

City of Forest Hill

Minor Plat Application

APPLICANT NAME: _____ DATE: _____
SUB-DIVISION NAME: _____
LEGAL DESCRIPTION: _____ ACRES: _____
CURRENT ZONING: _____ PROPOSED ZONING: _____
BEING PLATTED AS: LOTS: _____ BLOCKS: _____ PHASES: _____

OWNER OF RECORD: _____
ADDRESS: _____ PHONE: _____
CITY: _____ STATE: _____ ZIP: _____
EMAIL: _____

SURVEYOR: _____
ADDRESS: _____ PHONE: _____
CITY: _____ STATE: _____ ZIP: _____
EMAIL: _____

ENGINEER: _____
ADDRESS: _____ PHONE: _____
CITY: _____ STATE: _____ ZIP: _____
EMAIL: _____

DEVELOPER: _____
ADDRESS: _____ PHONE: _____
CITY: _____ STATE: _____ ZIP: _____
EMAIL: _____

APPLICANT SIGNATURE: _____ DATE: _____
OWNER SIGNATURE: _____ DATE: _____
SURVEYOR SIGNATURE: _____ DATE: _____
ENGINEER SIGNATURE: _____ DATE: _____
DEVELOPER SIGNATURE: _____ DATE: _____

City of Forest Hill

Minor Plat Check List

If the following is on the Final Plat, please put an "X", if it is not applicable please write in N/A.

REQUIRED DOCUMENTS

- _____ Plat application with owner's disclosure and notary statement
- _____ Application fee
- _____ Documents required checklist, completed and signed by applicant
- _____ Technical requirements checklist, completed and signed by applicant
- _____ Minor Plat (Folded). See Section 8.02 for submittal requirements
- _____ 1 folded copy of the preliminary drainage plan. If utilizing a previously approved drainage plan, include the accepted plan.
- _____ As-built survey for any existing permanent structures

TECHNICAL REQUIREMENTS

- _____ Location map, north arrow, written and graphic scale.
- _____ Location and dimensions of all boundary lines (indicated by heaviest lines) and all lots.
- _____ A number or letter identifying each lot, block, and site.
- _____ Title block in the lower right corner that includes:
 - ☐ type of plat
 - ☐ proposed name of subdivision, with section or phase if applicable
 - ☐ proposed lot and block numbers
 - ☐ reference to the original survey or previous plat including recording information
 - ☐ city, county, state
 - ☐ date of preparation
 - ☐ number of lots
- _____ Location, dimension, and purpose of all easements within or abutting the subdivision, and the recording information of all existing easements.
- _____ The following information on adjoining property, which should be shown with dotted or dashed lines:
 - ☐ if platted, subdivision name; lot, block, or tract numbers; recording information
 - ☐ if unplatted, current deed record ownership information
 - ☐ if subdivided without platting, both of the above
- _____ A note describing the corner tie, and a tie to a Global Positioning System (GPS) monuments accepted by the City. At least one corner of the subdivision shall be tied by course and distance to a corner of a platted lot or to an original corner of the original survey of which it is a part.
- _____ Metes and bounds description corresponding to the illustration.
- _____ Gross acreage of the subdivision.
- _____ Former lot numbers and lot lines shown in half tones ("ghosted").

- _____ Location of city limit lines if they traverse, form a part of the boundary, or are contiguous to the boundary of the subdivision
- _____ Certified acreage significant to three digits for each lot, tract, or site.
- _____ Acreage significant to three digits or the square footage of the rights-of-way dedicated for major collectors and arterials, including corner clips.
- _____ Professional certification of the surveyor or engineer who prepared the plat.
- _____ Owner's certification, including recording information of warranty deed.
- _____ The following note: "This property may be subject to charges related to impact fees, and the applicant should contact the City regarding any applicable fees due."
- _____ If the plat includes previously platted property, the following certification: "This plat does not alter or remove deed restrictions, if any, on this property."
- _____ Dedication statement.
- _____ Notary statement
- _____ Appropriate approval blocks
- _____ Cabinet/slide note
- _____ Name, address, phone, fax, and email address of record owner, the professional preparing the plat, and the developer.
- _____ Stormwater Management Acknowledgment and Indemnification Agreement



City of Forest Hill

Minor Plat Regulations

MINOR PLATS

General

Minor Plats are required when a tract or parcel of land has not been previously platted and filed of record, the owner may elect to submit a minor plat whenever the tract:

- a. is to be subdivided into four or fewer lots;
- b. fronts on an existing street;
- c. does not require the creation of any new street or the extension of municipal facilities; and
- d. does not require a public hearing for filing of record.

