



## FINAL 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 Final 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 Final Plat. This summary is provided for the applicants 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 Preliminary Plat, the Final 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 Final 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 Final Plat.)
- \_\_\_\_\_ Engineer=s or Surveyor=s Certificate. (see example in the City of Haltom City Subdivision Ordinance - Article 27 - Form and Content of Final 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 Final 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 Final 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.
- \_\_\_\_\_ Site Plan Checklist

## PLANNING DEPARTMENT

### SITE PLAN CHECKLIST

- \_\_\_\_\_ A scale drawing showing any proposed public or private street(s) and alley(s); building site(s) or building lot(s); any area(s) proposed for dedication, or reserved as parks, parkways, playgrounds, utility and garbage easements, school sites, street widening, street changes; points of ingress and egress from existing public streets and an accurate survey of the boundary of the tract.
- \_\_\_\_\_ Where multiple types of land use are proposed, a land use plan delineating the specific areas to be devoted to various uses shall be required.
- \_\_\_\_\_ Where building(s) are proposed, a site plan showing the locations of each building and the minimum distance between building(s), and between building(s) and the property lines, street lines and/or alley lines shall be submitted.
- \_\_\_\_\_ The square footage of each proposed building on the site.
- \_\_\_\_\_ Front, side, and rear building elevations of all proposed structures.
- \_\_\_\_\_ The height of the building(s) and type of construction materials.
- \_\_\_\_\_ A plan indicating the arrangement and provision of off-street parking, off-street loading, and points of entry from adjoining thoroughfares.
- \_\_\_\_\_ Landscape Plan.
- \_\_\_\_\_ The location of all fire hydrants.
- \_\_\_\_\_ A table showing land area, building area, parking area and a ratio of building area and land area, and a ratio of building/parking area and land area.
- \_\_\_\_\_ The location of all outdoor facilities for waste disposal and visually screened by a six foot (6') high solid fence on all sides.
- \_\_\_\_\_ The type, location, height, and orientation of all external illumination facilities.
- \_\_\_\_\_ The location, size, height, and orientation of all proposed signs.
- \_\_\_\_\_ A table of performance standards if deemed necessary by the Zoning Administrator because of the characteristics of the activities to be conducted on this site.
- \_\_\_\_\_ All pedestrian walks, malls, and open area(s) for use by tenants or the public; the types of surfacing of such paving or turfing to be used at all locations on the site.
- \_\_\_\_\_ Scale, north arrow, date of site plan preparation, and name(s) and address(es) of those responsible for the preparation of the site plan.
- \_\_\_\_\_ Provide five (5) copies of all development materials to staff for review. Copies should be at least 11" x 17" for readability.

## PROCEDURES FOR APPROVAL OF A FINAL PLAT

**Copies Required:** The Applicant shall submit one (1) full size mylar after approval by the City Council, ten (10) full size blueline prints, one (1) 11" x 17" reduction, to the City Planner or his/her representative, at least twenty (20) days prior to the scheduled Planning & Zoning Commission Meetings, which are held on the second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Tuesday nights of each month. Also, two (2) full size blueline prints of the drainage study, water and sanitary sewer plan, and construction plans and specifications shall be submitted to the City Engineer at the same time. However, upon approval of the construction documents by the City Engineer, the applicant shall submit four (4) sets of construction documents. Additionally, The Final Plat information shall be provided on computer disk. AutoCad V.13, or the most recent version. 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 the Planning & Zoning Department - City of Haltom City - 5024 Broadway Avenue - P.O. Box 14246 - Haltom City, Texas - 76117. **PLEASE FOLD BLUELINES.**

**Filing Fee:** The Final Plat shall be accompanied by a filing fee of \$300.00 for residential zoned property OR \$120.00 plus \$1.50 per acre for commercial or industrial zoned property. No application will be accepted or processed unless the filing fee has been paid. The fee is non-refundable to the applicant regardless of the action taken on the Site Plan.

A fee of four percent (4%) of the actual costs of street, drainage, water and sewer improvements as approved by the City Engineer shall be paid to the City by the Applicant prior to the beginning of construction on such infrastructure. Tests of material or construction may be ordered by the City. All such tests shall be paid for by the Applicant or Developer.

No subdivision will be approved or building permit issued by the City until all fees and costs of tests have been paid in full to the City. No application shall be accepted or processed unless accompanied by a completed application form, tax certificates, and all required final plat drawings.

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 above may result in the delay of the application being placed on the agenda.

Upon approval from City Council, provide a check for the filing fee: 36" size is of \$61.00 - 18" x 24" size is \$46.00; and \$4.00 should there be a second page; plus \$2.00 for a separate "dedication" page; payable to Tarrant County Clerk in order to file the plat with the county.

**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 plus a check made out to Tarrant County Clerk for \$4.00 per page. This fee and check can also include the certificate page(s).

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