

**PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH SUBMITTAL**

\*This checklist is not all-inclusive of all City ordinances and standards

## PRELIMINARY PLAT

### General Information

- Scale at 1" = 200' or larger
- North Arrow, graphic and written scale in close proximity
- Vicinity Map (The vicinity map shall be drawn at an approximate scale of one (a) inch equals two thousand (2,000) feet and show sufficient streets names, and major features of the surrounding area to locate area being platted)
- Appropriate title block in bottom right corner with subdivision name, plat type, lot and block numbers, city, county, State, survey name and abstract number, Total gross acreage, and preparation date
- Name and address of:
  - Owner of record
  - Developer
  - Engineer
  - Surveyor
  - Planner
- City boundaries (Where applicable)
- Certificate of Approval box for Planning and Zoning Commission to be no Less than two (2) inches high by 4 and one-half (4 ½) inches wide
- Provide floodplain note "According to flood insurance rate map (firm) map no. xxxxx dated xxxxx xx, xxxx prepared by Federal Emergency Management Agency (FEMA) or Tarrant County, Texas, this property is within zone <A, AE, X>."
- Adjacent property platted and unplatted property with legal description of owner of record and recording information. 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 names of the owners as shown in the most current tax assessor's files. If the adjacent properties are platted, the names and recording information of the adjoining subdivisions and streets are to be shown.
- Existing zoning information for adjacent properties
- Existing structure (note whether to remain or not)
- Existing Right-of-ways shown
- Predevelopment Meeting  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
- Floodplain areas, creeks, wetlands, jurisdictional areas

<p><u>CERTIFICATE OF APPROVAL</u></p> <p>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 CITY COUNCIL.</p> <p>_____</p> <p>CHAIRMAN, PLANNING AND ZONING COMMISSION</p> <p>_____</p> <p>ATTEST: SECRETARY, PLANING AND ZONING COMMISSION</p>
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### Proposed Information

- Subdivision boundary in heavy lines
- Drainage and utility easements labeled and

- dimensions
  - Right-of-Ways dimensioned
  - Street names (not similar to any existing street in the City unless approved by the City)
  - Lot and blocks labeled in consecutive order with square footage and acreage of each lot
  - Proposed zoning change labeled
  - Phases clearly labeled (if applicable)
  - Legal (metes and bounds) description with total acreage
  - Lot dimensions in feet with bearings
  - Setback lines shown and labeled along streets
  - Floodplain features shown
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**Preparer's Signature**

Preparer's Name: \_\_\_\_\_

Preparer's Signature: \_\_\_\_\_