Submittal

All requirements of Section *Final Plats Submittal Requirements* shall be satisfied for submittal.

Processing of Minor Plats

- A. **Approval and Filing of Minor Plats.** If the Planning Director determines that the Minor Plat complies with requirements of this ordinance and DRC comments, then the minor plat shall be certified by the required parties and filed of record.
- B. **Denial of Minor Plats.** If the Planning Director determines that the minor plat does not comply with the requirements of this ordinance and DRC comments, then the minor plat shall be denied. Failure or refusal to comply with all conditions of approval attached to the minor plat shall automatically cause the Minor Plat to be deemed denied as of the date of its conditional approval. The Planning Director shall provide the applicant written notification and explanation of the denial within a reasonable period of time following its submission to the Planning Director.

FINAL PLAT & CONSTRUCTION DOCUMENTS

General

- A. No subdivision of land shall be allowed without proper submittal, approval and adoption of a Final Plat prepared by a Registered Public Land Surveyor in the State of Texas. The Construction Plans and Specifications for improvements must be prepared by a Licensed Professional Engineer in the State of Texas in accordance with this Ordinance.
- B. All Final Plats must first be preceded by an approved Minor Plat document.
- C. **There shall be no work done in the field on the proposed development until the Final Plat and related construction plans have been approved.**

Application

- A. When the Developer is ready to submit the Final Plat to the Planning Director for review, the Developer shall provide eight (8) copies of the Final Plat along with eight (8) copies of complete Construction Plans and two (2) copies of construction cost estimates of all public improvements as prepared by a licensed civil engineer. The Final Plat shall carry the legend "**Final Plat.**" The submittal shall include payment of the required filing fees and a letter of transmittal requesting review. No Final Plat will be considered by the City until the prescribed filing fees have been paid in full.
- B. Upon receipt of the Final Plat, Construction Plans, and the required filing fees, the Planning Director shall check the Final Plat as to its conformity with the City's Comprehensive Master Plans, Land Use Plan, zoning, lot size requirements, subdivision and street names and other applicable City standards. The Planning Director shall transmit two (2) copies of the Final Plat and Construction Plans to the City Engineer who shall check for the same conformity with applicable engineering standards and specifications set forth herein, as well as with generally accepted engineering principles when not covered specifically herein. The City's Staff shall return comments on the Final Plat and Construction Plans to the Developer with recommendations as to modifications, additions, alterations or other matters pertinent to the Final Plat and the Construction Plans. If a developer has submitted all of the required components of a Final Plat and Construction Documents, the plat shall be presented to the City Council within thirty (30) days of its acceptance by the staff. At this time, the Developer shall submit twelve (12) full-size copies of the final plat and construction documents.
- C. If approved by the City Staff, the Final Plat may constitute only that portion of the approved Preliminary Plat which the Developer proposes to record and develop; however, such portion shall conform to all the requirements of the Subdivision Ordinance.
- D. If Final Plats are submitted for approval by portions or phases of the proposed subdivision, each portion or phase shall carry the name of the entire subdivision and shall bear a distinguishing letter, number or subtitle. Block letters shall run consecutively throughout the entire subdivision, even though such subdivision might be approved in phases.

Development Fees and Certificates

- A. When the Final Plat is submitted to the Planning Director for consideration and adoption, it shall be accompanied by all required application fees as specified by City Ordinance. The deposit of such fees shall constitute a formal request for Final Plat approval.
- B. A review and inspection fee of all proposed improvements (excluding building structures and their foundations), as approved by the Planning Director, shall be paid to the City of Forest Hill by the Developer before the approval of the Final Plat. This fee is to compensate the City for the cost of up to two engineering reviews of Construction Plans and Specifications (one initial review and a second review to verify that all original review comments have been addressed), and inspection of such improvements to be constructed within the subdivision. Any reviews in addition to the first two engineering reviews will not be covered by the fee discussed previously. The Developer will be required to pay the City the extra costs associated with these additional reviews.
- C. The impact fees shall be assessed at the time of recordation of the Final Plat. The impact fees shall be collected at the time a Building Permit is issued on a lot-by-lot basis. The Building Permit for each lot shall not be issued without payment of the applicable impact fees.
- D. The Final Plat submittal shall include certificates from the City, School District and County Tax Collectors showing that all City, School District and County taxes on the land being subdivided have been paid to the current year.

