

\*This checklist is not all-inclusive of all City ordinances and standards

## FINAL PLAT, REPLAT, MINOR PLAT, AMENDING PLAT, AND PLAT VACATION

### Required Documents

- Completed, original Zoning Change Application, signed by owner and project representative
- Completed, original Final Plat, Replat, Minor Plat, Amending Plat and Plat Vacation application
- Final Plat, Replat, Minor Plat, Amending Plat or Plat Vacation drawing
  - 6 folded paper copies
  - 1 PDF version
- Official copy of the tax certificate for the property/properties to be platted. An official copy can be obtained from the Tarrant County tax assessor's office.
- (Final Plat Only) Drainage study with engineering drawings shall conform to the technical specifications contained in the

Public Works Design manual, available on the city's website and from Public Works staff.

- 2 paper copies
- 1 PDF
- (Final Plat Only) Confirmation from the Public Works Department that the project construction is at a point where a Final Plat may be submitted. Contact the Public Works Department for confirmation.
- City - Developer's agreement
- Predevelopment meeting  
Date: \_\_\_\_/\_\_\_\_/\_\_\_\_
- Sign-off/Review from Oncor and Atmos  
\*\*For plats associated with construction, verify with the Public Works Department whether the project is ready for a final plat submission.

### General Information

- Acceptable sheet size – No larger than 24" x 36", but may be 18" x 24", with a binding margin of not less than 1 ½" on the left side of the sheets
- Sequentially numbered sheets if more than one sheet is used and an index sheet provided with match lines
- 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, address and telephone number of owner of record, developer, engineer and surveyor
- City boundaries (Where applicable)
- Date on which drawing was prepared
- 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

CERTIFICATE OF APPROVAL
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.
_____ CHAIRMAN, PLANNING AND ZONING COMMISSION
_____ ATTEST: SECRETARY, PLANNING AND ZONING COMMISSION

- (Excluding Minor Plats) Certificate of

Please submit to [permits@cityofkennedale.com](mailto:permits@cityofkennedale.com) with supporting documents if applicable.

Approval box for City Council to be no Less than two (2) inches high by 4 and one-half (4 ½) inches wide

<u>CITY COUNCIL CERTIFICATE OF APPROVAL</u>
THE CITY COUNCIL OF THE CITY OF KENNEDALE, TEXAS VOTED AFFIRMATIVELY ON THIS _____ DAY OF _____, 20____, TO RECOMMEND APPROVAL OF THIS PLAT BY CITY COUNCIL.
_____
MAYOR, CITY OF KENNEDALE
_____
ATTEST: CITY SECRETARY

- (Minor Plats Only) Certificate of Approval box for the City Manager to be no Less than two (2) inches high by 4 and one-half (4 ½) inches wide

<u>CITY MANAGER CERTIFICATE OF APPROVAL</u>
THIS MINOR PLAT IS APPROVED BY THE CITY OF KENNEDALE, TEXAS VOTED AFFIRMATIVELY ON THIS _____ DAY OF _____, 20____, TO RECOMMEND APPROVAL OF THIS PLAT BY CITY COUNCIL.
_____
CIT MANAGER, CITY OF KENNEDALE
_____
ATTEST: CITY SECRETARY

- Surveyor’s Certification – Shall be no less than one-half (1 ½) inches high and four (4) inches wide and contain the following:

- o KNOW ALL MEN BY THESE PRESENTS:  
That I, \_\_\_\_\_, A Registered Professional Land Surveyor licensed in the State of Texas, do hereby certify that this Plat is true and correct and was prepared from an actual survey made under my supervision on the ground.

\_\_\_\_\_

Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_

Date

(\_\_\_\_) - \_\_\_\_\_ - \_\_\_\_\_

Phone Number

(Affix Seal)

- Owners Dedication Certificate – Shall be no less than one-half (1 ½) inches high and four

(4) inches wide and contain the following:

- o KNOW ALL MEN BY THESE PRESENTS:

That I, \_\_\_\_\_, do hereby certify that I am the legal owner of the above described tract of land and do hereby convey to the public for public use: the streets, alleys, rights-of-way, easements, and any other public areas shown on this plat.

\_\_\_\_\_

Signature

STATE OF TEXAS §  
COUNTY OF TARRANT §

Before me, the undersigned Notary Public in and for said County and State on this day personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledge to me that he executed the same for the purpose and considerations therein expressed, and in the capacity therein stated

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

\_\_\_\_\_

Notary Public in and for Tarrant County

My commission expires:

\_\_\_\_/\_\_\_\_/\_\_\_\_

- Floodplain areas, creeks, wetlands, jurisdictional areas
- 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 and dimensioned
- Permanent structure encroachments – Any permanent structures which encroach any building setback lines and will remain after completion of the development shall be shown on the drawing with appropriate dimensions
- County requirements – Any blocks or certifications required by the county clerk’s office for filing shall be shown on the plat drawing.

**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
- Legal (metes and bounds) description with total acreage
- Lot dimensions – Bearing and distances, and area (in SQFT)
  - Areas may be show in tabular form on plat or separate sheet
- Setback lines shown and labeled along streets
- Proposed zoning change labeled
- Basis of bearing and/or scale factor used
- Floodplain features shown

**Preparer’s Signature**

Preparer’s Name: \_\_\_\_\_

Preparer’s Signature: \_\_\_\_\_