



PRELIMINARY PLAT APPLICATION

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.

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 11-4-2 – 11-4-6)

- Two (2) paper and one (1) electronic copy of preliminary plat drawings completed per Sections 11-4-3, 11-4-4, and 11-4-5. Each preliminary plat drawing shall be on a single sheet of appropriate size to depict the entire area to be platted.
- 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.
- Proposed deed restrictions.
- A statement of improvements that will be installed by the subdivider/developer and a timeline for completion.
- Completed preliminary plat checklist.
- Preliminary plat fee. Residential: \$350 + \$4 per lot. Non-residential: \$500 + \$25 per acre. Maximum \$1000.

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: _____



PRELIMINARY PLAT CHECKLIST

The following information shall be included on all sheets. Reference Sec.11-4-3, Title XI Subdivision Regulations.
 All sheets shall be drawn to legible scale on a single sheet of appropriate size with a graphic and written scale on the face of the drawings.

YES	NO	N/A	Description
			All bearings, distances, and elevations shall have as their basis the State Plane Coordinate System, North American Datum 1983 (NAD 83), Texas North Central Zone 4202. Elevations may be referenced to a City benchmark on the same datum.
			A north arrow, a vicinity or general location map, and map symbol legend.
			A title block containing: The words "Preliminary Plat." Previous subdivision information. 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 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.
			Adjacent corporate boundaries, county line, adjacent extraterritorial jurisdiction boundaries, and any adjacent or relevant boundaries (i.e., utility districts, emergency services districts, or school districts).
			A reference to any filed deed restrictions for the subdivision shall be shown on the plat by note.

Preliminary Plat Drawing Sheet 1: Proposed Subdivision. Reference Sec.11-4-4, Title XI Subdivision Regulations.

YES	NO	N/A	Description
			Streets, showing the location, width, and names thereof, and showing the relationship of all streets to any projected streets shown on any development plan adopted by the City.
			Location and width of proposed alleys, sidewalks, trails, and pedestrian ways.
			Location and size in acres of proposed parks, playgrounds, school sites, or other special uses of land to be considered for dedication to public use, or to be reserved by deed or covenant for the use of all property owners in the subdivision, and any conditions of such dedication or reservation.
			Location, width, beneficiary, and purpose of any easements.
			Building setback lines with dimensions.
			The general utility plan of sewage collection, water supply, and storm water facilities.
			Areas contributing drainage to the proposed subdivision shall be shown on small scale supplemental drawings. Shall include the area, slope and type of development in the contributing area.

Preliminary Plat Drawing Sheet 2: Existing Conditions. Reference Sec.11-4-5, Title XI Subdivision Regulations.

YES	NO	N/A	Description
			Names & locations of adjacent subdivisions, lots, rights-of-way/streets, and tracts on or within one hundred twenty-five (125) feet of the subject tract
			All existing easements located on the subject tract.
			All existing stormwater facilities, wastewater facilities, water facilities, gas mains, communication cables and facilities, electric lines and facilities, culverts, and any other above ground or underground installations within or leading to the tract along with size, features, grades and locations shown.
			Permanent structures and other important features such as survey/abstract lines or jurisdictional lines.
			Topographical information including contour lines on a basis of not more than two (2') foot intervals.
			Existing zoning on and surrounding the tract.
			Areas in the effective one hundred (100) year floodplain.



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