Final Plat Form and Content

The Final Plat shall include the following information:

- A. The Final Plat shall be drawn to a scale of 1" = 100' or larger, on 22" x 34" sheet size.
- B. The Final Plat shall also be supplied in AutoCAD format after it has been approved by the City Council.
- C. The Final Plat shall contain the subdivision name or identifying title and name of the city, county and state in which the subdivision is located; and the name and address of the record owner or developer.
- D. The Final Plat shall include the boundary lines with accurate distances and bearings and the exact location and width of all existing or recorded streets intersecting the boundary of the tract.
- E. The Final Plat shall include an accurate location of the subdivision with reference to the abstract and survey records of Tarrant County.
- F. The Final Plat shall include the location of city limit lines, the outer border of the City's extraterritorial jurisdiction, and zoning district boundaries, if they traverse the subdivision, form part of the boundary of the subdivision, or are contiguous to such boundary.
- G. The Final Plat shall include the gross area of the subdivision, the proposed number of residential lots and area of the individual lots (in tabular format), and the approximate area of parks and of other nonresidential uses.
- H. The Final Plat shall include the exact layout including, but not limited to:
 1. Street names.
 2. Length of all arcs, radii, internal angles, points of curvature, length and bearing of the tangents.
 3. All easements or right-of-ways provided for public services or utilities and any limitations of the easements and restriction statements per the City's Design Criteria Manual.
 4. A number or letter shall be used to identify each lot or site, and block.
 5. All lot numbers and lines with accurate dimensions in feet and hundredths of feet with bearings and angles to street and alley lines.
 6. Accurate location, material and approximate size of all monuments.
 7. Accurate outline of all property which is offered for dedication for public use with the purpose indicated thereon, and of all property that may be reserved by deed covenant for the common use or maintenance of the property owners in the subdivision.
 8. Building setback lines and side yard setback lines for lots fronting intersections or crosswalks.
 9. Private restrictions.
 10. North arrow, scale and date.
 11. Masonry mailboxes shall be required at the locations indicated on the Final Plat so as not to conflict with drainage, water, sewer, or other proposed utilities. In those cases where residential lots are adjoining, a dual masonry mailbox shall be required and located on a property line, which is shared by the two properties. Such a dual masonry mailbox shall be indicated on the Final Plat so as not to conflict with drainage, water, sewer or other proposed utilities.
 12. If applicable, the Utility Easements Statement, the Public Open Space Restriction Statement, and the Floodway Easement Restriction Statement located in the City's Design Criteria Manual.

13. Certification by a Registered Public Land Surveyor to the effect that the plat represents a survey made by the surveyor and that all the monuments shown thereon actually exist, and that their location, size and material description are correctly shown. The certification shall be as follows:

CERTIFICATE OF SURVEYOR	
STATE OF TEXAS	§
COUNTY OF TARRANT	§
I, the undersigned, a registered public land surveyor in the State of Texas, hereby certify that this plat is true and correct and was prepared from an actual survey of the property made under my supervision on the ground.	
(Surveyor's Seal)	
_____ Registered Public Land Surveyor	_____ Date

14. A certificate of ownership and dedication of all streets, alleys, parks, easements, trails and playgrounds to public use forever, signed and acknowledged before a Notary Public by all owners and Lien Holders of the land, along with a complete and accurate metes and bounds description of the boundary of the land to be subdivided and the streets to be dedicated. The certification shall be as follows:

OWNER'S ACKNOWLEDGMENT AND DEDICATION	
STATE OF TEXAS	§
COUNTY OF TARRANT	§
I (we), the undersigned, owner(s) of the land shown on this plat within the area described by metes and bounds as follows: (Metes and Bounds Description of Boundary) and designated herein as the subdivision to the City of Forest Hill, Texas, and whose name is subscribed hereto, hereby dedicate to the use of the public forever all streets, alleys, parks, water courses, drains, easements, rights-of-way and public places thereon shown for the purpose and consideration therein expressed.	
_____ Owner	_____ Date
STATE OF TEXAS	§
COUNTY OF TARRANT	§
BEFORE ME, the undersigned authority, on this day personally appeared, 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 purposes and considerations therein stated.	
Given under my hand and seal of office this _____ day of _____, _____.	
_____ NOTARY PUBLIC	
_____ County, Texas	

15. Letters of approval for acceptance by the following entities and/or utilities as affected by the property being platted.

- a. Electric
- b. Natural Gas
- c. Telephone
- d. Cable Television
- e. School District
- f. Texas Department of Transportation
- g. Any other holder of dedicated easements or rights-of-way within or immediately adjacent to property.

16. Signature blocks, as shown below, to be completed by the City Staff.

THE CITY OF FOREST HILL ADOPTED THIS PLAT ON _____ AND APPROVES IT FOR FILING OF RECORD.
_____ MAYOR
_____ CITY PLANNER
ATTEST: _____ CITY SECRETARY

17. City approval of the street address numbering for all houses or other buildings contemplated to be erected within the subdivision as developed, such street address numbering to be assigned by the Planning Director and/or Fire Chief prior to the approval of the Final Plat.

I. Storm Water Management Acknowledgment and Indemnity Prior to Final Plat approval by the City Council, the developer of a subdivision and/or re-subdivision of land shall be required to execute and file with the City Secretary an Acknowledgment Agreement and an Indemnity Agreement relating to the storm water management system and improvements located within the subdivision as set forth below.

1. Acknowledgment Agreement. The Acknowledgment Agreement executed by the developer shall be on a form provided by the City and shall establish, as a matter of record, the following matters:
 - a. The City of Forest Hill requires that the developer of a subdivision employ a Licensed Professional Engineer in the State of Texas to design the storm water management system within the subdivision. The engineer is to evaluate the specific local circumstances of the tract being subdivided and to analyze flows of water entering the tract and leaving the tract subsequent to the development of the subdivision. The engineer is to utilize his or her best professional judgment to design a system that will adequately manage storm water at the specific location in question and to ensure that the system conforms to the requirements of Texas law.
 - b. The storm water / drainage improvement standards published and approved by the City of Forest Hill are the minimum standards deemed acceptable by the City. The City does not and has not represented that they are appropriate for every situation and it is the responsibility of the developer's engineer to determine if a more extensive system is necessary to adequately manage storm water issues both onsite and offsite.
 - c. The City Staff of the City of Forest Hill will undertake a summary review of the storm water analysis and proposed improvements presented by the developer's engineer. The City Staff will not re-engineer the project but will only be reviewing the developer's work to determine if it appears to be consistent with minimum requirements and to meet or exceed minimum specifications contained in City

development requirements. The City's engineering review is not intended to evaluate the detailed engineering analysis and calculations undertaken by the developer's engineer.

2. Indemnification Agreement. The developer shall execute and file with the City Secretary a written agreement to indemnify and hold harmless the City from any and all judgments, claims, demands or causes of action of any nature whatsoever occasioned by or arising out of the inadequate or improper surface drainage of said subdivision or re-subdivision for a period of five (5) years from the date of the approval by the City Council of the Final Plat of said subdivision or re-subdivision. The Indemnification Agreement is required because the developer's engineer has designed the system and the developer's contractors have constructed the system.

