



Development Services Department

## FINAL PLAT (FP) CHECKLIST

### Complete Application

A check for application completeness will be made with the applicant prior to plat filing. A plat application will not be considered filed pursuant to HB 3167 until **all fees have been submitted, all requirements of zoning and the Subdivision Ordinance are satisfied, any Board or Commission decisions have been made, and all required documents have been accepted.** Required documents include any and all necessary studies, plans, and supporting information and these must be accepted (approved) by the reviewing department. Plat applications that do not meet these requirements will be rejected.

Once a plat meets the requirements to be considered filed, 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 submittal of the application. A completed checklist must be filed with each application.

### Pre-Application Items

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

#### Accepted/Approved

Required	Not Applicable
<input type="checkbox"/> Water/Sewer Loading/Demand Study form	
<input type="checkbox"/> Traffic Impact Assessment, or Traffic Study form	
<input type="checkbox"/> Drainage Study Letter form	
<input type="checkbox"/> ETJ Plats: Authorization for Water Wells/Septic Systems from appropriate County Authority	<input type="checkbox"/>
<input type="checkbox"/> ETJ Plats: Annexation (if property is eligible)	<input type="checkbox"/>
<input type="checkbox"/> TXDOT conditional approval of required access (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Other Entity Approval (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Community Facilities Agreement or Miscellaneous Projects filed	<input type="checkbox"/>
<input type="checkbox"/> Construction plans approved through IPRC	<input type="checkbox"/>
<input type="checkbox"/> Right-of-Way Vacation(s) with City Plan Commission recommendation	<input type="checkbox"/>
<input type="checkbox"/> Board of Adjustment request filed (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> Takings Impact Assessment (TIA) Waiver Form (Tarrant County Only)	<input type="checkbox"/>
<input type="checkbox"/> Concept Plan/Preliminary Plat/Master Plan	<input type="checkbox"/>

#### Filed Applications

<input type="checkbox"/> Zoning Change	<input type="checkbox"/>
<input type="checkbox"/> Master Thoroughfare Plan (MTP) Amendment	<input type="checkbox"/>

### 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> Refer [Platting Fees](#)
- Plat Exhibit: Digital Submission: (+ \$15 technology fee).

- Waiver Letters: If a waiver to the Subdivision Ordinance (SO) is being requested, a waiver letter will be required. Address the letter to Chairman Don Boren, City Plan Commission.

### Final Plat Access and Design Criteria:

Final plats are required to follow approved preliminary plats, and are therefore submitted in accordance with a previously approved design. Final plat issues include, but are not limited to, the items below:

- Plat boundaries: Final plats represent a portion (phase) or the whole area of a previously approved preliminary plat (PP). The final plat must fall within the area of a previously approved preliminary plat. The final plat cannot add additional area not previously identified in the preliminary. All property owners within the depicted plat boundary must be signatories on the plat application [SO, Sec. 31-42 (c)].
- Consistency with Preliminary Plat: Final plats must match the approved preliminary on file. If the subdivision design has been altered in any way (circulation, access, number of lots) the applicant must first submit a preliminary plat revision for review prior to turning in a final plat application. [SO, Sec. 31-42 (c)].
- 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. [SO, Sec. 31-101 (c)]
- Match lines: Final Plats with multiple sheets must utilize match lines that follow the lot and block boundary. Do not split lots or show the same recorded lot on multiple pages. Instead, gray out duplicates and ensure that each recorded lot falls fully on one page.
- Right-of-Way: Ensure required dedications to adjacent right-of-way, including corner clips, are shown on the plat. Required street sizing for use types may be found in the Master Thoroughfare Plan. The minimum width for an urban local cross section is 50 feet. [SO, Sec. 31-106]
- Vacations: If a proposed development is incorporating unconstructed ROW (road or alley) a vacation application for this ROW must be approved by City Council and the ordinance number issued prior to plat recordation.
- Easements: Any easements offsite easements required for a proposed development must be filed by separate instrument prior to plat submission, and that recording information must be reflected on the plat face. Easements within the boundary of the project can be labeled as "dedicated by this plat." If all or portion of an existing easement is to be abandoned, label as "abandoned by this plat." For offsite easements or other easements by separate instrument, contact this office for standard easement language and process for filling.

