



**CITY OF HASLET
FINAL PLAT APPLICATION**

101 Main Street-Haslet, TX 76052
(817) 439-5931 – Fax (817) 439-1606

Date: _____

Please note that all applications must be accompanied by all supporting documentation and fees before acceptance as a submittal.

Proposed Subdivision Name _____

Section No. _____ Lot and Block No. _____

Number of Lots/Tracts _____ Number of Acres _____

Existing Land Use _____

Proposed Land Use _____

ENGINEER/SURVEYOR INFORMATION

Company Name _____

Address _____

Contact Person _____

Telephone No. _____ Fax No. _____

DEVELOPER INFORMATION

Company Name _____

Address _____

Contact Person _____

Telephone No. _____ Fax No. _____

PROPERTY OWNER INFORMATION

(for multiple owners – please submit information on each owner)

Name _____

Address _____

Telephone No. _____ Fax No. _____

If the property owner(s) is (are) represented by an authorized agent, please complete the following:

Agent's Name _____ Agent's Title _____

Agent's Address _____

Agent's Telephone No. _____ Fax No. _____

OWNER CERTIFICATION

This is to certify that _____
(when owner(s) is/are an individual(s))

The undersigned is/are the sole owner(s) of the property described above on the date of this application.

Owner Signature

Owner Signature

This is to certify that _____
(Owner(s) or Corporation name)

Acting by and through the undersigned, its duly authorized agent is/are the sole owner(s) of the property described above on the date of this application.

Agent Signature

Date the Preliminary Plat was approved by the Haslet City Council. _____

Were any subdivision variances granted with the Preliminary Plat? _____

If yes, what were they? _____

*Variances-Please note that any request for variances with the final plat requires a submission of a variance application form(s), supporting documentation and fees.

Final Plat Application Checklist

Omission of any of the following items from this final plat submission may be cause for rejection of this application.

- ___ Completed final plat application.
- ___ Completed LGC Section 212 Waiver
- ___ Two (2) complete paper sets of civil engineering plans.
- ___ Completed Civil Engineering Plans checklist.
- ___ Two (2) complete 24" X 36", fully dimensioned copies of the Final Plat at a scale of 1 inch:100 feet. If the development area will not fit on a single sheet a scale of 1 inch:200 feet may be used provided clarity is not lost. (Must be complete or have supporting documentation with required information per City of Haslet Code of Ordinance, Chapter 10 Subdivision Ordinance).
- ___ Completed Traffic Impact Analysis (TIA) Determination or TIA (if necessary).
- ___ Legal description including metes and bounds of the proposed development.
- ___ Payment of all required fees.
- ___ An electronic copy (on disk or thumbdrive) of all application materials.

For Office Use Only

Date when the application was received _____.

Was the application complete? _____. If no, was applicant informed that the application would not be accepted? _____.

List items missing and whether applicant will resubmit _____

_____ Date when the application was accepted as complete.

- ___ Did applicant meet with Staff prior to submittal of application?
- ___ Will a Zoning change be required.
- ___ Is/Are Variance(s) requested?
- ___ Copy to City Secretary
- ___ Copy to Planning and Zoning Secretary
- ___ Copy to City Engineer
- ___ Received comments from City Engineer _____ Comments to Applicant
- ___ Copy to Director of Public Works
- ___ Notification letters sent to property owners when appropriate
- ___ Legal notice published in paper when appropriate
- ___ Planning and Zoning Meeting _____ Approved _____ Denied
- ___ City Council Meeting _____ Approved _____ Denied



Civil Engineering Plans Checklist

City of Haslet
101 Main St.
Haslet, Texas 76052
817-439-5931
817-439-1606 (F)

Civil engineering plans are to be directed to the City of Haslet located at 101 Main Street. For further information regarding civil requirements and submission timelines please contact the Engineering Department at 817-439-5931. Applicants are encouraged to schedule a pre-application meeting with the City Engineer and Public Works Department prior to making a formal submittal. The purpose of this meeting is to discuss the City of Haslet development review/approval process and proposed plans with prospective applicants. Information regarding engineering standards, including Standard Construction Details can be obtained from the City Engineer at tattanasio@haslet.org.

