For Office Use Only
Project # _____

Preliminary Plat/ Revised Preliminary Plat Checklist

The following is a partial listing of requirements for Preliminary Plat and Revised Preliminary Plat applications as found in the City of Harker Heights' Code of Ordinances and policies. A completed checklist must be submitted with each application. All applications are required to be submitted via the City's online portal at https://www.mygovernmentonline.org/. Applications are only accepted on the dates indicated in the adopted annual intake calendar (https://harkerheights.gov/index.php/boards-and-commissions/planning-and-zoning/p-z-commission). Applicants shall indicate compliance with standards by checking the box adjacent to the standard. Failure to comply with standards could result in rejection of application, delay of preliminary plat/preliminary replat approval, and/or disapproval. This checklist is in accordance with §154.20(A)(1) and §154.21 of the City's Code of Ordinances.

Section 1 – General Provisions *(check if provided; indicate NA if not applicable)*

Please clarify the status of this Preliminary Plat / Revised Preliminary Plat (Plat) submittal:

☐ **1.1** A pre-application meeting with the City's Development Review Committee has been held for this Plat area. **(§154.20(A)(1)(a))**

Date of Meeting: _____.

☐ **1.2** A Concept Plan was previously approved /conditionally approved for this Plat area. **(§154.20(A)(2))**

Date of Approval: _____; Case Number: _____.

☐ **1.3** Concurrent filing of this Plat with a Concept Plan was approved in writing by the Planning & Development Director. **(§154.20(A)(2)(e))**

Date of Approval: _____.

☐ **1.4** This is a replat of a previously approved Preliminary Plat. **(§154.21(B))**

Name of original Preliminary Plat: _____.

Date original Preliminary Plat was approved: _____.

Change in the number of Lots from _____ to _____.

Section 1 – General Provisions cont. *(check if provided; indicate NA if not applicable)*

Proposed Change in infrastructure was deemed in writing a minor amendment by the Public Works Director. **(§154.21(B)(3))**

Date of Approval: _____.

☐ **1.5** Total area for this Plat is: _____(acres); _____ (square feet).

☐ **1.6** Current Zoning District(s) for this Plat area is:

_____.

☐ **1.7** Number of Lots/Tracts/Remainders Per respective Zoning District in this Plat area is:

_____.

Section 2 – Legal *(check if provided; indicate NA if not applicable)*

☐ **2.1** Provide a completed application form and fees. **(§154.20(B)(1-2))**

☐ **2.2** Provide proof of ownership for the Plat area. **(§154.20(A))**

- Copy of deed
- For businesses, non-profits, etc. provide signed documentation authorizing applicant to sign on behalf of the entity. **(§154.20(A)(6))**

☐ **2.3** Provide a copy of recorded documentation for existing easements.

Section 3 – General Plat Standards *(check if provided; indicate NA if not applicable)*

☐ **3.1** Illustrate and label all phases of development for land under the same ownership. **(§154.21(A))**

☐ **3.2** Provide two hard copies of the Plat and engineering drawings. **(§154.20(B)(3)(a) and §154.21 (C))**

- Hard copies are legible such that they can be clearly reproduced.
- Line types and weights are clearly identifiable in black and white and upon reproduction.
- Abandonments are indicated with shading or hatching and are labeled “To be abandoned by this plat.”.
- ROW dedication is indicated with a unique shading or hatching and are labeled.

☐ **3.3** Plat is sealed by a Texas Licensed Professional Engineer or Texas Registered Professional Land surveyor. **(§154.21(C)(1))**

☐ **3.4** Sheet sizes shall be a 22” x 34” black and white drawing in landscape view at a scale of 1-inch = 100 feet. **(§154.21(C)(1))**

☐ **3.5** If submitting three or more sheets, provide a cover sheet with table of contents and a vicinity map that clearly shows the project’s location. **(§154.21(C)(1)(a))**

- The vicinity map shall be at a scale such that it is easy to determine what part of the city the project is located (major road name(s)).

B-5-2-3

Section 3 – General Plat Standards cont. *(check if provided; indicate NA if not applicable)*

☐ **3.6** Title block on each page includes: the proposed subdivision name, phase(s), block numbers, lot numbers, current legal description, acreage, name/address of property owner, name/address of surveyor, name/address of engineer, date of survey, date of preparation, page content title. **(§154.21(C)(1)(b) and §154.21(C)(1)(f))**

☐ **3.7** Index Sheet at 1-inch = 100 feet is provided if applicable. **(§154.21(C)(1)(c))**

☐ **3.8** Phasing Plan provided if applicable. **(§154.21(C)(1)(e))**

☐ **3.9** A north arrow is required on all sheets and should be oriented either upward or to the right. **(§154.21(C)(1)(n))**

- Orient the plan sheets such that north is toward the top or left-hand side of the sheet.

Section 4 – Plat Standards *(check if provided; indicate NA if not applicable)*

☐ **4.1** Provide legal description, existing boundary, lot lines and right-of-way lines of streets and easements with accurate dimensions, bearings, deflection angles, radii, and central angles of all curves. **(§154.21(C)(1)(d))**

- Label and illustrate all of the above items.
- Provide field notes for the Plat.
- Provide enough information for easements shall be such that they can be found in the field with the plans.
- Label types and dimensions of easements (proposed, existing, utility, drainage, access, etc.)

