

City of
KENNEDALE.
Texas
 EST. 1887
APPLICATION
PRELIMINARY PLAT

Permit Number

Requirements – PLEASE READ ALL OF THE FOLLOWING INSTRUCTIONS CAREFULLY

Your application **will not be accepted** if any of the below items are missing or incomplete. Incomplete applications will be returned and any paid fees are nonrefundable.

Fees: \$300 plus \$10/lot; \$1000 engineering fee plus any additional fees incurred by the city for engineering review

Applicant Name: _____ Date: _____
Current Legal Description: _____

Being Platted As:
Sub-Division Name: _____
Lots: _____ Blocks: _____ Phases: _____

Acres: _____

Current Zoning: _____ Proposed Zoning: _____

PROJECT CONTACT INFORMATION

Owner of Record: _____
Address (mailing): _____ Phone: _____
City: _____ State: _____ Zip: _____

Surveyor: _____
Address (mailing): _____ Phone: _____
City: _____ State: _____ Zip: _____

Engineer: _____
Address (mailing): _____ Phone: _____
City: _____ State: _____ Zip: _____

Developer: _____
Address (mailing): _____ Phone: _____
City: _____ State: _____ Zip: _____

Description of the Project for which the plat is sought, including proposed land uses and their locations:

Who is the primary contact for this project?

All communication regarding this plat application will be made with the primary contact.

Select only ONE primary contact.

Owner Phone _____ Email _____

Developer Phone _____ Email _____

Surveyor Phone _____ Email _____

Engineer Phone _____ Email _____

APPLICANT SIGNATURE: _____ DATE: _____

OWNER SIGNATURE: _____ DATE: _____

SURVEYOR SIGNATURE: _____ DATE: _____

ENGINEER SIGNATURE: _____ DATE: _____

DEVELOPER SIGNATURE: _____ DATE: _____

This application packet shall include all documents listed below, and no preliminary plat will be reviewed by the city until all required documents are submitted in a completed format and all fees have been paid.

If plans require resubmittal, you must schedule a meeting with the Public Works Department to review the plan comments before resubmitting the plan for review.

(1) Preliminary plat application (this document) - One copy shall be submitted. The application must include the property owner's signature.

(2) Preliminary plat drawing - Six folded paper copies and a PDF version shall be submitted for review by city staff. The preliminary plat drawing shall contain required information listed in Section 26.12 of the Unified Development Code (UDC). Plats shall also conform to the City of Kennedale Subdivision Design criteria contained in Article 15 of the rev. 12.10.2016 RR Kennedale UDC.

(3) Taxes and liens paid certificates - An official copy of the tax certificates for the property/properties to be platted must be submitted with your application. An official copy can be obtained from the Tarrant county tax assessor's office. NOTE: tax certificates are not available through the Tarrant Appraisal District or a sub-courthouse.

(4) Preliminary Drainage Analysis - The preliminary drainage study with engineering drawings shall conform to the requirements of Section 16.12 of the UDC. Sites with known drainage problems may have additional requirements for the study. Two paper copies and a PDF version of the drainage study should be submitted.

(5) Preliminary Plat Layout - The applicant or the applicant's engineer shall submit construction plans for all public improvements along with the final plat approval by the city. The engineering drawings shall conform to the requirements of the design manual and shall be prepared and sealed by a registered professional engineer, licensed to practice in the state. Three (3) paper copies of the engineering/construction drawings and a PDF version shall be submitted.

(6) Description of proposed uses and layout.

(7) Tree Survey - If a grading permit will be requested after preliminary plat approval (prior to final plat approval), a tree survey meeting the city's standards for a tree permit application is required (see Unified Development Code Article 20).

* NOTE: Plans (items 4 and 5 listed above) must have been already reviewed and approved by the Public Works Department before they are included with a plat application; plans that have not been approved will not be accepted. Plat applications submitted without approved plans will be considered incomplete.

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>

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 areage 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
-

Preparer's Signature

Preparer's Name: _____

Preparer's Signature: _____