CIVIL ENGINEERING PLAN REQUIREMENTS

A. First Plan Submittal Requirements

- ☐ 1. Submit an electronic (PDF) copy of the complete plan set by CD/DVD, by Flash Drive or by Email (tattanasio@haslet.org) and two (2) full size (24" x 36") sets
- ☐ 2. Each complete plan set should be neatly bound, loose sheets will not be accepted
- ☐ 3. A completed and signed Civil Engineering Plan Checklist attached to completed plan set
- ☐ 4. In addition to site specific civil sheets, the following sheets are required in all complete plan sets:
 - ☐ • Cover/Index of Sheets
 - ☐ • General Notes
 - ☐ • Copy of the Proposed Final Plat
 - ☐ • Applicable Standard Haslet Detail Sheets

Plans missing this required information are "Incomplete" and will not be reviewed

B. Requirements for all Civil Plan Sheets

- ☐ 1. Title block with engineering firm information, registration number, engineer's seal (or marked for interim review only), sheet title and page numbers clearly shown
- ☐ 2. A minimum of two (2) bench marks are required on all pertinent sheets
- ☐ 3. North arrow and scale clearly shown on each plan sheet
- ☐ 4. Legend (as applicable to each sheet) identifying all special symbols, line types and hatching used
- ☐ 5. Street names on all existing, proposed and future streets
- ☐ 6. Lot & Block numbers and ownership information for all lots
- ☐ 7. Caution notes shown when working next to any existing utilities (public and franchise)
- ☐ 8. Copy of Geotechnical Report

C. Items to be Included in Plan Set (All sheets min 1"=20' scale, unless otherwise noted below)(Profile 1"=4'V)

- ☐ 1. Dimensional Control Plan (non-residential projects only)
 - ☐ • Dimensions for all buildings, pavement and hardscape areas (i.e. parking areas, driveways, fire lanes, turn lanes, sidewalks, radii, throat depths, etc.)
 - ☐ • Verification of public right-of-way widths
 - ☐ • Dimension each property corner adjacent to public right-of-way to a perpendicular point on opposite side right-of-way line (do not label "variable width" only)
 - ☐ • Dimension along right-of-way to nearest cross-street and/or driveway measured from throat to throat
- ☐ 2. Tree Survey and Preservation Plan
- ☐ 3. Grading Plans (show off-site grades along property boundary)
 - ☐ • Both onsite and offsite existing/proposed contours shown clearly labeled

- ☐ • Date and name of firm who prepared geotechnical report with corresponding note stating: "Work shall be done in accordance with the Geotechnical Report by _____, dated _____"
- ☐ • Drainage clarified by flow arrows, high points, sags, ridges, and valley gutters
- ☐ • Finished pad and/or floor elevations shown
- ☐ • Minimum finished floor elevations shown adjacent to floodplains, ponds, creeks/channels, etc.
- ☐ • Clearly show all walls and label top/bottom elevations of wall at key locations
- ☐ • Spot shots shown to ensure proper drainage and adequate ADA/TAS routing where applicable
- ☐ 4. Utility Layout (Show water and sewer on one sheet) (1"=100' min)
- ☐ 5. Storm Sewer Layout (for entire subdivision) (1"=100')
- ☐ 6. Storm Sewer Plan & Profile (1"=20'H, 1"=4'V)
 - ☐ • Show and label all utility crossings with separation distances
 - ☐ • Label inlet type, size, paving station or station pipe, and provide top of curb elevations
 - ☐ • Label centerline stations for lateral connections, manhole and junction box locations, pipe size changes, headwalls, bends, and future stubouts
 - ☐ • Provide Inlet computation tables for all inlets
 - ☐ • Provide pipe hydraulics computation tables for all storm drainpipes
 - ☐ • 100-yr gutter flows and bypass shown at each inlet along public streets and firelanes
 - ☐ • Provide applicable construction details for all drainage structures
 - ☐ • Existing and proposed ground line at centerline of pipe shown and labeled correctly
 - ☐ • Show all hydraulic data including pipe flow, pipe capacity, hydraulic slope, velocity, velocity head, and partial flow data if under partial flow conditions (velocity and flow depth)
 - ☐ • Label station and flowline elevation information for all structures, crossings, laterals, etc.
 - ☐ • Label flowlines at every 50 foot station
 - ☐ • Indicate length, type/class, slope and size of all storm pipes
 - ☐ • Show and label 100-yr HGL, label HGL elevations at all junctions
 - ☐ • 100-yr WSE shown at outfall for ponds, creeks and channels
- ☐ 7. Detention Pond Design, Calculations, & Layout
 - ☐ • Show calculations and method used, provide detention pond volume sizing calculations and/or computation table. Provide stage-discharge table and/or curve information
 - ☐ • Provide weir and/or orifice sizing calculations for outfall structure
 - ☐ • Existing and proposed contours shown and labeled
 - ☐ • Cross-section of pond including side slopes (max slope 4:1), normal pool elevation (if applicable), show 100-yr WSE and 5-yr WSE
 - ☐ • Detail of pond outfall structure showing all elevations as necessary
 - ☐ • Show and label all existing/proposed utilities and easements
 - ☐ • Provide an access/maintenance ramp (max slope 6:1)
- ☐ 8. Profile and provide cross-sections and hydraulic calculations for all swales and open channels
- ☐ 9. Erosion Control & Stormwater Pollution Prevention Plan Sheet (Note: Not a substitute for a SWPPP)
- ☐ 10. Water Line Plan & Profile (>12")
 - ☐ • Label size, type and pressure class for all proposed water mains
 - ☐ • Show location for all water services and meters
 - ☐ • Show and label all easements
 - ☐ • Dimension location of all mains, services, meters, and spacing from other utilities
 - ☐ • Curve data and stationing provided as necessary
 - ☐ • Show and label all fire hydrants, valves, fittings, FDC locations, and back-flow prevention

