For Office Use Only
Project # _____

Final Plat/ Replat/ Minor Plat/ Amending Plat Checklist

The following is a partial listing of requirements for Final Plat, Replat, Minor Plat, and Amending 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 Final Plat, Replat, Minor Plat, and Amending Plat approval, and/or disapproval. This checklist is in accordance with §154.20(A)(1) and §154.22 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 Final Plat/Replat/Minor Plat/ Amending 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** A Preliminary Plat was previously approved /conditionally approved for this Plat area. **(§154.20(A)(3))**

Date of Approval: _____; Case Number: _____.

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

☐ **1.5** Concurrent filing of this Plat with a Preliminary Plat was approved in writing by the Planning & Development Director.

Date of Approval: _____.

☐ **1.6** This is a replat of a previously approved Final Plat.
Name of original Final Plat: _____.

Date original Final Plat was approved: _____.

Change in the number of Lots from _____ to _____.

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

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

_____.

☐ **1.9** 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** Provide an exact digital copy of the submitted/revised Final Plat. **(§154.20(B)(3)(c) and §154.20(B)(6))**

- DXF, DWG, or GIS Shapefile/feature class / coverage format.
- Based of State Plane 83 Texas South Central Zone 4204 coordinate system.

B-5-2-4

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

☐ **3.2** Provide an exact digital copy, three full sized hard copy and a half-sized hard copy of the public infrastructure As-Built drawings. **(§154.20(B)(3)(c), §154.20(B)(6), and §154.25))**

- DXF, DWG, or GIS Shapefile/feature class / coverage format.
- Based of State Plane 83 Texas South Central Zone 4204 coordinate system.
- All requirements stated in **§154.25** shall be met in the submitted as-builts.

☐ **3.3** Provide two hard copies of the Plat and engineering drawings. **(§154.20(B)(3)(b) and §154.22(B))**

- 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. **(§154.22(B)(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(B)(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. **(§154.22(B)(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)).

☐ **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. **(§154.22(B)(1)(b))**

☐ **3.7** Index Sheet at 1-inch = 100 feet is provided if applicable. **(§154.22(B)(1)(d))**

☐ **3.8** A north arrow is required on all sheets and should be oriented either upward or to the right. **(§154.22(B)(1)(o))**

- 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. **(§154.22(B)(1)(c), §154.22(B)(3) and §154.26)**

- Label and illustrate all of the above items. This includes current and proposed configurations for replats, minor plats and amending plats.
- The applicant will furnish the city with a signed, original copy of the dedication, resolution, and field notes.
- 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. **(§154.22(B)(1)(e))**

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

☐ **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. **(§154.22(B)(1)(f))**

☐ **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. **(§154.22(B)(1)(g))**

☐ **4.5** Identify (illustrate and label) any areas reserved or dedicated for public use. **(§154.22(B)(1)(h))**

☐ **4.6** Provide notes addressing how lots with low wastewater service tolerances will be served. **(§154.22(B)(1)(i))**

☐ **4.7** Delineation of the Federal Emergency Management Association (FEMA) Special Flood Hazard Area as well as any hazards from adjacent detention facilities or as required by the city. **(§154.22(B)(1)(j))**

☐ **4.8** Identify (illustrate and label) easements and street stub-outs necessary to serve adjacent properties. **(§154.22(B)(1)(k))**

- 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.

☐ **4.9** Adjacent property information including present ownership, legal descriptions (recorded volume and page or subdivision Lot and Block) and property lines within 100 feet. **(§154.22(B)(1)(l))**

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

☐ **4.10** Primary control points or descriptions and ties to such control points to which all dimensions, angles, bearings, and similar data shall be referred. **(§154.22(B)(1)(m))**

☐ **4.11** 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. **(§154.22(B)(1)(m))**

☐ **4.12** Scale, basis of bearing and benchmarks (datum) and description shall all be clearly displayed on the plat. **(§154.22(B)(1)(n))**

☐ **4.13** Provide the minimum building setback lines on all lots and other sites. **(§154.22(B)(1)(p))**

☐ **4.14** All Final Plats, Replats, Minor Plats and Amending Plats shall have affixed to the first page of the plat sheets to be recorded a surveyor's certificate, in the following format **(§154.22(B)(1)(q)(1))**:

KNOW ALL MEN BY THESE PRESENTS:

That I, _____, do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown thereon were properly placed under my personal supervision, in accordance with the Subdivision and Property Development Regulations of the City of Harker Heights, Texas.

