



City of Kennedale Minor Plat Application

APPLICANT NAME: _____ DATE: _____
APPLICANT EMAIL: _____ PHONE: _____
ADDRESS OF PROPERTY TO BE PLATTED: - _____
CURRENT LEGAL DESCRIPTION: _____ ACRES: _____
CURRENT ZONING: - _____
BEING PLATTED AS (proposed legal description):
LOTS: _____ BLOCKS: _____ PHASES: _____
PROPOSED SUBDIVISION/ADDITION NAME: _____

OWNER OF RECORD: _____
MAILING ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
PHONE: _____ EMAIL: _____

SURVEYOR: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
EMAIL: _____ PHONE: _____

ENGINEER: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
EMAIL: _____ PHONE: _____

DEVELOPER: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
EMAIL: _____ PHONE: _____

APPLICANT SIGNATURE: _____ DATE: _____

OWNER SIGNATURE: _____ DATE: _____

SURVEYOR SIGNATURE: _____ DATE: _____

ENGINEER SIGNATURE: _____ DATE: _____

DEVELOPER SIGNATURE: _____ DATE: _____

TAX CERTIFICATE

Please submit with your application a tax certificate from Tarrant County showing that any taxes, fees, and outstanding liens have been paid.

ONCOR AND ATMOS REVIEW

Please note that your plat drawing will be reviewed by staff from Oncor and Atmos, which may add additional review time.

KENNEDALE

Please submit one (1) copy of the plat drawing for review by city staff. Once the plat has been reviewed and corrections (if any are required) have been made, please submit two black line copies for filing.

For Office Use Only:

Date Received: _____

Reviewed by:

Planner _____

Public Works Director _____

City of Kennedale Minor Plat Check List

This check list is for your use and is not required to be submitted with your application.

	Items to be submitted
	Plat application
	Plat drawing
	Tax certificate showing no taxes are owed (obtained from the Tarrant County Tax Assessor's Office)
	Sign-off from Oncor and Atmos (city staff will obtain for minor plats)

PLAT DRAWING SPECIFICATIONS

The following items are required for minor plats unless otherwise indicated.

GENERAL INFORMATION

_____ Map Sheet Size.

Map sheets shall be of such size as are acceptable for filing in the office of county clerk and shall not exceed twenty-four (24) X thirty-six (36) inches, but may be eighteen (18) X twenty-four (24) inches, with a binding margin of not less than one and one-half (1½) inches on the left side of the sheets. Sheets shall be numbered in sequence if more than one (1) sheet is used and an index sheet provided with match lines.

_____ Acceptable scale: 1" = 50', 1" = 100', or 1" = 200'.

The drawing shall be prepared at a numerical scale no greater than one (1) inch equals one hundred (100) feet. At the discretion of the director of development and enforcement, the plat may be drawn at a numerically smaller scale, i.e. one (1) foot equals fifty (50) feet, one (1) inch equals forty (40) feet, etc., if the plat can still be drawn on the required sheet size. A graphic scale symbol shall be placed on the drawing.

_____ North Arrow and graphic scale in close proximity

A north arrow indicating the approximate true north shall be predominantly placed near the scale.

_____ **Vicinity Map**

A small vicinity location map shall be shown on the plat drawing. The vicinity location map shall be drawn at an approximate scale of one (1) inch equals two thousand (2,000) feet and show sufficient streets, collector and arterial street names, and major features of the surrounding area to locate the area being subdivided.

_____ **Title includes City, County, State, Survey Name, Total Gross Acreage**

_____ **Subdivision name.**

The name of the proposed subdivision with predominantly larger letters than those used elsewhere shall be shown on the drawing, within the title block. The proposed name of the subdivision shall not be a duplication of any existing subdivision name, whether by spelling or pronunciation, or similar to any other subdivision within the city unless the proposed subdivision is contiguous with a subsequent filing or a replat of an existing subdivision. The planning and zoning commission shall have final authority to require a change in the proposed name of the subdivision.

The date on which the drawing was prepared shall be shown on the plat drawing.

_____ **Appropriate Title, i.e. "Minor Plat of ..."**

In addition to the name of the subdivision shall be an entry indicating whether the plat is a preliminary plat, final plat, replat, minor plat, or amending plat.

_____ **Name & Address of Owner of Record, Sub-divider, Engineer, Surveyor, & Planner (if applicable)**

The name, address, and telephone number of the current legal owner, and the name, address, and telephone number of the developer, if other than the owner, shall be shown on the plat drawing.

_____ **City Limits boundaries (if applicable)**

The location of the corporate limit boundaries of the city or any adjacent city shall be shown on the plat drawing where applicable.

_____ **Sub-division boundary in heavy lines**

The proposed subdivision boundary lines shall be shown in heavy lines so as to provide a differentiation with the internal features of the area being proposed for platting. The location and dimensions of all boundary lines of the property shall be expressed to the nearest hundredth foot.

_____ **Lot and Blocks labeled in consecutive order**

All lots and blocks shall be consecutively numbered, or lettered in alphabetical order. The blocks in subdivisions bearing the same name shall be numbered or lettered consecutively through the several sections or phases. Lettering for blocks shall be larger and bolder than lot numbers or circled to make identification clear. Any lot or block which is planned as an out-parcel shall be numbered and designated on the plat with notation regarding any development restrictions.

