



Preliminary Plat Requirements

Community Development Department

The subdivider(s) should avail themselves of the advice and assistance of the City officials, and should consult early and informally with the Director of Planning before preparing a land study or any type of plat (e.g., a preliminary plat, final plat, development plat, amended plat, replat, etc.) in order to save time, money and to avoid unnecessary delays. Prior to formal application for approval of any land study or plat (e.g., preliminary, final, amending, replat, development, etc.), the subdivider(s) shall request and attend a pre-application conference with the City Planner and any other pertinent City official(s) in order to become familiar with the City's development regulations and the development/subdivision process. At the pre-application conference, the developer/subdivider may be represented by his land planner, engineer and/or surveyor.

Upon reaching conclusions at the pre-application conference regarding a general development program and objectives and upon approval of the land study (if required), the subdivider shall have prepared a preliminary plat together with general (i.e., preliminary) utility plans and other supplementary materials, as specified by the City. The preliminary plat shall be submitted to the City of Forney with the appropriate filing fee and with a written application form at least twenty-one (21) calendar days (but no more than thirty calendar days, unless the applicant waives the 30-day review time in writing) prior to the Planning and Zoning Commission meeting at which it is to be considered.

Each application shall contain the following (all required items/information must be received by the Community Development Department in order for any type of plat to be considered complete – incomplete submissions will not be reviewed until all deficient items and information have been received).

- An application form available in the Community Development Department.
- Verification that all taxes and assessments on the subject property have been paid.
- Payment of the appropriate fee.

SUBMISSION REQUIREMENTS:

- **20 FOLDED** copies of the preliminary plat on a 24" x 36" sheet, and drawn to a scale of 1" = 100'. May check with staff as to a different scale and paper size.
- 4 sets of the general layout for the required public improvements (water, wastewater, grading/storm drainage, streets, water quality, alleys, fire lanes and hydrants, etc.).
- 2 copies each (11" x 17" and 8.5" x 11") of the plat.

(NOTE: WHEN ALL COMMENTS ARE ADDRESSED YOU WILL BE NOTIFIED ABOUT THE ADDITIONAL COPIES REQUIRED FOR THE P & Z AND CITY COUNCIL PACKETS).

The required copies/prints of the proposed preliminary plat and associated construction (i.e., engineering) plans shall show the following (general physical/engineering data shall be shown on the preliminary grading and utility plans submitted along with the preliminary plat; other detailed engineering data shall be included in the construction plans when they are submitted with the final plat):

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1. A vicinity/location map that shows the location of the proposed preliminary plat within the City (or within its ETJ) and in relationship to existing roadways;
2. Boundary lines, abstract/survey lines, corporate or other jurisdictional boundaries, existing or proposed highways and streets (including right-of-way widths), bearings and distances sufficient to locate the exact area proposed for the subdivision, and all survey monuments (identified and labeled; see Section 5.2 for specifications); the length and bearing of all straight lines, radii, arc lengths, tangent lengths and central angles of all curves shall be indicated along the lines of each lot (curve and/or line data may be placed in a table format); accurate reference ties via courses and distances to at least one recognized abstract/survey corner or existing subdivision corner shall be shown;
3. The name, location and recording information of all adjacent subdivisions (or property owners of adjacent unplatted property), including those located on the other sides of roads or creeks, shall be drawn to the same scale and shown in dotted lines adjacent to the tract proposed for subdivision in sufficient detail to show accurately the existing streets, alleys, building setbacks, lot/block numbering, easements, and other features that may influence the layout of development of the proposed subdivision; adjacent unplatted land shall show property lines, the names of owners of record, and the recording information;
4. The location, widths and names of all streets, alleys and easements (it shall be the applicant's responsibility to coordinate with appropriate utility entities for placement of necessary utility easements), existing or proposed, within the subdivision limits and adjacent to the subdivision; a list of proposed street names shall be submitted (in the form of a letter/memo along with the application form) for all new street names (street name approval is required at the time the preliminary plat is approved);
5. The location of all existing property lines, existing lot and block numbers and date recorded, easements of record (with recording information), buildings, existing sewer or water mains, gas mains or other underground structures, or other existing features within the area proposed for subdivision;
6. Proposed arrangement and square footage of lots (including lot and block numbers) and proposed use of same; for nonresidential uses, the location and size of buildings (this information may be provided on a separate sheet, such as the concept plan or preliminary site plan, per the Zoning Ordinance);
7. A title block within the lower right hand corner of the plat (and preliminary grading and utility plans) which shows the title/name under which the proposed subdivision is to be recorded, the name and address of the owner/developer and the name of the land planner, engineer or registered public surveyor who prepared the plat/plans, the scale of the plat, the date the plat was prepared, and the location of the property according to the abstract/survey records of Kaufman County, Texas; the subdivision name shall not duplicate (or phonetically replicate) the name of any other platted subdivision in Forney or its ETJ, but phasing identification is allowed (it is the owner's/developer's responsibility to check the plat records of Kaufman County to ensure that the proposed subdivision name will not duplicate or sound too much like a subdivision name already in existence -- the City may, at its discretion, require a different subdivision name if there is potential for confusion by public safety officials or the general public);