_____

Signature

_____

Texas Reg. No.

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

☐ **4.15** All Final Plats and conditionally approved Final Plats, Replats, Minor Plats and Amending Plats shall have affixed to the first page of the plat sheets to be recorded a certificate of approval by the Planning and Zoning Commission, in the following format **(§154.22(B)(1)(q)(3))**:

Approved this_____day of _____, _____, by the Planning and Zoning Commission of the City of Harker Heights, Texas.

_____

Chairperson, Planning and Zoning Commission

_____

Secretary, Planning and Zoning Commission

☐ **4.16** All Final Plats and conditionally approved Final Plats, Replats, Minor Plats and Amending Plats shall have affixed to the first page of the plat sheets to be recorded a certificate of approval by the City Council, in the following format **(§154.22(B)(1)(q)(4))**:

Approved this_____day of _____, _____, by the City Council of the City of Harker Heights, Texas.

_____

Mayor

_____

City Secretary

☐ **4.17** All Replats, Minor Plats and Amending Plats without conditional approval shall have affixed to the first page of the plat sheets to be recorded a certificate of approval by the Director of Planning and Development, in the following format **(§154.22(B)(1)(q)(5))**:

Approved this_____day of _____, _____, by the Director of Planning and Development of the City of Harker Heights, Texas.

_____

Director of Planning and Development

_____

City Secretary

☐ **4.18** All Final Plats, Replats, Minor Plats and Amending Plats shall have affixed to the first page of the plat sheets to be recorded a tax certificate block, in the following format **(§154.22(B)(1)(q)(6))**:

The Bell County Tax Appraisal District, the taxing authority for all entities in Bell County, Texas, does hereby certify that there are currently no delinquent taxes due or owing on the property described by this plat.

Dated this _____ day of _____, _____, A.D.

Bell County Tax Appraisal District

By: _____

☐ **4.19** All Final Plats, Replats, Minor Plats and Amending Plats shall have affixed to the first page of the plat sheets to be recorded a recordation block, in the following format **(§154.22(B)(1)(q)(7))**:

FILED FOR RECORD this _____ day of _____, _____, in Cabinet _____ , Slide(s)_____, Plat Records of Bell County, Texas. Dedication instrument in Instrument # _____, Deed Records of Bell County, Texas.

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

☐ **4.20** An original certificate of ownership and of dedication of all streets, alleys, easements, and lands to public use forever, signed and acknowledged before a notary public by the owner of the land, shall appear on the face of the Plat, containing complete and accurate description of the property being platted and public dedications. **(§154.22(B)(1)(q)(2))**

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. **(§154.22(B)(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. **(§154.22(B)(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. **(§154.22(B)(2), §154 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. **(§154.22(B)(2)(a))**

☐ **5.5** Lot layout with the area in square feet of each proposed lot annotated. **(§154.22(B)(2)(b))**

☐ **5.6** Provide a Water Layout Plan and details that include locations and labeling of the following **(§154.22(B)(2)(c)):**

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

☐ **5.7** Provide fire flow and water design sealed explanation and verification that proves fire flow and designed flow that meets state regulatory and technical code requirements can be provided. **(§154.22(B)(2)(c))**

☐ **5.8** Provide a Sewer Layout Plan and profiles that includes details, specifications, and locations and labeling of the following **(§154.22(B)(2)(d) and §154.22(B)(2)(r)):**

- sewer service connections
- pipe diameters
- cleanouts
- manholes & special manholes

☐ **5.9** Provide wastewater system design and lift station capacity sealed explanation and detailed engineering verification that proves designed flow that meets state regulatory and technical code requirements can be serviced. **(§154.22(B)(2)(d))**

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

☐ **5.10** Provide Street Plan and profiles that includes paving details, a traffic control plan, and locations and labeling of the following **(§154.21(C)(2)(d)):**

