

City of Forest Hill

Amending 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

Amending Plat Check List

TECHNICAL REQUIREMENTS

The following elements must be shown. Each lot shall comply with the requirements specified in the Zoning Chapter for width, depth, and area. Please see the Subdivision Rules and Regulations for easements, rights-of way, and public areas required. If Plat requires more than one sheet, number the sheets and provide match lines and a key map.

Staff	Applicant
☐	☐ 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")

AMENDING PLAT TECHNICAL REQUIREMENTS

- | Staff | Applicant |
|--------------------------|--|
| ☐ | ☐ 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." |
| ☐ | ☐ The following certification: "This plat does not increase the number of lots in the Previously recorded subdivision, nor attempt to alter or remove existing deed restrictions or covenants, if any, on this property." |
| ☐ | ☐ Note describing the purpose of the amended plat |
| ☐ | ☐ Dedication statement. |
| ☐ | ☐ Notary statement |
| ☐ | ☐ Appropriate approval block with City Planner, City Secretary and Mayor listed |
| ☐ | ☐ Cabinet/slide note |
| ☐ | ☐ Name, address, phone, fax, and email address of record owner, the professional preparing the plat, and the developer. |
| ☐ | ☐ Stormwater Management Acknowledgement and Indemnification Agreement |

Preparer's Signature: _____

Printed Name: _____

Date: _____

City of Forest Hill

Amending Plat Regulations

AMENDED PLATS

An Amended Plat is required:

- A. To correct error in course or distance; or
- B. To add any course or distance that was omitted; or
- C. To correct an error in the description of the real property; or
- D. To indicate monuments set after death, disability or retirement from practice of the engineer or surveyor charged with responsibility for setting monuments; or
- E. To show the location or character of any monument that has been changed or was incorrectly shown; or
- F. To correct any other type of scrivener or clerical error or omission including lot numbers, acreage, street names and identification of adjacent recorded plats; or
- G. To correct an error in courses and distances of lot lines between two adjacent lots where both lot owners join in the proposed amended plat; neither lot is abolished; the amendment does not attempt to remove recorded covenants or restrictions; and the amendment does not have a material adverse effect on the property rights of the other owners in the plat; or
- H. To relocate a lot line in order to cure an inadvertent encroachment of a building improvement on a lot line or on an easement; or
- I. To relocate one or more lot lines between one or more adjacent lots where all owners join in the application for the amended plat, provided that the amended plat does not attempt to remove recorded restrictions or covenants and the amendment does not increase the number of lots; or
- J. To make necessary changes to the preceding plat to create six or fewer lots in the subdivision or a part of the subdivision covered by the preceding plat if zoning and other regulations are not affected; covenants or restrictions are not removed; and the area is within a residential improvement area; or
- K. To replat one or more lots fronting on an existing street if the owners of all those lots join in the application, the amendment does not attempt to remove recorded covenants or restrictions; the amendment does not increase the number of lots, and the amendment does not create or require the creation of a new street or make necessary the extension of municipal facilities.

Submittal Requirements

A. All requirements of the *Final Plats Submittal Requirements* shall be satisfied prior to submittal of an amended plat, and the following certification shall be shown on all amended plats:

"This plat does not increase the number of lots in the previously recorded subdivision nor attempt to alter or remove existing deed restrictions or covenants, if any, on this property."

B. Amended plats shall contain a note describing the intent of the amended plat.

Processing of Amended Plat

A. **Approval and Filing of Amended Plats.** If the Planning Director determines that the amended plat complies with requirements of this ordinance, then the amended plat shall be certified by the required parties and filed of record.

B. **Denial of Amended Plats.** If the Planning Director determines that the amended plat does not comply with the requirements of this ordinance, then the amended plat shall be denied. 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.

CITY OF		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	

1. 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

- C. 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.

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