Construction Plans

A. General

1. All improvements shall be designed in accordance with the City of Forest Hill Design Criteria referenced as part of this Ordinance.
2. Eight (8) copies of complete Construction Plans, specifications, engineering calculations, completed Construction Plan Checklists, and detailed cost projections, for streets, drainage, sanitary sewers, water distribution, and any other improvements to be constructed, are required to be submitted with the Final Plat. Construction plans must be 100% complete at the time of submittal. Any incomplete sets of construction plans shall be returned un-reviewed.
3. The Construction Plans shall be submitted on standard 22" x 34" sheets.
4. Each sheet of the Construction Plans shall contain a title block, including space for the notation of revisions. This space is to be completed with each revision to the plan sheet and shall clearly note the nature of the revision and the date that the revision was made.
5. Each sheet shall bear the seal and signature of the Licensed Professional Engineer in the State of Texas who prepared the plans.
6. Each sheet of the Construction Plans shall include north arrow, scale, date, and benchmark description to sea level datum. Scales shall be 1 inch equal 20, 40 or 50 feet horizontally and 1 inch equal 2, 4, or 5, feet vertically.
7. The title sheet of the Construction Plans shall bear a signature block for approval for construction which shall read as follows:

THESE CONSTRUCTION PLANS HAVE BEEN REVIEWED BY, AND RELEASED FOR CONSTRUCTION, BY THE CITY OF FOREST HILL. THE CITY HAS DETERMINED THAT THEY CONTAIN THE REQUIRED DOCUMENTS AND MEET MINIMUM STANDARDS FOR THE CONSTRUCTION OF THE REQUIRED IMPROVEMENTS. THE CITY'S REVIEW AND RELEASE OF THESE PLANS DOES NOT REPRESENT THAT THE CITY HAS RE-ENGINEERED THE IMPROVEMENTS BUT ONLY THAT THE MATERIALS SUBMITTED MEET MINIMUM STANDARDS. THE DESIGN ENGINEER AND/OR CONTRACTOR IS RESPONSIBLE FOR THE UNDERLYING ENGINEERING AND RECOGNIZES THAT SPECIFIC SITE CIRCUMSTANCES AND CONDITIONS MAY REQUIRE IMPROVEMENTS CONSTRUCTED TO EXCEED MINIMUM STANDARDS CONTAINED IN THE CITY'S DESIGN GUIDELINES. THE DESIGN ENGINEER AND CONTRACTOR

ARE RESPONSIBLE FOR THE ACCURACY OR CORRECTNESS OF THE PLANS AND SPECIFICATIONS CONTAINED HEREIN.

DIRECTOR OF PUBLIC WORKS: _____

PLANNING DIRECTOR: _____

CITY ENGINEER: _____

CITY FIRE MARSHAL: _____

BUILDING OFFICIAL: _____

B. Paving Plans

1. The Construction Plans shall include a plan and profile of each street with stationing, top of curb grades, and existing and proposed ground lines. The typical cross-section of proposed streets shall show the width of roadway, pavement type, and location and width of sidewalk. Plans and Specifications shall conform to City of Forest Hill Design Criteria referenced by this Ordinance.
2. Three (3) copies of the geotechnical report recommendations for pavement thickness and cement or lime content, as required by the design criteria, shall be submitted with the construction plans.

C. Sanitary Sewer and Water Plans

The Construction Plans shall include a plan and profile of proposed sanitary sewers and water lines 12" and larger, with stationing, grades and pipe sizes indicated and showing locations of manholes, etc., and a plan of the proposed water distribution system showing pipe sizes and location of valves, fire hydrants, and fittings, etc., in conformance with City of Forest Hill Design Criteria.

D. Floodplain/Drainage Study

1. The purpose of this section shall be to establish the policies of the City of Forest Hill governing floodplains, drainage-way and storm water management to avoid the danger of flooding and ensure that proposed developments can be adequately served by existing and/or proposed drainage facilities. The purpose of these policies is to protect the general health, safety and welfare of the public by reducing the risk of flooding private property and public right-of-ways. The latest National Flood Insurance Program (NFIP) Guidelines and associated references are hereby incorporated into this Ordinance by reference.
2. A Floodplain/Drainage Study is required for any property which meets any of the following criteria: a. Lies wholly or partially within a flood hazard area as delineated by the current Flood Insurance Rate Maps as provided by FEMA. b. The land use intensity is greater than that shown in the Comprehensive Land Use Plan. The City may require that the Developer provide, at the Developer's expense, a drainage study of the proposed development. Three (3) copies of this study shall be submitted with the Final Plat.
3. The drainage study shall be prepared and sealed by a Licensed Professional Engineer in the State of Texas with experience in hydrology and hydraulics engineering.
4. If any portion of the floodway is proposed to be modified or a culvert or bridge is proposed to cross a FEMA-designated floodplain, the Developer shall prepare a Conditional Letter of Map Revision (CLOMR) request to FEMA in conjunction with, or prior to, submittal of the Construction Plans. The CLOMR must be approved by FEMA before any construction may occur within the area designated as floodplain by FEMA or the City. The Developer shall gain City approval of the CLOMR prior to submittal of the CLOMR request to FEMA.

