



APPLICATION

PLAT

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Please Select Plat Type:

- Amendment Conveyance Preliminary
 Final Minor
 Replat Revised Preliminary

Development Information

PROJECT ADDRESS: _____

Plat Name: _____ Lot & Block: _____

Survey & Abstract: _____ No. of Lots: _____ Acreage: _____

Current Zoning: _____ Current Use: _____ Proposed Use: _____

Owner Information

Firm Name (authorized representing agent, if applicable): _____

Owner Name: _____

Address: _____ City: _____ State: _____

ZIP Code: _____ Telephone: _____ Email: _____

Surveyor/Engineer Information

Firm Name: _____

Surveyor/Engineer: _____

Address: _____ City: _____ State: _____

ZIP Code: _____ Telephone: _____ Email: _____

Representative/Agent Information

Firm Name: _____

Name: _____

Address: _____ City: _____ State: _____

ZIP Code: _____ Telephone: _____ Email: _____

FOR OFFICE USE ONLY

AMANDA Sequence Number: _____

REQUIRED DOCUMENTS CHECKLIST

Please place a check mark in the column for the appropriate plat type for each item being submitted.

Applications submitted without all the required elements will not be accepted. Please be sure that all required elements are included. If you have questions on any of these elements, please call the Planner of the Day for clarification at 817-459-6502.

Required Documents for Plats	Replat Minor Plat	Amended Plat	Final Plat	Preliminary Plat	Conveyance Plat
Pre-Application Meeting Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plat Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plat Application Fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Five (5) folded copies of the plat, minimum sheet size 18"x24", maximum 24"x36", folded to 9"x12" with the title block visible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
One (1) 11x17 reduction of the plat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
One (1) as-built survey for existing permanent structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Two (2) folded copies landscape plan, street trees and open space landscaping	<input type="checkbox"/>	n/a	<input type="checkbox"/>	<input type="checkbox"/>	n/a
One (1) copy preliminary water and sanitary sewer layout	<input type="checkbox"/>	n/a	n/a	<input type="checkbox"/>	n/a
One (1) copy preliminary drainage plan. If utilizing a previously approved drainage plan, please attach to this application	<input type="checkbox"/>	n/a	n/a	<input type="checkbox"/>	n/a
One (1) copy Storm Water Management Site Plan (SWMS) for all developments more than 12,000 square feet (can be included in the drainage plan)	<input type="checkbox"/>	n/a	n/a	<input type="checkbox"/>	n/a
Three (3) 24x36 copies of final engineering construction plans	<input type="checkbox"/>	n/a	<input type="checkbox"/>	n/a	n/a

Preparer's Signature: _____

Preparer's Name: _____

Date: _____

Plat Approval Process Timeline

Some Plat Applications can be reviewed and approved by the Zoning Administrator, while other types of Plat Applications must include a public hearing and review and approval by the Planning and Zoning Commission. The type of Plat Application and the approval process can affect the length of the time for approval.

Please refer to Article 10 - Review Procedures of the Unified Development Code, which can be found online at www.arlington-tx.gov/cdp/udc. If you have additional questions regarding your Plat Application, please call 817-459-6502 and ask for the Planner of the Day.

TECHNICAL REQUIREMENTS CHECKLIST

The following elements must be shown on the plat. Some Plat Applications require more detail than others. Each lot shall comply with the requirements specified in the Unified Development Code for width, depth, and area. If the plat requires more than one sheet, number the sheets and provide match lines and a key map.

Technical Requirements for Plats	Replat Minor Plat	Amended Plat	Final Plat	Preliminary Plat	Conveyance Plat
Location map, north arrow, written and graphic scale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location and dimensions of all boundary lines (indicated by heaviest lines) and all lots	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A number or letter identifying each lot, block, and site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title block in the lower right corner that includes <ul style="list-style-type: none"> o Type of plat o Proposed name of subdivision, with section or phase if applicable o Proposed lot and block numbers o Reference to the original survey and previous plat, including recording information o City, county, state o Date of preparation o Number of lots 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Location, dimension, and purpose of all easements within or abutting the subdivision, and the recording information of all existing easements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Information on adjoining property (shown with dotted or dashed lines) <ul style="list-style-type: none"> o If platted, subdivision name; lot, block, or tract numbers; recording information o If unplatted, current deed record ownership information o If subdivided without platting, both items above 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A note describing the corner tie, and a tie to a Global Positioning System (GPS) monument accepted by the City. At least one corner of the subdivision shall be tied by course and distance to a corner of a platted lot or to an original corner of the original survey of which it is a part.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Metes and bounds description corresponding to the illustration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	<input type="checkbox"/>
Gross acreage of the subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Former lot numbers and lot lines shown in half tones ("ghosted")	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a
Location of city limit lines if they traverse, form a part of the boundary, or are contiguous to the boundary of the subdivision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acreage significant to three digits of the square footage of each lot, tract, site, and the rights-of-way dedicated for major collectors and arterials, including corner clips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional certification of the surveyor or engineer who prepared the plat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	n/a
Owner's certification, including recording information of warranty deed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	<input type="checkbox"/>
The language: "This property may be subject to charges related to impact fees, and the applicant should contact the City regarding any applicable fees due."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	n/a