### Format & General Standards

- Include reference the case number on the plat (FP-XX-XXX).
- Include date that the plat was prepared.
- Provide north arrow, graphic scale, and written scale in close proximity to each other.
- Use engineer scales 1" = 10', 20', 30', 40', or 50'.
- Orient Plat so that north is to the top or left-hand side of sheet.
- Provide a vicinity map in the same orientation of plat/replat showing subject property and its location within the County, north arrow, (label "not to scale"), the nearest unincorporated area, and adjacent thoroughfares.
- Preparer contact: company name, preparer name, address, e-mail, and phone number.
- Owner/subdivider contact: company name, name of representative signing on behalf of company, address, and phone number.
- Utilize the City of Fort Worth approval block, 4 1/2" x 5", for city approval stamps.
- Include a County approval block for ETJ plats in Tarrant County.
- Show land use table with development yield. Show Land Use Table on the plat, showing Gross Acre/Net Acre/ROW Dedication/Lot Use Type.
- Identify items used for block and boundary and boundary corners/monuments.
- Show a recording information block that reads "This plat recorded in Document Number \_\_\_\_\_ Date \_\_\_\_\_". This should be placed prominently at the bottom of the plat with room for handwritten numbers.
- Surveyor's signature and notary block, or surveyor's seal.

### Site Information

- Indicate 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.
- Number all lots and blocks in a systematic order.
- 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 (and net acres for lots to be served by on-site septic systems).
- Easements: Show, and label, the locations and dimension of easements for water, sanitary sewer, utility and storm sewer utilities. For lots adjacent to or containing 100-year floodplain/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.
- 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.
- Identify all private streets.
- Show location of existing wells.
- 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.
- Do not show or label existing or proposed improvements including buildings, utilities, landscape areas, parking areas, topography, or fencing.

### Legal Description, Title Block and Plat/Replat Language

Provide standard replat language for the following key sections:

- Owner's Certificate and property legal description
- Plat boundary information as surveyed
- Owner's Dedication (including certification that all parties with an interest in title to the subject property have joined in such dedication) and signature of approval, with notary block.
- Title block language

#### Owner's Certification should include:

- Name of record owner and corresponding deed reference proving ownership of the property (this should match the owner's address block).
- Name of previous addition or subdivision with recording information (by Vol. & Pg., Cab. & Slide, or Doc No.)
- Name of survey, abstract, county, and state.

#### Survey of Plat Boundary should include:

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

#### Owner's Dedication should include:

- Owner's Dedication should include the Lot, Block, and Addition name and match the title block.
- Owner's Dedication should include the owner at the time of recordation of the plat, and should match the owner listed in the contact paragraph.

Title Blocks should include:

- Title Blocks shall be in the lower, right-hand corner of the plat/replat.
- The heading should be Final 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).

**Final Plat of  
CRAWFORD SHILLING ADDITION  
Lots 1 & 2, Block 1  
A 10.485 acre Addition to Tarrant County, Texas  
Situated in the Joaquin Rendon Survey, Abstract Number 1263  
Two single-family lots**

- Replats 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; the recording information of the preceding plat (Document number; Volume & Page, or Cabinet & Slide); PRTCT. For example:

**FINAL PLAT  
LOTS 2R AND 3R, BLOCK 4  
CHAMPION'S CIRCLE ADDITION  
BEING A REPLAT of ALL of LOTS 2 & 3, AND PORTIONS OF LOT 4, CHAMPION'S CIRCLE ADDITION, AN  
ADDITION TO THE CITY OF FORT WORTH, TARRANT COUNTY, TEXAS,  
AS RECORDED IN VOLUME 2556, PAGE 56, PRTCT**

**Plat Notes**

Provide City of Fort Worth standard plat notes. See the application for full note text language. Use as indicated:

Plat notes which apply to all plats within the City, or Extraterritorial Jurisdiction (ETJ):

- Utility Easements
- Sidewalks
- Construction Prohibited over Easements
- Covenants or Restrictions are Unaltered (Applies to replats only)
- Tarrant County Standard Plat Notes (if applicable, consult Tarrant County Transportation Services Department)

Plat notes which apply to plats within the city limits only:

- Water/ Wastewater Impact Fees
- Transportation Impact Fees
- Site Drainage Study
- Building Permits
- Residential Drive Access Limitation (Applies to residential lots under 50' in width)

Plat notes which apply if the element is present on/nearby the site:

- Private Common Areas and Facilities
- Public Open Space Easement
- Oil or Gas Well Proximity to Buildings

Plat notes which apply at the request of the Watershed/Stormwater Department:

- Floodplain Restriction
- Flood Plain/ Drainage Way Maintenance

**Requirements at the Time of Recording**

- 4 copies of signed, notarized, wet sealed plat
- Tax Certificates dated within two weeks of filing, showing a zero balance (must be submitted to Tarrant County Transportation Services Department with ETJ final plats)
- Owners Dedication, if separate from plat
- For ETJ final plats in Tarrant County, payment for recording fee (consult with Tarrant County Clerk)
- For ETJ final plats in Tarrant County, Surety Bond for construction of streets and drainage (if applicable, must be submitted to Tarrant County Transportation Services Department with final plat)
- 2014 AutoCAD file Closure sheet showing the difference between the beginning coordinate and the ending coordinate in the legal description. The closure sheet should include the coordinate geometry (COGO) data for all of the calls as well as any error of closure. Provide the error of closure to no more than six decimal places. Typical error should be between 0.00 to 0.02 feet.