



APPLICATION FOR PRELIMINARY PLAT

Name of Subdivision: _____ Type of Subdivision: _____	File Number: _____ Date: _____
I, _____, the undersigned applicant hereby make application for a <small>(please print)</small> Preliminary Plat approval in the City of Haltom City. Present Zoning: _____ Number of Lot(s): _____ Acres: _____ Located in: _____ Survey, Abstract: _____	
The undersigned hereby certifies that the above named subdivision and accompanying data is true and correct. All provisions of laws and ordinances governing this subdivision will be complied with whether specified herein or not. The scheduling of this application on the agenda of the Planning & Zoning Commission and City Council for consideration does not presume the approval of the above mentioned subdivision. I further understand that Preliminary Plat approval is effective for 180 days, unless an extension is granted.	
_____ <small>(signature of applicant)</small>	_____ <small>(date)</small>
_____ <small>(address of applicant)</small>	_____ <small>(telephone number)</small>
Owner: _____ <small>(please print)</small>	_____ <small>(signature)</small>
Address: _____ Phone: _____ Fax: _____	
Developer: _____ <small>(please print)</small>	_____ <small>(signature)</small>
Address: _____ Phone: _____ Fax: _____	
Surveyor: _____ <small>(please print)</small>	_____ <small>(signature)</small>
Address: _____ Phone: _____ Fax: _____	
Engineer: _____ <small>(please print)</small>	_____ <small>(signature)</small>
Address: _____ Phone: _____ Fax: _____	
I, _____, do hereby waive my right to the statutory requirement of a thirty (30) day approval of this plat. _____ <small>(Signature)</small>	
FOR CITY USE ONLY	
Accepted for Completeness by: _____	Staff Signature: _____ Date: _____
	Receipt Number: _____ Date: _____
EVENT	DATE
P & Z: _____	ACTION
City Council: _____	



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 Preliminary 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, Form and Content of Preliminary Platting Information. 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.

- ___ Date of preparation, scale of drawing, key scale, north arrow, and vicinity map.
- ___ Location of City Limits line, extra territorial jurisdiction line, and zoning district lines if applicable.
- ___ Name and address of subdivider, record owner, and of the engineer / planner / surveyor.
- ___ Proposed name of the Subdivision.
- ___ Subdivision boundary lines, accurate in scale and indicated by heavy lines, of the total area proposed for subdivision, and the computed acreage of the total area.
- ___ Bearing and length of each boundary line shall be shown. A description of the subdivision perimeter by metes and bounds shall be supplied separately on 8-1/2" x 1" or 8-1/2"x 14" paper.
- ___ The location of existing blocks, lots, building lines, water courses, drainage features within and immediately adjacent to the property.
- ___ The location, dimensions, and name (if applicable) of all existing or recorded streets, alleys, easements, or other public rights-of-way within, intersecting, or contiguous to the subdivision.
- ___ The location, dimensions, and name (if applicable) of all existing or recorded residential lots, parks, public areas, or permanent structures within or contiguous to the subdivision.
- ___ The location, dimensions and name of all proposed streets, alleys, drainage structures, parks, public areas reservations, easements or other rights-of-way, blocks, lots, commercial areas, and other sites within the subdivision.
- ___ The name and location of contiguous lots and subdivisions.
- ___ The name of owners of contiguous parcels of unsubdivided land.
- ___ The following notice shall be placed on the face of each preliminary plat by the subdivider:

"Preliminary Plat for Review Purposes Only"
- ___ Approval certificates for P & Z Commission and City Council as provided in the City of Haltom City Subdivision Ordinance Article 21-103.
- ___ The proposed uses of land within the subdivision.
- ___ The current zoning within and surrounding the subdivision.
- ___ Front building setback lines on all lots and sites. Side yard setback lines at street intersections and crosswalk ways.
- ___ 20' x 20' public open space easement on corner lots at the intersection of an alley and a street.
- ___ 35' x 35' public open space easement on corner lots at the intersection of two (2) streets.
- ___ Fire Lane Easement Statement as applicable.
- ___ Utility Easement Statement.
- ___ Flood plain and floodway lines, flood map number and date, and floodway restriction statement.

- ___ Topographical information including contour lines on a basis of two foot (2') intervals. All elevations shall be on U.S. Coast and Geodetic Survey datum or referenced to a City benchmark on the same datum. The datum shall be specified on the Preliminary Plat.
- ___ Any proposed changes in topography shown by contour lines on a basis of five feet (5') vertical intervals in terrain.
- ___ Areas contributing drainage to the proposed subdivision shall be shown on small scale supplemental drawings. The information to be submitted shall include the area, slope, type of development, and quantity of drainage in the contributing area.
- ___ At points where drainage enters or leaves the proposed subdivision, the following information shall be provided: 1. Location of entrance and discharge points; 2. Drainage Area (DA); 3. Q 25; and 4. Q 100.
- ___ Drainage arrows shall be shown for all streets and drainage easements. When the maximum permissible capacity of streets to carry storm water is exceeded, the location of storm sewers, curb inlets, open channels, and other drainage facilities shall be shown.
- ___ Supplemental information showing the preliminary design calculations for drainage shall be furnished and attached to the Topography and Drainage Plan.
- ___ The exact location, dimension, description, and flow line of existing drainage structures within the subdivision and contiguous tracts.
- ___ The location, flow line, and flood plain and floodway of existing water courses within the subdivision and contiguous tracts.
- ___ The width of surfacing, measured from back-to-back of curbs, shall be shown for all streets.
- ___ The width of drainage easements and other easements shall be shown.
- ___ The responsible entity for the operation and maintenance of any building, park, equipment, pools, plantings, lawns or other legal interests if it is proposed that they are to be shared by owners of the real property within the subdivision.

Preliminary Plat Checklist
Sheet 3 - Water and Sewerage Plan

- ___ Existing sewers, water mains, gas mains, electric and telephone lines, culverts, or other underground structures or utilities within the tract and immediately adjacent. Indicate locations, pipe sizes, grades, and elevations.
- ___ The size and location of all water distribution mains, including valves and fire hydrants.
- ___ The size and location of all proposed sanitary sewer mains, including manholes.
- ___ Preliminary grades for each main between manholes.
- ___ Specify depth at each manhole, and the material used for each manhole.
- ___ The size of water and sewer mains shall conform to the current design criteria adopted by the City.

PROCEDURES FOR PRELIMINARY PLAT APPROVAL

Copies Required: The Applicant shall submit 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 (2nd) and fourth (4th) Tuesday nights of each month. Also, two (2) blueline prints of the water and sanitary sewer plan along with a drainage study shall be submitted to the City Engineer at the same time. 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.

Filing Fee: The Preliminary 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 Preliminary Plat.

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

Certificates: The Preliminary 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.