



# APPLICATION

## PLAT

### INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Please Select Plat Type:

- |                                  |  |                                      |
|----------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Amended | <input type="checkbox"/> Conveyance          | <input type="checkbox"/> Preliminary |
| <input type="checkbox"/> Final   | <input type="checkbox"/> Minor               |                                      |
| <input type="checkbox"/> Replat  | <input type="checkbox"/> 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 Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

ZIP Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Representative/ Agent Information

Firm Name: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

ZIP Code: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

FOR OFFICE USE ONLY

AMANDA Sequence Number: \_\_\_\_\_

### Owner Certification and Disclosure of Interest

Article XII, Code of Ethics, of the "Administration" Chapter of the Code of the City of Arlington, Section 12.06, requires all persons seeking City Council, Planning and Zoning Commission, or Zoning Board of Adjustment consideration or action concerning any application for rezoning, plat approval, special exception, variance or similar application requiring action by the Planning and Zoning Commission or Zoning Board of Adjustment, to provide the following information. The applicant and the owner shall both file statements in those cases where the applicant does not own the property which is the subject of consideration or action.

Do you believe that a City official or City employee may have a conflict of interest in the aforementioned property or application?

☐ YES ☐ NO

If YES, state the name of each person and the department they represent known by you that may have a conflict of interest in the property of the application referenced.

Name: \_\_\_\_\_ Council, Board, Commission, or City Department: \_\_\_\_\_

Name: \_\_\_\_\_ Council, Board, Commission, or City Department: \_\_\_\_\_

This is to certify that (owner name) \_\_\_\_\_, the stated undersigned, is/are the sole owner(s) of the property described in this application, and that I/we have read and understand the "Disclosure of Interest".

_____	_____	_____
Owner Signature	Date	Owner Name (print)
_____	_____	_____
Agent Signature	Date	Agent Name (print)

### Notary Statement – All Signatures Must Be Notarized

Before me, the undersigned authority, on this day, personally appeared (owner) \_\_\_\_\_ known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal of office on this  
\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Notary Public in and for the State of Texas

Before me, the undersigned authority, on this day, personally appeared (agent) \_\_\_\_\_ known to me to be the person whose name is subscribed to the above and foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration expressed and in the capacity therein stated.

Given under my hand and seal of office on this  
\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Notary Public in and for the State of Texas

## 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.**

All documents to be submitted at <a href="http://www.arlingtonpermits.com">www.arlingtonpermits.com</a> .  <b>Required Documents for Plats</b> <b>(All documents to be in electronic format reduced to 11”X17” sheet size)</b> The application must be submitted as a separate PDF. Combine all other sheets into one PDF. Follow instructions on <a href="http://www.arlingtonpermits.com">www.arlingtonpermits.com</a> for uploading details.	Replat	Minor Plat	Amended Plat	Final Plat	Preliminary Plat	Conveyance Plat
Plat Pre-Application Meeting Notes	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
Plat Application Fee (See <b>Fee Schedule</b> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the plat, reduced to 11”X17”	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As-built survey for existing permanent structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Copy of the landscape plan, tree preservation plan, street trees and open space landscaping	<input type="checkbox"/>	n/a	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	n/a
Copy of preliminary water and sanitary sewer layout	<input type="checkbox"/>	n/a	n/a	<input type="checkbox"/>	<input type="checkbox"/>	n/a
Building Elevations ( <i>if applicable</i> )						
Copy of 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"/>	<input type="checkbox"/>	n/a
Copy of Storm Water Management Site Plan (SWMSP) 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"/>	<input type="checkbox"/>	n/a
Final engineering construction plans	n/a	n/a	<input type="checkbox"/>	n/a	n/a	n/a
Provide legal description in WORD format and attach it to the application online	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Plat Approval Process Timeline—see Plat Activity Schedule (Shot Clock Calendar) for submittal dates and P&Z meeting dates.

1.The cutoff for submissions is 5:00pm (CST) on the final day of the submittal week. Submittals received outside of the submittal week or after 5:00pm (CST) on the last day of the submittal week are hereby rejected as untimely filed. ArlingtonPermits.com has been configured to no longer accept a plat if the applicant attempts to file at any time other than the published Submittal Week.

2.Applicants will be notified by email in the event of an incomplete submittal. IMPORTANT NOTICE: INCOMPLETE SUBMITTALS SHALL NOT BE PROCESSED, AND THE 30-DAY SHOT-CLOCK SHALL NOT COMMENCE.

3.The cutoff for Section 212.0093 responses is 5:00pm (CST) on the final day of the submittal window. Submittals received after 5:00pm (CST) on the last day of the submittal window are hereby rejected as untimely filed. Section 212.0093 responses submitted on dates other than those shown are hereby rejected as untimely filed and will not be processed until the beginning of the next written response filing period.

Please refer to Article 10 - Review Procedures of the Unified Development Code, which can be found online at [https://www.arlingtontx.gov/city\\_hall/departments/planning\\_development\\_services](https://www.arlingtontx.gov/city_hall/departments/planning_development_services)

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	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"> <li>Type of plat</li> <li>Proposed name of subdivision, with section or phase if applicable</li> <li>Proposed lot and block numbers</li> <li>Reference to the original survey and previous plat, including recording information</li> <li>City, county, state</li> <li>Date of preparation</li> <li>Number of lots</li> </ul>	<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"> <li>If platted, subdivision name; lot, block, or tract numbers; recording information</li> <li>If unplatted, current deed record ownership information</li> <li>If subdivided without platting, both items above</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The plat shall include a note describing at least one corner tied to a Global Positioning System (GPS) monument accepted by the City and Point of Beginning <b>coordinates in U.S. feet, State Plane GRID Coordinate System (NAD83) - Texas North Central Zone (4202)</b> . Provide scale factor required to reduce surface coordinates to grid coordinates. The elevation of two iron rods shall be shown on the plat prior to filing with the County. 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	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 number 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 notion 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	n/a	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

Each sheet listed below should be combined into one PDF, unless noted. Each sheet must be 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)	<input type="checkbox"/>	<input type="checkbox"/>
Streetlights, street markers, signs and pavement markings, including details (if applicable)	<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"/>