- 9-1-1 approved street names
- roadway classification
- ROW width
- sidewalk width
- alley width (if applicable)
- access easements (passage, trash, etc.)
- fire lanes (if applicable)
- Major thoroughfare plans and profiles shall be drawn at a scale of one inch equals two feet vertically and one inch equals 20 feet horizontally. Minor streets and easement plans and profiles shall be drawn at a scale of one inch equals five feet vertically and one inch equals 50 feet horizontally or one inch equals four feet vertically and one inch equals 40 feet horizontally. Label each plan sheet as to street widths, right-of-way widths, pavement width and thickness, type of roadway materials, curbs, intersection radii, curve data, stationing, existing utilities type and location. Stationing must run from left to right, except for short streets or lines originating from a major intersection where the full length can be shown on a single plan and profile sheet. **(§154.22(B)(2)(m))**

☐ **5.11** Provide a street light layout. **(§154.22(B)(2)(f))**

☐ **5.12** Display natural ground profiles of each right-of-way or easement line. Centerline profiles will be satisfactory for right-of-way or easements, except where there is a difference of 0.50 foot or more from one right-of-way or easement line to the other line measured parallel at any point along the right-of-way or easement. **(§154.22(B)(2)(g))**

☐ **5.13** Provide a Stormwater Drainage Plan that includes locations and labeling of the following **(§154.22(B)(2)(h-k), §154.22(B)(2)(q) and §154.22(B)(2)(r)):**

- Storm water plan and profiles of culverts and channels with specifications and details.
- A grading plan with two-foot contours with delineated drainage basins. Existing contours at intervals of two feet for grades up to 5% and not more than five feet for grades over 5%;
- A drainage/ stormwater design sealed explanation and detailed engineering verification for all stormwater infrastructure that proves no adverse impact and that meets federal & state regulatory requirements, Chapter 158, the adopted Drainage Design Criteria, and technical code requirements.
- A grading, erosion, and sedimentation control plan.
- Details for all stormwater structures to include but not limited to flow line elevations, directional flow, ponds, channels, gully crossings, streams, etc.
- Include FEMA special flood hazard area boundaries (if applicable), FEMA base flood elevations (if applicable), watercourses, railroads, and other physical features on or adjacent to the site.

☐ **5.14** Illustrate and annotate the location and size of all existing and/or proposed city utilities, and all others where known. All city utility lines six inches in diameter or larger within the right-of-way shall be shown on the profile view. All utility lines, regardless of size, should be shown in the plan view, where known. **(§154.22(B)(2)(l))**

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

☐ **5.15** Texas Department of Transportation (TXDOT) approvals for driveway and drainage into their jurisdiction, if applicable. **(§154.22(B)(2)(n))**

☐ **5.16** Illustrate and annotate existing conditions such as marshes, wooded areas, buildings, and other significant features. **(§154.22(B)(2)(o))**

☐ **5.17** Illustrate and annotate significant features on adjacent properties such as slopes, structures, and power lines. **(§154.22(B)(2)(p))**

☐ **5.18** 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. **(§154.22(C)(2) and §154.22(B)(2)(r)):**

- Utilize standard engineering scales for the preliminary engineering drawings.
- For special structures and standard details use vertical and horizontal scales that are equal to each other.

☐ **5.19** Station all points of curvature (P.C.'s), point of tangency (P.T.'s) radius returns and grade change point of intersection (P.I.'s) in the profile with their respective elevations. **(§154.22(B)(2)(r))**

Section 6 – Other Requirements (*check if provided; indicate NA if not applicable)*

☐ **6.1** Provide a guarantee of performance, a local unconditional letter of credit, or performance bond for all portions of public infrastructure construction that are not completed at the time of Plat submittal. **(§154.22(B)(4), and §154.23)**

- Sealed Engineer's detailed Opinion of Probable Cost
- Construction Plans for public infrastructure that have been released for construction by the City.

☐ **6.2** Provide any special zoning requirements for those lots within the current City Limits. **(§155)**

- This is typically for parcels with conditional use permits, planned development zoning, or for those within the City's Overlay District.