☐ **4.2** Lot lines shall have line dimensions clearly displayed within the lot along with the lot's respective lot number. Groups of lots that are considered within a block shall have the block number clearly displayed. **(§154.21(C)(1)(f))**

☐ **4.3** All right-of-way lines and easements shall be clearly displayed on the plat. The plat shall clearly display the location, size and purpose of all existing and proposed easements on or adjoining the property. **(§154.21(C)(1)(g))**

☐ **4.4** Location of existing and proposed streets, alleys, bikeways, and sidewalks on or adjoining the site. Such information shall include name, right-of-way widths, type and width of surfacing. All private streets shall be clearly labeled. **(§154.21(C)(1)(h))**

☐ **4.5** Identify (illustrate and label) any areas reserved or dedicated for public use. **(§154.21(C)(1)(i))**

☐ **4.6** Identify (illustrate and label) easements and street stub-outs necessary to serve adjacent properties. **(§154.21(C)(1)(j))**

- Refer to adjacent recorded plats, any recorded easements, the City's plans, the City's Thoroughfare plan, the City's sidewalk plan, the City's Hike and Bike plan and all of the City's various utility Master Plans. **(§154.21(C)(2)(D)(2-3))**
- TXDOT required marginal access easement.
- Provide field notes and other documents for offsite easement and/or R.O.W. dedication.

☐ **4.7** Adjacent property information including present ownership, legal descriptions (recorded volume and page or subdivision Lot and Block) and property lines within 100 feet. **(§154.21(C)(1)(k))**

- This includes properties across the street from the plat area.

Section 4 – Plat Standards cont. *(check if provided; indicate NA if not applicable)*

☐ **4.8** Primary control points or descriptions and ties to such control points to which all dimensions, angles, bearings, and similar data shall be referred. **(§154.21(C)(1)(l))**

☐ **4.9** The plat shall be located with respect to a corner of the surveyor tract, or an original corner of the original survey of which it is a part. Temporary benchmarks and NGS datum shall be described on each sheet. **(§154.21(C)(1)(l))**

☐ **4.10** Scale, basis of bearing and benchmarks (datum) and description shall all be clearly displayed on the plat. **(§154.21(C)(1)(m))**

Section 5 – Engineering Drawing Standards *(check if provided; indicate NA if not applicable)*

☐ **5.1** Preliminary Engineering Drawings are sealed by a Texas Licensed Professional Engineer. **(§154.21(C)(2))**

☐ **5.2** Sheet sizes shall be a 22” x 34” black and white drawing in landscape view at a scale of 1-inch = 100 feet. **(§154.21(C)(2))**

☐ **5.3** Comply with the standards of design and requirements in the current edition of the North Central Texas Council of Governments’ Standard Specifications for Public Works Construction and the City of Harker Heights’ Code of Ordinances. **(§154.21(C)(2), and Title XV.)**

☐ **5.4** Title block on each page includes: the proposed subdivision name, phase(s), block numbers, lot numbers, current legal description, acreage, name/address of property owner, name/address of surveyor, name/address of engineer, date of survey, date of preparation, page content title. **(§154.21(C)(2)(a))**

☐ **5.5** All stationing should start from cardinal points of the compass and proceed in the direction of construction. **(§154.21(C)(1)(n))**

☐ **5.6** Designs conform with the City’s engineering standards and specifications, City Ordinances, City Standards, City’s plans, the City’s Thoroughfare plan, the City’s sidewalk plan, the City’s Hike and Bike plan and all of the City’s various utility Master Plans. **(§154.21(C)(2)(D)(2))**

- Utilize standard engineering scales for the preliminary engineering drawings.

☐ **5.7** Provide a Water Layout Plan that includes rough locations and labeling of the following **(§154.21(C)(2)(b)):**

- water service connections
- pipe diameters
- valve locations
- fire hydrants
- flush assemblies

☐ **5.8** Provide a Sewer Layout Plan that includes rough locations and labeling of the following **(§154.21(C)(2)(c)):**

- sewer service connections
- pipe diameters
- cleanouts
- manholes

Section 5 – Engineering Drawing Standards *(check if provided; indicate NA if not applicable)*

☐ **5.9** Provide a Street and Sidewalk Layout Plan that includes rough locations and labeling of the following **(§154.21(C)(2)(d)):**

- proposed street names
- roadway classification
- ROW width
- sidewalk width
- alley width (if applicable)
- access easements (passage, trash, etc.)
- fire lanes (if applicable)

☐ **5.10** Provide a Stormwater Drainage Layout Plan that includes rough locations and labeling of the following **(§154.21(C)(2)(e)):**

- Include elevation contours
- Pipes and inlets
- Channels and flumes
- Include FEMA special flood hazard area boundaries (if applicable), and FEMA base flood elevations (if applicable)
- Identify conceptual area for a detention basin (if applicable)
- Include drainage calculations for major drainage structures (if applicable)