



Tarrant County | Plat Application Form and Checklist

100 E Weatherford Street, Suite 401 | Fort Worth, TX 76196 | 817-884-1250 | www.tarrantcountytx.gov

PLAT APPLICATION FORM

General Information

Subdivision Name: _____ Total # of Lots Established: _____

Nearest Cross Streets: _____ Case #: _____

Required Fee Information

Please refer to the County's Fee Schedule for current fees. Call or visit the County's website to obtain the schedule.

Required Documentation

A complete subdivision application will consist of the documents and content listed below. The submission of a complete application does not constitute the approval of the said application. The Department will notify the property owner and their designated representative when the application has passed the Determination of Completeness process per the County's Development Regulations Manual. The Department will issue initial staff comments after the Determination of Completeness in accordance with the County's development review schedule. The County will review and act on a subdivision application within 30 days from the date the application is determined complete. Applicants requesting a variance from the regulations found in the Development Regulations Manual or Engineering Standards Manual must submit a request letter to the Transportation Services Department.

Following approval of the plat application, the plat shall be recorded in accordance with Section 3.03 of the County's Development Regulations Manual.

No.	Applicant	Staff	Required Documents
1.	<input type="checkbox"/>	<input type="checkbox"/>	All applicable application fees have been paid in full.
2.	<input type="checkbox"/>	<input type="checkbox"/>	A completed and correct Subdivision Application Form (including all completed fields, checklists, signatures, and notarizations) has been provided.
3.	<input type="checkbox"/>	<input type="checkbox"/>	A completed (meaning all checks have been marked) Subdivision Review Checklist has been provided.
4.	<input type="checkbox"/>	<input type="checkbox"/>	A Title Commitment or Warranty Deed has been provided, proving ownership of the property.
5.	<input type="checkbox"/>	<input type="checkbox"/>	Notarized proof of signatory authority has been signed and provided by the property owner for any applicants/agents acting on their behalf. If the property is owned by a company or corporation, notarized proof of signatory authority is also required for the individual signing on behalf of the owning company or corporation.
6.	<input type="checkbox"/>	<input type="checkbox"/>	A certification of groundwater availability prepared by a licensed engineer or geoscientist has been provided if the subdivision is intended to be served by on-site water wells.
7.	<input type="checkbox"/>	<input type="checkbox"/>	A Flood Study has been provided if the property lies within the 100-Year Floodplain as shown on the most recent Flood Insurance Rate Map (FIRM) published by FEMA.
8.	<input type="checkbox"/>	<input type="checkbox"/>	The Construction Bond, or a financial guarantee in lieu of the bond, has been provided if the plat includes public streets or drainage structures.
9.	<input type="checkbox"/>	<input type="checkbox"/>	A Will-Serve Letter has been provided from utility providers who will serve the plat with water and sewer, if applicable.
10.	<input type="checkbox"/>	<input type="checkbox"/>	Documentation from the appropriate city approving the removal of the area to be platted from their extraterritorial jurisdiction (ETJ), if applicable.
11.	<input type="checkbox"/>	<input type="checkbox"/>	A 24" by 36" electronic copy, in a format acceptable to the county, of the subdivision sheet(s) has been provided. Once approved, 24" by 36" physical copies will be required for signatures and filing with the County Clerk's office.
12.	<input type="checkbox"/>	<input type="checkbox"/>	A letter from the Tarrant County Public Health Department certifying that the proposed Lots will meet the requirements of the Public Health Department has been provided if the subdivision is intended to be served by On-Site Sewage Facilities (OSSFs). (Required prior to plat approval.)
13.	<input type="checkbox"/>	<input type="checkbox"/>	An executed Taking Impact Assessment (TIA) has been provided, if applicable. (Required prior to plat approval.)
14.	<input type="checkbox"/>	<input type="checkbox"/>	A certificate from each tax collector of a political subdivision in which the property is located has been provided, showing all taxes are paid and not delinquent. (Required prior to plat approval.)



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Property Information

Site Address: _____

Legal Description: _____ Total Acres: _____

Proposed Use of the Property: _____ Total Existing Lots: _____

Water Provider: _____ Wastewater Provider: _____

Property Owner Information

Property Owner (Name and Company, if applicable): _____

Mailing Address: _____ City/State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Applicant/Agent Information (If different than Property Owner)*

Applicant/Agent: (Name and Company, if applicable): _____

Mailing Address: _____ City/State: _____ Zip Code: _____

Phone Number: _____ Email: _____

* A written statement from the owner, granting rights and permissions, must be provided.



