

AMENDED 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 Replat 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, 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.

- _____ 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.

PROCEDURES FOR APPROVAL OF AN AMENDED PLAT

Copies Required: The Applicant shall submit ten (10) full size blue-line 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 (2nd) and fourth (4th) Tuesday nights of each month. Also, two (2) full size blue-line 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 Amended 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. **ALL BLUELINES MUST BE FOLDED.**

Filing Fee: The Amended Plat shall be accompanied by a filing fee of \$300.00 for residential zoned property and \$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 Plat.

Certificates: The Amended 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.

A check for the filing fee: 24" x 36" size is \$63.00 - 18" x 24" size is \$48.00; payable to Tarrant County Clerk, will also be charged to the applicant in order to file the plat with the county.

Ownership: In order to Amend a 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 Amend the plat.