5. A CLOMR approval must be followed up by a Letter of Map Revision (LOMR) request after approved improvements within the floodplain are completed. The Developer shall gain City approval of the LOMR prior to submittal of the LOMR request to FEMA.

E. Storm Drainage Plans

1. The Construction Plans shall include a plan and profile of proposed storm sewers and/or channels, showing stationing, hydraulic data, pipe grades and sizes, manholes, inlets, pipe connections, outlet structures, etc., in conformance with City of Forest Hill Design Criteria.
2. The Construction Plans shall include a general location map of the subdivision showing the entire contributing watershed (a U.S.G.S. quadrangle is satisfactory when topographic information of higher quality is not available).
3. The Construction Plans shall include a drainage area map as well as all calculations showing the anticipated storm water flow, including watershed area, percent runoff, and time of concentrations shall be submitted showing basis for design. The effects of detention, as applicable, shall be included on the plans.
4. The Construction Plans shall include a detailed plan for any bridges, culverts, catch basins, any other drainage structures, or any other improvements to be made. Any specialized details for drainage structures must be included on the plans.

F. Grading Plan

Any proposed changes in topography shall be shown by contour lines on a basis of two (2') foot intervals in terrain with a slope of five (5%) percent or more, and on a basis of one (1') foot intervals in terrain with a grade less than five (5%) percent.

G. Design Summary

A separate document or report entitled "Engineering Design Summary" may be required as directed by the City Engineer, and included with the submittal of the Construction Plans and Specifications. It shall summarize calculations and other such engineering information pertaining to the major items of design. It shall be used during the review to determine whether the facilities proposed for construction have been designed in accordance with the intent of the City of Forest Hill Design Criteria.

H. Landscape Plan

1. Landscaping with irrigation shall be required for all developments and shall strictly adhere to the Landscape Ordinance.
2. A landscape plan shall be submitted and shall conform to the guidelines established in the City of Landscape Ordinance. It is City's policy to protect and preserve native trees and vegetative cover to the maximum practical extent in the development of subdivisions and shall strictly adhere to the City of Forest Hill Tree Ordinance. Because some trees and vegetation will be destroyed during construction by the Developer, some replacement will be required. The tree replacement should be addressed in the landscape plan, conform to guidelines established in the Landscape Ordinance and City Zoning Ordinance, and must be verified prior to final acceptance of the subdivision improvements by the City. All screening shall strictly adhere to the Landscape and Zoning Ordinance.
3. All streetscaping shall be shown on the landscape plan and shall be in conformance with the Landscape Ordinance.

I. Erosion Control Plan

The Developer shall submit an erosion control plan in compliance with Forest Hill Design Criteria.

J. Signage Plan

The Developer shall submit a signage plan in compliance with Forest Hill Design Criteria and the current *Texas Manual on Uniform Traffic Control Devices*.