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Takings Impact Assessment (TIA) Waiver (See Section 2.03.B.7. of the Development Regulations Manual for applicability)

I (we) have been informed that I (we) have certain rights under a law that went into effect September 1, 1997, for county governments in Texas called The Private Real Property Rights Preservation Act, which is codified in Chapter 2007 of the Government Code of Texas.

I (we) understand county governments are now required to expressly consider or assess whether their governmental actions may result in “takings” of private property. I (we) further understand that the act also provides a remedy for an owner of a legal or equitable interest in private real property to seek a judicial determination of whether a governmental action constitutes a “taking” and, if so, to ask for invalidation of the governmental action if the County fails to pay the damages assessed.

I (we) further understand that a “taking” is any county action that affects an owner’s private real property, whether in whole or in part, temporarily or permanently. Any county action, ordinance, or regulation that affects my rights as owner of the property that would otherwise exist in the absence of any action by the County is actionable. If the action of the County would reduce the value of my private real property by 25 percent or more, I (we) understand that the County is required to do a study called a “Takings Impact Assessment” (TIA). If such TIA is done, the County is required to provide at least 30 days’ notice of its intent to engage in any such proposed actions. The notice must be published in a newspaper of general circulation in Tarrant County, and it must include a reasonably specific summary of the TIA.

I (we) understand that any action is void if such an assessment is not prepared and that, as the owner of the land affected by a county action for which a TIA should be prepared, I (we) have the right for 180 days after I (we) know or should have known about the “taking” to bring a suit against the County. If I (we) chose to bring such a suit, I (we) would be awarded reasonable and necessary attorney’s fees, costs of court, and even damages, especially if the action of the County had reduced the value of my land by 25 percent or more. I (we) could also have the county action declared void.

In consideration of expediting and shortening the approval process for the platting of the above-described property so that my property may be placed on the market for sale as soon as possible, and understanding that I (we) have the aforementioned rights and possibly others, I (we) hereby freely and voluntarily waive these rights and any and all other rights that I (we) may have under the Private Real Property Right Preservation Act, and I (we) specifically request the Tarrant County Commissioners Court to proceed to consider and approve the final plat on the above-described property.

Owner’s Signature

Date

Owner’s Printed Name

Holder of Equitable Interest

State of Texas
County of _____

BEFORE ME, the undersigned authority appeared _____, who swore on their oath the above and foregoing SWORN STATEMENT OF OWNERSHIP was true and correct.

Personalized Seal

Notary Public’s Signature

Notary’s Expiration Date



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Surveyor's Verification Letter

I hereby confirm that the above-detailed information, as required by the checklist, is complete and accurate to the best of my knowledge. I understand that proper County staff review of this application depends on the accuracy of the information provided and that any inaccurate or inadequate information provided may delay the proper review of this application.

Applicant's Surveyor's Signature

Date

Surveyor's Firm



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Applicant's Verification Letter

I hereby certify that the above-stated information is included with the accompanying submission materials. Furthermore, I have reviewed and met the standards contained in the *Tarrant County Development and Land Use Regulations* and *Tarrant County Engineering Standards Manual*.

Applicant's Name(Printed)

Applicant's Signature

Date

State of Texas

County of _____

BEFORE ME, the undersigned authority appeared _____, who swore on their oath the above and foregoing SWORN STATEMENT OF OWNERSHIP was true and correct.

Personalized Seal

Notary Public's Signature

Notary's Expiration Date

Applicant's Consent to Record Plat after Commissioners Court Approval

Following approval of the Final Plat, I consent to Tarrant County recording the approved Final Plat with the Tarrant County Clerk's office in accordance with Section 3.03 of the County's Development Regulations Manual.

Applicant's Name(Printed)

Applicant's Signature

Date



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PLAT REVIEW CHECKLIST

General Plat Information and Content

The information submitted for the items listed below must be clear and legible.