- ☐ • Profile all water mains 12" and larger, or where a potential conflict may arise
- ☐ • Existing and proposed ground line at centerline of pipe shown and labeled correctly
- ☐ • Label station and flowline elevations at 100' intervals, and for all fittings, laterals, and crossings
- ☐ • Indicate length, type/class, slope and size of all lines
- ☐ • All utility crossings and parallel sewer/storm lines shown in profile
- ☐ • Indicate length, type and size of encasement as needed
- ☐ 11. Sanitary Sewer Line Plan & Profile
 - ☐ • Dimension location of all mains from other utilities
 - ☐ • Label line name, size, and type of all proposed sanitary sewer lines
 - ☐ • Stubouts labeled with size, slope, length, and flowline elevations (if not profiled)
 - ☐ • Show and label all easements
 - ☐ • Show centerline stationing for sanitary sewer
 - ☐ • Show and label all manholes with rim elevations, as well as cleanouts
 - ☐ • Indicate type and size of encasement where needed
 - ☐ • Show flow direction arrows for sewer main
 - ☐ • Topographic contours shown to delineate sewer basins
 - ☐ • Profile View
 - ☐ • Profile shown for all mains 8" and larger, or where a potential conflict may arise
 - ☐ • Existing and proposed ground line at centerline of pipe shown and labeled
 - ☐ • Label station and flowline elevation information for all manholes, cleanouts, crossings, laterals
 - ☐ • Label flowlines at every 50 foot station. Manhole inflow and outflow elevations to be designed with a minimum of 0.1' drop
 - ☐ • Indicate the type and diameter for all manholes
 - ☐ • Indicate length, type/class, slope and size of all sanitary sewer pipe between manholes
 - ☐ • All utility crossings and parallel storm lines shown in profile
 - ☐ • Indicate length, type and size of encasement as needed
- ☐ 12. Paving Plan
 - ☐ • Typical Pavement Section details shown (firelane, parking areas, streets, subgrade, etc.)
 - ☐ • For streets, centerline stationing at every 100', PC's, PT's, and curve data labeled
 - ☐ • Intersection, driveway and island curb radii labeled
 - ☐ • All sidewalks and barrier free ramps shown, labeled and dimensioned
 - ☐ • Existing, proposed, future streets and drives shown and labeled
 - ☐ • Right-of-way corner clips and sight visibility easements provided
 - ☐ • Storm inlets identified with paving stations and top of curb elevations at center of inlet
 - ☐ • Drainage clarified by flow arrows at crests, sags, ridges, intersections, and valley gutters
 - ☐ • Show driveway locations for all lots adjacent to storm inlets
 - ☐ • Show sidewalk layout
- ☐ 13. Traffic Control Plan
- ☐ 14. Illumination Plan
- ☐ 15. Landscape & Irrigation Plan – If applicable
- ☐ 16. Trails – If applicable
- ☐ 17. Bridge Plans – If applicable
- ☐ 18. Other Utilities Layout (electric, gas, telephone and cable) – If applicable
- ☐ 19. Perimeter Fencing Plan – If applicable

Notes:

1. Show typical street cross section on every sheet with ROW, sidewalks, concrete thickness, and strength.
2. All horizontal and vertical control shall be on Texas State Plane Coordinates NAD 83(93) North

Central Zone, and NAVD 88.

3. All sheets that have contours or profiles shall have benchmark information shown.
4. All sheets shall be numbered in accordance to the cover sheet.
5. Smaller scales may be used in order to fit drawings to sheets if no detail will be lost, and by prior approval.
6. All text shall be a minimum of 0.10" if all upper case, and 0.12"

Prepared By: _____

Signature: _____

Date: _____