

# City of Kennedale Preliminary Plat Application

APPLICANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

CURRENT LEGAL DESCRIPTION: \_\_\_\_\_

BEING PLATTED AS:

SUB-DIVISION NAME: \_\_\_\_\_

LOTS: \_\_\_\_\_ BLOCKS: \_\_\_\_\_ PHASES: \_\_\_\_\_

ACRES: \_\_\_\_\_

CURRENT ZONING: \_\_\_\_\_ PROPOSED ZONING: \_\_\_\_\_

## PROJECT CONTACT INFORMATION

OWNER OF RECORD: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

(mailing)

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SURVEYOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

(mailing)

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

ENGINEER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

(mailing)

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DEVELOPER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

(mailing)

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DESCRIPTION OF THE PROJECT FOR WHICH THE PLAT IS SOUGHT, INCLUDING PROPOSED LAND USES AND THEIR LOCATIONS:

**Who is the primary contact for this project?**

*All communication regarding this plat application will be made with the primary contact.*

*Select only **ONE** primary contact.*

- Owner            Phone \_\_\_\_\_ Email \_\_\_\_\_
- Developer        Phone \_\_\_\_\_ Email \_\_\_\_\_
- Surveyor         Phone \_\_\_\_\_ Email \_\_\_\_\_
- Engineer         Phone \_\_\_\_\_ Email \_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OWNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SURVEYOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

ENGINEER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DEVELOPER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**The application packet shall include all documents listed below, and no preliminary plat will be reviewed by the city until all required documents are submitted in a completed format and all fees have been paid.**

*If plans require resubmittal, you must schedule a meeting with the Public Works Department to review the plan comments **before** resubmitting the plans for review.*

(1) **Preliminary plat application** (this document) – One copy shall be submitted. The application must include the property owner’s signature.

(2) **Preliminary plat drawing** – Six **folded** paper copies and a PDF version shall be submitted for review by city staff.

The preliminary plat drawing shall contain required information listed in Section 26.12 of the Unified Development Code (UDC). Plats shall also conform to the City of Kennedale Subdivision Design criteria contained in Article 15 of the

Kennedale UDC.

(3) **Taxes and liens paid certificates** – An official copy of the tax certificates for the property/properties to be platted must be submitted with your application. An official copy can be obtained from the Tarrant County tax assessor's office. NOTE: tax certificates are not available through the Tarrant Appraisal District or a sub-courthouse.

(4) **Preliminary Drainage Analysis** – The preliminary drainage study with engineering drawings shall conform to the requirements of Section 16.12 of the UDC. Sites with known drainage problems may have additional requirements for the study. Two paper copies and a PDF version of the drainage study should be submitted.

(5) **Preliminary Utility Layout** -- The applicant or the applicant's engineer shall submit construction plans for all public improvements along with the final plat for approval by the city. The engineering drawings shall conform to the requirements of the design manual and shall be prepared and sealed by a registered professional engineer, licensed to practice in the state. Three (3) paper copies of the engineering/construction drawings and a PDF version shall be submitted.

(6) **Description of proposed uses and layout.**

(7) **Tree Survey** – If a grading permit will be requested after preliminary plat approval (prior to final plat approval), a tree survey meeting the city's standards for a tree permit application is required (see Unified Development Code Article 20).

**\* NOTE: Plans (items 4 and 5 listed above) must have been already reviewed and approved by the Public Works Department before they are included with a plat application; plans that have not been approved will not be accepted. Plat applications submitted without approved plans will be considered incomplete.**

# City of Kennedale

## Preliminary Plat Application Check List

If the following is on the Preliminary Plat, please put an "X", if it is not applicable please write in N/A.

### GENERAL INFORMATION

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

\_\_\_\_\_ North Arrow, graphic & written scale in close proximity

\_\_\_\_\_ Vicinity Map. 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.

\_\_\_\_\_ Appropriate Title, i.e. "Preliminary Plat of ..."

\_\_\_\_\_ Title includes City, County, State, Survey Name, Total Gross Acreage, & Preparation Date

\_\_\_\_\_ Name & Address of Owner of Record, Sub-divider, Engineer, Surveyor, & Planner

\_\_\_\_\_ City Limits boundaries (where applicable)

\_\_\_\_\_ Surveyor's certification

\_\_\_\_\_ Certificate of approval box for Planning and Zoning Commission

The certificate of approval by the planning and zoning commission shall not be less than two (2) inches high and four and one-half (4½) inches wide and contain the following information:

The Planning and Zoning Commission of the City of Kennedale, Texas voted affirmatively on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, to recommend approval of this Plat by the City Council.

\_\_\_\_\_  
Chairman, Planning and Zoning Commission

\_\_\_\_\_  
Attest: Secretary, Planning and Zoning Commission

### ADJACENT PROPERTY (within 100')

\_\_\_\_\_ Adjacent Property, platted & unplatted property with legal description with owner of record, volume & page deed recorded. 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.

\_\_\_\_\_ Existing Zoning label for plat and adjacent property

\_\_\_\_\_ Existing easements

\_\_\_\_\_ Adjacent street intersections shown

\_\_\_\_\_ Existing structures (note whether to remain or not)

\_\_\_\_\_ Existing Rights-of-Way shown

PROPOSED INFORMATION

- \_\_\_\_\_ Sub-division boundary in heavy lines
- \_\_\_\_\_ Drainage & Utility Easements labeled and dimensioned
- \_\_\_\_\_ Street Right of Way dimensioned
- \_\_\_\_\_ Street Names (not similar to any existing street in City)
- \_\_\_\_\_ Lot and Blocks labeled in consecutive order
- \_\_\_\_\_ Setback lines labeled or noted
- \_\_\_\_\_ Proposed land uses (private or public) with a tabulation of acres & units per acre labeled
- \_\_\_\_\_ Lots to be reserved for private use labeled
- \_\_\_\_\_ Proposed Zoning Changes labeled
- \_\_\_\_\_ Phases clearly labeled
- \_\_\_\_\_ Flood Plain Features shown

- Please submit with your application a tax certificate from Tarrant County showing that any delinquent taxes, fee, and outstanding liens due to the city have been paid.**
- Once the plat has been reviewed and corrections (if any are required) have been made, ten (10) additional copies will be needed for Planning & Zoning Commission consideration. After preliminary plat approval, please submit one Mylar copy and two black line copies for filing.**

# KENNEDALE

**For Office Use Only:**                      **Date Received:** \_\_\_\_\_                      **Date application is complete:** \_\_\_\_\_

Reviewed by: (initial after review)

- Community Development Director \_\_\_\_\_
- Public Works Director \_\_\_\_\_
- Streets superintendent and storm water coordinator
- Fire Chief \_\_\_\_\_
- Other Staff, as needed \_\_\_\_\_