No.	Applicant	Staff	Requirement
1.	<input type="checkbox"/>	<input type="checkbox"/>	A complete Title Block in the lower right corner of all plat sheets has been provided with the following information: <ul style="list-style-type: none"> Name of the subdivision, including the number of lots and blocks arranged in systematic order Gross and net acreages of each lot Proposed street names (as applicable) The name and number of the existing survey, abstract, and tract number the subject property is within Date the plat was prepared, with an up-to-date revision log, if applicable
2.	<input type="checkbox"/>	<input type="checkbox"/>	The name, address, phone number, and email of the property owner(s), applicant or agent, surveyor, engineer, and commercial developer (as appropriate) have been provided near the Title Block.
3.	<input type="checkbox"/>	<input type="checkbox"/>	A north arrow and scale have been provided, with north oriented to the top or right of the sheet. The scale should be written and in graphic format and shall be no larger than 1" = 200' unless otherwise determined legible by the County.
4.	<input type="checkbox"/>	<input type="checkbox"/>	A vicinity map has been provided showing the location of the subdivision in relation to nearby thoroughfares and incorporated areas.
5.	<input type="checkbox"/>	<input type="checkbox"/>	A key identifies all unique symbols, abbreviations, and lines used on the plat document.
6.	<input type="checkbox"/>	<input type="checkbox"/>	A metes and bounds description (titled "Legal Description") of the limitations of the subdivision starting from the Point of Beginning (POB) is provided on the face of the plat. The POB must be related to a corner of the original survey of which the plat or lot is a part.
7.	<input type="checkbox"/>	<input type="checkbox"/>	The Point of Beginning (POB) is clearly identified and uses the National Geodetic Survey for bearing. At least two other corners of the subdivision are shown related to the most recent datum released by the National Geodetic Survey for bearing.
8.	<input type="checkbox"/>	<input type="checkbox"/>	The accurate location, material, and size of all monuments and benchmarks have been provided.
9.	<input type="checkbox"/>	<input type="checkbox"/>	Sufficient data to reproduce all streets, blocks, lots, and easements on the ground using currently acceptable surveying methods has been provided
10.	<input type="checkbox"/>	<input type="checkbox"/>	All abstract lines, survey lines, county lines, or other corporate boundaries within 100 feet of the limits of the subdivision are shown and represented with a light line, intermittent with two dashes.
11.	<input type="checkbox"/>	<input type="checkbox"/>	All property lines, rights-of-way, ownership information, easements, and recording information within 100 feet of the limits of the subdivision are provided. Surrounding property and right-of-way lines are represented with a lightweight, solid line.
12.	<input type="checkbox"/>	<input type="checkbox"/>	All streets are named and labeled as "public" or "private" rights-of-way.
13.	<input type="checkbox"/>	<input type="checkbox"/>	All existing easements, with recording information, that impact the subject property within 100 feet of the limits of the subdivision are shown and represented with a lightweight, dashed line.
14.	<input type="checkbox"/>	<input type="checkbox"/>	The boundary of the subdivision is represented with a bold line, intermittent with two dashes, and is provided with bearings and distances corresponding to the Legal Description.
15.	<input type="checkbox"/>	<input type="checkbox"/>	Internal lot lines, including rights-of-way, are represented with a medium-weight, solid line.
16.	<input type="checkbox"/>	<input type="checkbox"/>	All proposed easements within the subdivision are represented with a medium weight, dashed line, and are labeled as "by this Plat," as applicable.
17.	<input type="checkbox"/>	<input type="checkbox"/>	All proposed setbacks within the subdivision are represented in accordance with Tarrant County's minimum building setback requirements for properties adjacent to County maintained roads and State Highways.
18.	<input type="checkbox"/>	<input type="checkbox"/>	All proposed easement and lot lines are provided with bearings and distances. Lines that are identical in bearing and length to others that have already been specified are indicated as such.



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19.	<input type="checkbox"/>	<input type="checkbox"/>	<p>All unique curved lines are assigned a number that corresponds to a curve table containing the following:</p> <ul style="list-style-type: none"> • Chord and direction • Delta and Radius • Tangent length and offset • Arc length
20.	<input type="checkbox"/>	<input type="checkbox"/>	All proposed rights-of-way are named and dimensioned and specified as either private or public.
21.	<input type="checkbox"/>	<input type="checkbox"/>	Any 100-year flood hazard area within the subdivision has been identified, and the finished-floor elevation of all lots lying wholly or partially within the area has been provided.
22.	<input type="checkbox"/>	<input type="checkbox"/>	Easement and right-of-way dedication language is provided and specifies the body responsible for maintenance in perpetuity.
23.	<input type="checkbox"/>	<input type="checkbox"/>	The locations of existing gas, oil, and water wells are identified.
24.	<input type="checkbox"/>	<input type="checkbox"/>	The Water Supply Service Provider is clearly listed (e.g., municipal water, rural water supply corporation, privately owned water system, individual water wells, etc.).
25.	<input type="checkbox"/>	<input type="checkbox"/>	The Sewage Disposal Service Provider is clearly listed (e.g., municipal sewer service, privately owned or organized sewage disposal system, private on-site sewage facilities, etc.).
26.	<input type="checkbox"/>	<input type="checkbox"/>	All lots and blocks have been assigned a legible, intuitive number and letter. Open space and utility lots have been designated with an "X" following the lot number.
27.	<input type="checkbox"/>	<input type="checkbox"/>	<p>All lots are recorded in a lot tabulations table, grouped by systematic order, containing the following information:</p> <ul style="list-style-type: none"> • Lot number • Block letter • Gross and net acreages and square feet • Purpose (e.g., residential, open space, utility)