Technical Requirements for Plats	Replat Minor Plat	Amended Plat	Final Plat	Preliminary Plat	Conveyance Plat
If the plat includes previously platted property, the following certification: "This plat does not alter or remove deed restrictions or covenants, if any on this property."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	n/a
Dedication statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	n/a
Notary statement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	<input type="checkbox"/>
Appropriate approval block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a	<input type="checkbox"/>
Note describing the purpose of the amended plat	n/a	<input type="checkbox"/>	n/a	n/a	n/a
The following certification: "This plat does not increase the number of lots in the previously recorded subdivision, nor attempt to alter or remove existing deed restrictions or covenants, if any, on this property."	n/a	<input type="checkbox"/>	n/a	n/a	n/a
If this subdivision requires perimeter fencing, or contains property held in common ownership, the following note: "The Property Owner's Association shall be responsible for the maintenance of perimeter fencing and Lots # _____, which will be held in common ownership."	n/a	n/a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data table showing the numbers of residential and non-residential lots and the acreages of residential, non-residential, public street, and park or open space uses	n/a	n/a	n/a	<input type="checkbox"/>	n/a
Location and dimensions of existing structures, and a notation stating whether the structures will remain or be removed	n/a	n/a	n/a	<input type="checkbox"/>	<input type="checkbox"/>
A note describing the location of proposed perimeter fencing, if applicable	n/a	n/a	n/a	<input type="checkbox"/>	<input type="checkbox"/>
Name, address, phone, and email address of record owner, the professional preparing the plat, and the developer	n/a	n/a	n/a	<input type="checkbox"/>	<input type="checkbox"/>
The following certification: "No building permit shall be issued nor public utility service provided for land that has only received approval as a conveyance plat."	n/a	n/a	n/a	n/a	<input type="checkbox"/>
Copy of the Final Engineering Construction Plans	<input type="checkbox"/>	n/a	<input type="checkbox"/>	n/a	n/a

Amended Plat – a plat correcting errors or making minor changes to the original recorded plat, as permitted in the Texas Local Government Code. Does not require a public hearing.

Conveyance Plat – a plat utilized as an interim step in the development of land in order to record the subdivision of land or record a single lot or parcel created by other means. A conveyance plat is for property not previously platted and not intended for immediate development. A conveyance plat does not constitute the approval of the development of property. Does not require a public hearing.

Final Plat – the instrument that becomes the official, accurate, permanent record of the division of land.

Minor Plat – a subdivision resulting in four or fewer lots and that does not require the creation of any new public street or the extension of municipal facilities. Does not require a public hearing.

Plat Vacation – a plat that returns platted property to the condition of the property prior to the filing of the latest plat of record.

Preliminary Plat – the preliminary plan or map indicating the proposed manner or layout of the development. The preliminary plat should produce a design in which all ordinance requirements have been satisfied. Requires a public hearing.

Replat – a revision of existing platted lots or existing platted lots in combination with existing tracts for the purpose of creating a new lot configuration. Requires a public hearing.

Technical Requirements for Final Engineering Construction Plans

Four (4) sets, with each sheet signed and sealed by the preparing engineer:

	Staff	Applicant
Cover Sheet	<input type="checkbox"/>	<input type="checkbox"/>
Final Plat	<input type="checkbox"/>	<input type="checkbox"/>
Dimension Control Plan	<input type="checkbox"/>	<input type="checkbox"/>
Drainage Area Map with Calculations	<input type="checkbox"/>	<input type="checkbox"/>
Site Grading Plan	<input type="checkbox"/>	<input type="checkbox"/>
Paving and Drainage Plan and Profile	<input type="checkbox"/>	<input type="checkbox"/>
Paving and Drainage Details	<input type="checkbox"/>	<input type="checkbox"/>
Water and Sewer Utility Plan	<input type="checkbox"/>	<input type="checkbox"/>
Water and Sewer Plan and Profile	<input type="checkbox"/>	<input type="checkbox"/>
Water and Sewer Details	<input type="checkbox"/>	<input type="checkbox"/>
Storm Water Management Site Plan (SWMSP) <i>if property platted after August 2003</i>	<input type="checkbox"/>	<input type="checkbox"/>
Streetlights, street markers, signs and pavement markings, including details <i>(if applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Erosion Control Plan	<input type="checkbox"/>	<input type="checkbox"/>
Storm Water Pollution Prevention Plan (SWPPP) Template (less than one acre)	<input type="checkbox"/>	<input type="checkbox"/>
Storm Water Pollution Prevention Plan (SWPPP) Narrative/Notebook, if required (more than one acre)	<input type="checkbox"/>	<input type="checkbox"/>

PLAT FEE SCHEDULE

Preliminary Plats	Fee
Preliminary Plats for "RS-5" or "RS-7.2" zoned property designed with 7,200 square foot lots	\$550 + \$20 per acre
All other Preliminary Plats	\$550 + \$40 per acre
Final Plats	
Final Plats for "RS-5" or "RS-7.2" zoned property designed with 7,200 square foot lots	\$550 + \$10 per acre
All other Final Plats	\$550 + \$45 per acre
Replats / Minor Plats	
Replat with Property Owner Notification	\$575 + \$35 per acre
Replat without Property Owner Notification	\$450 + \$35 per acre
Minor Plat	\$550 + \$35 per acre
Amended Plats	
Amended Plat Correcting Errors	\$300
All Other Amended Plats	\$300 + \$10 per acre
Plat Vacations	
Plat Vacation increasing lots from "RS-5" areas to 7,200 square foot minimum	\$200 + \$10 per acre
All other Plat vacations	\$500
Conveyance Plats	
Conveyance Plat for property not intended for immediate development*	\$300 + \$10 per acre
Special Plat Filing	
By mail	\$600
Hand delivered	\$900
Miscellaneous Plat Items	
Subdivision name change on a previously reviewed or approved Preliminary Plat	\$200
Filing with the County of any plat with 5 or more lots in lieu of providing a digital file	\$250
Renotification Fee	\$125

* Does not constitute the approval of the development of property

Per City of Arlington Resolution 14-241