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8. Sites, if any, to be reserved or dedicated for parks, schools, playgrounds, other public uses;
9. State Plane Coordinates.
10. Scale, date, north arrow oriented to the top or left side of the sheet, and other pertinent informational data;
11. Contours with intervals of two feet (2') or less shown for the area, with all elevations on the contour map referenced to sea level datum;
12. Areas contributing drainage to the proposed subdivision shall be shown in the preliminary drainage plan; locations proposed for drainage discharge from the site shall be shown by directional arrows;
13. All physical features of the property to be subdivided shall be shown in the preliminary utility/drainage plans, including the location and size of all water courses, 100-year flood plain according to Federal Emergency Management Agency (FEMA) information, Corps of Engineers flowage easement requirements, ravines, bridges, culverts, existing structures, drainage area in acres or area draining into subdivisions, the outline of major wooded areas or the location of major or important individual trees, and other features pertinent to subdivision;
14. Proposed phasing of the development; where a subdivision is proposed to occur in phases, the subdivider, in conjunction with submission of the preliminary plat, shall provide a schedule of development; the dedication of rights-of-way for streets and street improvements, whether on-site or off-site, intended to serve each proposed phase of the subdivision; the City Council shall determine whether the proposed streets and street improvements are adequate pursuant to standards herein established, and may require that a traffic impact analysis be submitted for the entire project or for such phases as the Council determines to be necessary to adjudge whether the subdivision will be served by adequate streets and thoroughfares;
15. All preliminary plats shall be submitted in a legible format that complies with Kaufman County requirements for the filing of plats, and shall be drawn on a good grade blue line or black line paper;
16. Proposed or existing zoning of the subject property and all adjacent properties;
17. Minimum finished floor elevations of building foundations shall be shown for lots adjacent to a flood plain or within an area that may be susceptible to flooding;
18. Certificates and other language shall be included on the plat, pursuant to the following sections:
 - (a) A statement that the subdivided area is legally owned by the applicant.
 - (b) An accurate legal (i.e., metes and bounds) description by bearings and distances (including necessary curve and line data), accurate to the nearest one hundredth of a foot, for all boundary, block and lot lines, with descriptions correlated to a permanent survey monument.
 - (c) A statement signed by the owner and acknowledged before a Notary Public as to the authenticity of the signatures, saying that the owner adopts the plat as shown, described and named, and that they do dedicate, in fee simple, to the public use forever the streets, alleys and easements shown on the plat. The

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owner further reserves any easement areas shown for mutual use of all public utilities desiring to use the same. Any public utility shall have the right to remove and keep removed all or any part of any vegetative growth or other appurtenance for construction or maintenance, or efficiency of its respective system in these easements and all or any part of, any growth or construction which in any way hinders or interferes with the right of ingress and egress to these easements for any necessary use without asking anyone's permission.

(d) The registered public surveyor's certificate, with a place for his signature and notarization of his signature.

(e) A place for plat approval signature of the Mayor or Mayor Pro Tem of the City Council, a place for the City Secretary to attest such signature, and the approval dates by the Planning and Zoning Commission and City Council.

(f) Following are the certificates/languages to be used on the plat to accommodate the above requirements:

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(1) Owner's Certificate (required):

STATE OF TEXAS §

COUNTY OF _____ §

WHEREAS, [Name(s)] is(are) the Owner(s) of a tract of land situated in the [] Survey, Abstract No. [], Kaufman County, Texas and being out of a [] acre tract conveyed to him(them) by [], and a [] acre tract conveyed to him(them) by [], and being more particularly described as follows:

(Enter accurate metes and bounds property description here)

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

That _____, acting herein by and through his(its) duly authorized officers, does hereby adopt this plat designating the herein above described property as _____, an addition to the City of Forney, Texas, and does hereby dedicate, in fee simple, to the public use forever, the streets, alleys and easements shown thereon. The streets and alleys are dedicated for street purposes. The easements and public use areas, as shown, are dedicated, for the public use forever, for the purposes indicated on this plat. No buildings, fences, trees, shrubs or other improvements or growths shall be constructed or placed upon, over or across the easements as shown, except that landscape improvements may be placed in landscape easements, if approved by the City of Forney. In addition, utility easements may also be used for the mutual use and accommodation of all public utilities desiring to use or using the same unless the easement limits the use to particular utilities, said use by public utilities being subordinate to the public's and City of Forney's use thereof. The City of Forney and public utility entities shall have the right to remove and keep removed all or parts of any buildings, fences, trees, shrubs or other improvements or growths which may in any way endanger or interfere with the construction, maintenance, or efficiency of their respective systems in said easements. The City of Forney and public utility entities shall at all times have the full right of ingress and egress to or from their respective easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, reading meters, and adding to or removing all or parts of their respective systems without the necessity at any time procuring permission from anyone.