Standard Plat Notes and Certifications

No.	Applicant	Staff	Requirement
1.	<input type="checkbox"/>	<input type="checkbox"/>	<p>The following notes have been provided on the face of the plat:</p> <ul style="list-style-type: none"> • Development in unincorporated Tarrant County shall be subject to applicable municipal regulations, the current Tarrant County Development Regulations Manual, and the Tarrant County Fire Code. • Tarrant County permits required prior to development within this subdivision, as applicable, include, but are not limited to, construction within the public rights-of-way, driveway access to public roads, development within a designated floodplain, salvage yards, stormwater mitigation, and on-site sewage systems. • All drainage easements shall be kept clear of fences, buildings, foundations, plantings, and other obstructions to the operation and maintenance of the drainage facility. All drainage easements that are adjacent and parallel to the right-of-way of dedicated public roadways will be maintained by Tarrant County as approved by Tarrant County Transportation Services. • The siting and construction of water wells shall be subject to the regulations of the Northern Trinity Groundwater Conservation District. • Tarrant County is not responsible for confirming or ensuring the availability of groundwater. • Any existing creek, stream, river or drainage channel traversing along or across portions of this addition will remain unobstructed at all times and will be maintained by the adjacent property owner, or the Homeowners Association, if applicable. The County will not be responsible for the maintenance, erosion control, and/or operation of said drainage ways. The homeowners shall keep the adjacent drainage ways traversing their property clean and free of debris, silt or other substances which would result in unsanitary conditions, and the County shall have the right of entry for the purposes of inspecting maintenance work by the property owners. The drainage ways are occasionally subject to stormwater overflow damages resulting from the stormwater overflow and/or



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No.	Applicant	Staff	Requirement
			<p>bank erosion that cannot be identified. The County shall not be liable for any damages resulting from the occurrence of these phenomena, nor the failure of any structures within the drainage ways. The drainage way crossing each lot is contained within the floodplain/drainage easement line, as shown on the plat.</p> <ul style="list-style-type: none"> Tarrant County shall not be responsible for the maintenance of private streets, drives, emergency access easements, recreation areas, and open spaces; and the owners shall be responsible for the maintenance of private streets, drives, emergency access easements, recreation areas, and open spaces, and said owners agree to indemnify and save harmless Tarrant County from all claims, damages, and losses arising out of or resulting from the performance of the obligations of said owners set for in this paragraph. Tarrant County does not enforce subdivision deed restrictions. Landowners and subsequent owners of lots or parcels within this subdivision are encouraged to contact Tarrant County's Transportation Services Department prior to conducting any development activities. Any public utility, including the County, shall have the right to remove and keep clear all or part of any building, fences, trees, overgrown shrubs, or improvements that in any way endanger or interfere with the construction, maintenance, or efficiency of its respective systems on any of the easement or right-of-way shown on the plat (or filed by a separate instrument that is associated with said property); and any public utility, including the County, shall have the right at all times an ingress and egress to and from upon said easements for the purpose of construction, reconstruction, inspection, patrolling, maintaining and adding to or removing all or part of its respective systems without the necessity at any time of procuring the permission of anyone. Property owners shall maintain easements. The County can remove trees or any other improvement(s) and does not have the responsibility to replace them. Tarrant County requires a minimum lot size of 1.0 acre (net) for properties that are not served by a public water system, and that will be served by private on-site sewage facilities (OSSF). For lots that are less than 1.0 acre (net) and not served by a public water system, landowners shall submit a formal request for a variance of the Tarrant County Development Regulations relating to lot size and a written authorization from Tarrant County Public Health confirming that it has no objections with the processing of the plat. The approval of this plat does not guarantee that any lot is suitable for an OSSF.
2.	<input type="checkbox"/>	<input type="checkbox"/>	A floodplain note has been provided and filled out as appropriate, stating: "According to Flood Insurance Rate Map (FIRM) No. XXXXX dated XXXXXXXX prepared by the Federal Emergency Management Agency (FEMA) for Tarrant County, Texas, this property is within zone A, AE, X>."
3.	<input type="checkbox"/>	<input type="checkbox"/>	The Surveyor's Certificate, including notary confirmation, has been placed and signed on the face of the plat:
			<p>That I, _____, do hereby certify that I prepared this plat from an actual on-the-ground survey of the land as described and that the corner monuments shown thereon were properly placed under my personal supervision in accordance with the Development and Land Use Regulations of Tarrant County.</p> <p>Surveyor's Stamp: _____</p>