Method of Approval

- A. If a Developer has submitted all of the required components of a Final Plat and Construction Document submission, it shall be presented to the City Council within thirty (30) days of its acceptance by the City for action. Upon receiving a written request from the Developer, the City Council shall act on the Final Plat within the thirty (30) day time period specified in Section 212.009 of the Texas Local Government Code. If the City Council fails to take action on the Final Plat or fails to disapprove it within thirty (30) days from the date the request was received, the Final Plat shall be deemed approved by City Council.
- B. The final plat shall be in accordance with the preliminary plat as approved and incorporate all conditions, changes, directions and additions imposed by the City Council. The final plat shall not be released for filing until detailed engineering plans have been approved by the City. The final plat shall constitute only that portion of the approved preliminary plat which the subdivider proposes to record and then develop, provided, however, that such portion conforms to all the requirements of these regulations. The final plat shall also be accompanied by construction plans and cost estimates for construction improvements. If the Final Plat is substantially different than the Preliminary Plat, then the Planning Director may require that the Preliminary Plat be revised and resubmitted to the Planning and Zoning Commission and City Council for approval.
- C. At any time during the thirty (30) day period of the platting process, the applicant may make a request in writing that the Final Plat be withdrawn from the present consideration of the City Council, as the case may be. Such written request abandons the initial filing date with such body and designates a subsequent date to be the new filing date for the Final Plat before that body. The applicant may be permitted, without the necessity of paying an additional submittal fee, to withdraw and refile the Final Plat with such body on the new filing date designated in the written request. A new thirty (30) day period for approval or disapproval by such body shall commence to run from the new submittal date.
- D. If the City Council has indicated its approval subject to certain changes being made by the applicant, the engineer for the applicant shall make all such changes and submit the final drawings for the approval of the City Engineer and City Staff prior to the signing of the certificate of approval on the title sheet of the Construction Plans. Where Construction Plans have been required, they shall bear all required signatures before use by the Contractor. The Contractor shall maintain one set of the plans, reflecting review and release (pursuant to the City's Design Criteria Manual), on the project at all times during construction. If construction has not commenced within one (1) year after approval of the Construction Plans, resubmittal of Construction Plans, which comply with the current Subdivision Ordinance shall be made to the City Engineer and City Staff for review. Additional filing fees may be required by the City Manager.
- E. After the Final Plat and Construction Plans have been approved by the City Council, and before construction of any improvements, the Developer shall furnish the City with eight (8) sets of the approved Construction Plans and Specifications.
- F. **The Final Plat approval expires two (2) years after City Council approval, unless construction has commenced and all the requirements of this Ordinance, prior to construction, have been met.** If the subdivision is to be constructed in phases, the approval of the Final Plat will remain valid as long as no more than two (2) years' time passes between approval of the construction plans for a phase and the submittal of the

construction plans for approval of the subsequent phase. The Final Plat may also be extended with City Council approval by filing a written request prior to the Final Plat's expiration.

G. Architectural Barriers Project Registration

1. All plans and specifications for the construction or alteration of public buildings and facilities, privately owned buildings and facilities leased or occupied by state agencies, places of public accommodation, and commercial facilities must be in compliance with the Texas Accessibility Standards (TAS) for individuals with disabilities and must conform to the standards required by regulations issued by the Texas Department of Licensing and Regulation (TDLR), under the Architectural Barriers Act, codified as Article 9102, Texas Civil Statutes (see Architectural Barriers Administrative Rules – Section 68.30 for exemptions).
2. Projects with a total estimated cost of \$50,000 or more are required to submit a full set of construction documents in accordance with Administrative Rule 68.20 to TDLR for registration and review. If a project's total estimated cost is less than \$50,000, it is not required to be submitted to TDLR for registration and review, however, the project is still required to comply with TAS. An architect, interior designer, landscape architect, or engineer with overall responsibility for the design of a building or facility subject to subsection 5(j) of the Architectural Barriers Act, shall mail, ship, or hand-deliver the construction documents to the department, a registered accessibility specialist, or a contract provider not later than five (5) business days after the design professional issues the construction documents. An Architectural Barriers Project Registration form must be completed for each subject building or facility and submitted along with the applicable fees not later than ten (10) business days after the design professional issues the construction documents.
3. The Certificate of Occupancy (or City Letter of Acceptance for public infrastructure) will not be issued until TDLR has approved the construction and proof of such has been provided to the City Building Official.

Filing of the Final Plat

- A. After the following criteria are met, the Final Plat may be filed with the County.
 1. Final Plat is approved by the City Staff and reviews by the City Engineer are complete.
 2. The Developer has submitted final copies of the Final Plat and Construction Plans and all required signatures have been obtained.
 3. All required fees have been paid in full.
 4. The Developer has provided surety in accordance with this Ordinance that the public improvements will be completed.
- B. Upon filing the Final Plat in the County Records, the City shall require two (2) photo copies made by Developer and showing where the County Recording Clerk cabinet and slide where filed. One (1) copy shall be submitted to the City for placement in the permanent plat record book at the City Hall and the other will be furnished to the City Engineer.

MINOR PLAT FEES: \$750.00 PLUS \$10.00 PER LOT