_____ **Certificate of approval box for City Manager.**

_____ **Surveyor's certification.**

Every final plat drawing shall contain a surveyor's certification of compliance by a professional land surveyor registered in the state. The certification of compliance shall not be less than one and one-half (1½) inches high and four (4) inches wide and contain the following information:

KNOW ALL MEN BY THESE PRESENTS:

That I, _____, a Registered Professional Land Surveyor licensed in the State of Texas, do hereby certify that this Plat is true and correct and was prepared from an actual survey made under my supervision on the ground.

Signature

_____/_____/_____
Date

Phone Number _____/_____/_____
Date

(Affix Seal)

ADJACENT PROPERTY (within 100')

_____ **Adjacent Property, platted & unplatted property with legal description with owner of record, volume & page deed recorded, including street intersections**

All property lines, streets and easements on lands immediately adjacent to and contiguous with the perimeter of the proposed subdivision shall be shown for an area extending one hundred (100) feet of the perimeter with the names of the owners as shown in the most current tax assessor's files. If the adjacent properties are platted, the names of adjoining subdivisions and the names of adjoining streets are to be shown.

EASEMENTS, RIGHTS-OF-WAY, & ENCROACHMENTS

_____ **Easements**

The location and dimension of all existing or proposed easements shall be shown on the plat drawing indicating whether such easement is for any specific purpose. Utility easements for the use of public utilities of not less than seven and one-half (7½) feet in width shall be provided along each side of all rear property lines or on the contained side of perimeter lots. If necessary for the extension of water or sewer mains, storm drainage or other utilities, easements of greater width may be required, or additional easements may be required, along lot lines or across lots. In all cases, easements shall connect with easements already established in adjoining properties or extend to connect with a public right-of-way. No lot shall be shown with an easement which prevents proper development and full utilization of the lot as a suitable building site for the intended zoning district.

_____ **Permanent structure encroachments (if applicable) .**

Any permanent structures which encroach any building setback lines and will remain after completion of the development shall be shown on the drawing with appropriate dimensions.

_____ **Street Right of Way dimensioned**

The width of all existing and proposed public street rights-of-way shall be shown on the plat drawing and be consistent with the minimum requirements contained in the design manual and the master thoroughfare plan. Dimensions shall be shown for all curves. The distance from the centerline of any existing roadway of a boundary street to the proposed subdivision shall be shown to determine the adequacy of right-of-way along the route and to determine if additional right-of-way is necessary to accommodate the proposed street. Sufficient iron pins shall be found or set and shown on the drawing together with dimensions to adequately describe all perimeter streets.

ADDITIONAL INFORMATION

_____ **Plat notes and conditions (if applicable) .**

When appropriate, the drawing shall contain a listing of any plat notes and plat conditions in a readily identifiable location with each note numbered consecutively.

_____ **Public Use Areas (if applicable) .**

The location and dimensions of all property proposed to be set aside for park use, or other public or common reservation shall be shown on the plat drawing, with designation of the purpose thereof, and conditions, if any, of the dedication or reservation.

_____ **Street names.**

All existing and proposed street names shall be shown on the plat drawing. New street names shall be sufficiently different in sound and in spelling from other road names in the city so as to not cause confusion. A road which is, or is planned as a continuation of, an existing road shall bear the same name.

_____ **Metes and bounds description.**

A written metes and bounds description of the property shall be shown on the plat drawing that will readily determine the location, bearing and length of all perimeter boundary lines, and be capable of reproducing such lines upon the ground with a closure error of less than 1:25,000. The legal description shall include reference to an original survey or subdivision corner, and the Texas NAD83 State Plane Coordinate System. The legal description shall include the acreage of the total area of the proposed subdivision and be consistent with the subdivision boundary, and information to show the last instrument conveying title to each parcel of property involved in the proposed subdivision, giving grantee and land records reference.

_____ **Lot dimensions.**

The exact dimensions of all proposed or existing lots and the perimeter boundary of the subdivision shall be shown on the plat drawing.

_____ **Lot areas.**

The area for each lot expressed in square feet shall be shown on the plat drawing. (This information may be shown in tabular form on the plat or on a separate sheet.)

_____ **Irregular side lot lines.**

Side lot lines which are not perpendicular to the street right-of-way shall be indicated with bearing and distance.

_____ **Drainage easements labeled & dimensioned .**

The location of any drainage easements, if applicable, shall be shown on the plat drawing. If the subdivision or a portion thereof is located in the one-hundred-year flood prone area, the developer will be required to comply with the provisions of the flood damage prevention ordinance.

_____ **Flood Plain Features shown (if applicable) .**

_____ **County certification (if applicable) .**

Any certification block required by the county clerk's office for filing shall be shown on the plat drawing.

_____ **Dedication certificate.**

Every replat, amending plat, minor plat, or final plat shall contain a signed and notarized owner's certificate of Dedication as follows:

KNOW ALL MEN BY THESE PRESENTS:

That, I, (owners name) do hereby certify that I am the legal owner of the above described tract of land and do hereby convey to the public for public use; the streets, alleys, rights-of-way, easements, and any other public areas shown on this plat.

Signature of Owner

STATE OF TEXAS }{

COUNTY OF TARRANT }{

Before me, the undersigned Notary Public in and for said county and State on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this _____ day of _____, 20_____.

Notary Public in and for Tarrant County

My commission expires: _____/_____/_____

For Office Use Only:	Date Received: _____
Reviewed by:	
<input type="checkbox"/>	Community Development Director _____ (initial after review)
<input type="checkbox"/>	Public Works Director _____ (initial after review)
<input type="checkbox"/>	Fire Chief _____ (initial after review)
<input type="checkbox"/>	Other Staff, as needed _____ (initial after review)