Authorization Form (if needed) by all record property owner(s) and the engineer/surveyor of record.
- Application Fee: Complete payment of application fee in Accela portal: <https://aca-prod.accela.com/CFW>
- Concept Plan Exhibit: Digital Submission: (+ \$15 technology fee). Refer [Platting Fees](#)

### Concept Plan Criteria:

Concept plans are utilized when: 1. Preliminary plats are proposed to be presented in stages; 2. The total land area of contiguous parcels is greater than one square mile (640 acres); the area is wholly or partially within the City of Fort Worth or proposed for annexation by the city. [Subdivision Ordinance, Sec.31-42 (a)]

- Concept Plan boundaries: A concept must include all contiguous property in common ownership and denote the

total land area. All property owners within the depicted plat boundary must be signatories on the plat application and provide a letter of authorization.

- Phasing Plan: Concept Plans are used for the phasing of preliminary plats. Identify preliminary plat stages of development.
- Development Agreement: If project is governed or proposed to be governed by a development agreement, provide reference number and documentation.
- Circulation and MTP: Provide proposed traffic ways, including thoroughfares, local streets, and floodplain crossings when appropriate, which tie into existing neighborhood circulation patterns.
- Land Use: Show proposed land uses and special uses (parkland, school site). Identify the need for public facilities. Note proposed land uses that are not in compliance with the Comprehensive Plan.

### Format & General Standards

- Include reference the case number on the plat (CP-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 Plan so that north is to the top or left-hand side of sheet
- Provide a vicinity map in the same orientation of concept plan 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 category by acres, including ROW, open space) Also include the acreage for right-of-ways.

### Site Information

- Indicate concept plan boundary with heavy/bold line weight.
- Show proposed preliminary plat phasing with heavy/bold outline.
- 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.
- Identify 100 year Flood-Plain and Floodway limits
- Show Public Street and Alley R.O.W. Label as existing and include recording information or label as proposed.
- 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 significant topographical contours.
- Show existing/proposed land use of concept plan area and land within 300 feet.
- Show existing/proposed zoning of concept plan area and land within 300 feet.
- Show boundary of existing tree canopy.
- Show proposed parkland dedications. Label area of dedication
- Show location of existing oil and gas wells.

### Legal Description & Title Block

Survey of Concept Plan Boundary should include:

- Metes and bounds legal description for subdivision boundary.
- Total area of the concept plan in acres and square feet.

Title Blocks should include:

- Title Blocks shall be in the lower, right-hand corner of the concept plan.
- The heading should be Concept Plan; 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 previously platted land, include previous subdivision, block, and lot information. For concept plans in the ETJ, the addition is to the County (see example below).

**Concept Plan of  
BOB BILLINGS ACRES  
A 410.485 acre Addition to Tarrant County, Texas  
Situated in the Joaquin Rendon Survey, Abstract Number 1263**