



FINAL PLAT APPLICATION

Includes Minor Plats and Amending Plats

NOTICE: Prior to submission of any plat application, the Subdivider/Developer shall contact the office of Development & Neighborhood Services to schedule a Development Review Committee (DRC) meeting. Park land fee due prior to certification of final plat.

Name of Subdivision: _____

General Location & Address: _____

Legal Description: _____

Proposed Number of Lots: _____ Acres/Square Feet: _____

Subdivider/Developer: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Owner(s) Name: _____ Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Submittal Requirements (reference Title XI, Subdivision Regulations, Sections 11-5-1 – 11-5-3)

- Two (2) paper and one (1) electronic copy of plat drawings completed per Section 11-5-2. Final plat drawings shall be drawn on ARCH C, 18 in. x 24 in. sheets with a three-quarters of an inch margin.
- A certificate, or other satisfactory evidence proving ownership of the entire tract to be platted.
- A certificate showing all taxes and special assessments due and payable have been paid in full.
- A copy of any deed restrictions applicable to the subdivision.
- A copy of homeowner's association or owner's agreement verifying ownership and maintenance responsibility.
- A development agreement (as required; reference Section 11-7-2).
- Completed final plat checklist.
- Final plat fee. Residential: \$400 + \$5 per lot.

With the signing and submittal of this application the property owner authorizes the City of Weatherford to enter onto the subject property to collect data and other information in order to accurately prepare reports or other documentation for review by the Planning & Zoning Commission, City Council, and City Departments.

I, _____, as owner or duly authorized officer for the above referenced property, hereby confirm that all the information included in this application is true and correct to the best of my knowledge.

Applicant Signature: _____

Date: _____

*****FOR OFFICE USE ONLY*****

Case Number : _____

Filing Fee: _____



FINAL PLAT CHECKLIST

Final Plat Submittal Requirements. Reference Sec. 11-5-2, Title XI Subdivision Regulations

The following information shall be included on all sheets, or as part of the set of sheets required. All information shall be drawn on ARCH C, 18 in. x 24 in., size sheets with a three-quarters of an inch (0.75 in.) margin.

YES	NO	N/A	Description
			A space of approximately two and three-quarters of an inch by four and one-quarter of an inch in dimension shall remain unobstructed on the sheet that contains the owner's dedication and approval certificates to allow for placement of the county clerk's recording information.
			All sheets shall contain their sequential sheet number and total number of sheets (i.e., "2 of 4").
			All sheets shall be drawn to scale, which may not be less than one (1) inch equals one hundred (100) feet, with a graphic and written scale on the face of the drawings.
			A north arrow, a vicinity or general location map, and map symbol legend.
			Where more than one sheet is necessary to accommodate the entire area, an index sheet showing the entire subdivision at an appropriate scale shall be attached to the plat.
			A title block containing: The description of the plat (e.g., Final, Amending, Replat) with: Previous subdivision information if an amending or replat. Lot and block listing and, if applicable, phase number(s). Number of lots within the subdivision, indicating separately the number of lots reserved for purposes other than development (e.g., open space, green space, storm water detention). Name of the Subdivision, which shall not duplicate or closely match an existing subdivision within Parker County, unless it is a continued phase of a previously filed plat. Tract description, including total acreage of the subdivision The date the drawing was produced.
			The name, address, and phone number of the surveyor and/or engineer that produced the plat.
			The name, address, and phone number of the subdivider/developer of the property described in the plat.
			The location of the boundary lines of the subdivision, a description of the subdivision by metes and bounds, a reference locating the subdivision with respect to a corner of the survey or tract or an original corner of the original survey of which it is a part.
			The exact location, description and name of all proposed streets, with right-of-way centerline, alleys, parks, other public areas, reservations, easements or other rights-of-way, blocks, lots, and other sites within the subdivision with accurate dimensions, bearing or deflecting angles with radii, area, and central angles, degree of curvature, tangent distance and length of all curves where appropriate to reproduce the plat on the ground.
			The location and type of all monuments found or set.
			A reference to any filed deed restrictions for the subdivision shall be shown on the plat by note.

Plat Certificates

Reference Sec. 11-5-2 (n), Title XI Subdivision Regulations

YES	NO	N/A	Description
			Owner's Dedication (one required for each owner of record).
			Certificate of responsible Surveyor, attesting to the plat document completeness and its accuracy.
			Approval by the Planning & Zoning Commission
			Approval by City Council.
			Approval by the Development & Neighborhood Services Department (in lieu of Commission/Council) for Minor Plats.

Development Agreements. Reference Sec. 11-7-2, Title XI Subdivision Regulations

Whenever the City permits an applicant to enter into a development agreement, it shall require the applicant to provide sufficient financial security, covering the completion of the public improvements.



DEVELOPMENT REVIEW COMMITTEE (DRC) CHECKLIST

**Prior to the submission of any plat or subdivision of land, the subdivider/developer shall contact the Development & Neighborhood Services Department to schedule a Development Review Committee (DRC) meeting.
Reference Sec. 11-3-1, Title XI, Subdivision Regulations.**

The DRC meeting is a non-binding pre-application meeting to assist the subdivider/developer to determine:

YES	NO	N/A	Description
			Procedure for filing plats.
			Area subject to these requirements and any areas to be excluded from the plat.
			Provision of public utilities. It is the responsibility of the subdivider/developer to extend utilities to and through the development, according to the City's adopted standards.
			General Plan requirements for improvements such as major streets, land use, parks, schools, and public open space.
			Zoning requirements for the property in question and adjacent properties.
			Floodplain: The Planning & Zoning Commission may, upon recommendation of the City Engineer or when it deems necessary for the health, safety, and welfare of the present and future population of the area, prohibit or otherwise restrict the subdivision or development of any portion of the property that lies adjacent to or within the floodplain.
			Stormwater: Generally, the plat will have to meet stormwater standards controlling downstream impacts as outlined in the stormwater criteria and subject to approval by the City Engineer.
			Right-of-way dedication, easements, and street improvements: The arrangement, right of way, character, extent, width, grade, lighting, signage, screening (where applicable) and location and construction of all streets, sidewalks, and pathways shall conform to the City of Weatherford's Thoroughfare Plan and the City's Engineering Design and Construction Manual (EDCM). All new street improvements will be at the subdivider/developer's expense. Existing substandard streets may be required to be improved to current standards.
			The need for studies or detailed analysis that may be required in conjunction with a plat or development, that may include but are not limited to traffic impact analysis, downstream drainage assessment, fire flow analysis, wastewater flow analysis, groundwater availability study, and flood study.

DRC meeting notes:



PLAT APPLICATION FLOWCHART