This plat approved subject to all platting ordinances, rules, regulations and resolutions of the City of Forney, Texas

WITNESS, my hand, this the ___ day of _____, 20_____.

BY:

Community Development Department

Authorized Signature of Owner

Printed Name and Title

STATE OF TEXAS §

COUNTY OF _____ §

Before me, the undersigned authority, a Notary Public in and for the State of Texas, on this day personally appeared _____, Owner, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed.

Given under my hand and seal of office, this __ day of _____, 20__.

Notary Public in and for the State of Texas

My Commission Expires On:

(2) Surveyor's Certificate (required):

KNOW ALL MEN BY THESE PRESENTS:

That I, _____, do hereby certify that I prepared this plat from an actual and accurate survey of the land and that the corner monuments shown thereon as set were properly placed under my personal supervision in accordance with the Subdivision Ordinance of the City of Forney.

(seal) Signature of Registered Public Land Surveyor

Registration No. _____

STATE OF TEXAS §

COUNTY OF _____ §

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NOTICE: Selling a portion of this addition by metes and bounds is a violation of City ordinance and State law, and is subject to fines and/or withholding of utilities and building permits.

(5) Visibility, Access and Maintenance Easements (to be used if applicable):

The area or areas shown on the plat as "VAM" (Visibility, Access and Maintenance) Easement(s) are hereby given and granted to the City, its successors and assigns, as an easement to provide visibility, right of access for maintenance upon and across said VAM Easement. The City shall have the right but not the obligation to maintain any and all landscaping within the VAM Easement. Should the City exercise this maintenance right, then it shall be permitted to remove and dispose of any and all landscaping improvements, including without limitation, any trees, shrubs, flowers, ground cover and fixtures. The City may withdraw maintenance of the VAM Easement at any time. The ultimate maintenance responsibility for the VAM Easement shall rest with the owners. No building, fence, shrub, tree or other improvements or growths, which in any way may endanger or interfere with the visibility, shall be constructed in, on, over or across the VAM Easement. The City shall also have the right but not the obligation to add any landscape improvements to the VAM Easement, to erect any traffic control devices or signs on the VAM Easement and to remove any obstruction thereon. The City, its successors, assigns, or agents shall have the right and privilege at all times to enter upon the VAM Easement or any part thereof for the purposes and with all rights and privileges set forth herein.

(6) Fire Lanes (to be used if applicable):

That the undersigned does hereby covenant and agree that he (they) shall construct upon the fire lane easements, as dedicated and shown hereon, a hard surface in accordance with the City of Forney's paving standards for fire lanes, and that he (they) shall maintain the same in a state of good repair at all times and keep the same free and clear of any structures, fences, trees, shrubs, or other improvements or obstruction, including but not limited to the parking of motor vehicles, trailers, boats or other impediments to the accessibility of fire apparatus. The maintenance of paving on the fire lane easements is the responsibility of the owner, and the owner shall post and maintain appropriate signs in conspicuous places along such fire lanes, stating "Fire Lane, No Parking." The local law enforcement agency(s) is hereby authorized to enforce parking regulations within the fire lanes, and to cause such fire lanes and utility easements to be maintained free and unobstructed at all times for fire department and emergency use.

(7) Access Easements (to be used if applicable):

The undersigned does covenant and agree that the access easement may be utilized by any person or the general public for ingress and egress to other real property, and for the purpose of general public vehicular and pedestrian use and access, and for fire department and emergency use in, along, upon and across said premises, with the right and privilege at all times of the City

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of Forney, its agents, employees, workmen and representatives having ingress, egress, and regress in, along, upon and across said premises.

(8) Other Plat Language. The plat shall include any other applicable language (e.g., for drainage/floodway or other special types of easements, etc.) deemed appropriate and necessary by the City for the purpose of protecting the public health, safety and welfare. Applicable plat languages are available upon request at the City.

Effect of Approval

Approval of a preliminary plat authorizes the property owner, upon fulfillment of all requirements and conditions of approval, to submit an application for final plat approval.