



CITY OF HURST  
FINAL PLAT APPLICATION & CHECKLIST

The Subdivision Ordinance (#625) of the City of Hurst contains instructions to guide the preparation and submittal of Final Plats.

All information required in Ordinance #625 must be received in the City of Hurst Development Department by **2:00 P.M.** on the 21st day (always a Monday) prior to the Planning and Zoning Commission meeting.

**A.** Please provide the following information:

Name of the proposed subdivision \_\_\_\_\_

Name of the record owner(s) \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name of developer \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Name of Engineer, Planner, Surveyor \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**B.** Location of Property \_\_\_\_\_

What is the present Zoning District? \_\_\_\_\_ Are you requesting any zoning change? \_\_\_\_\_

If yes, what is the Case file No.? \_\_\_\_\_

Zoning district requested? \_\_\_\_\_

**C.** Proposed Subdivision contains: **(Please Be Specific)**

<u>Land Use</u>	<u># of Lots or Units</u>	<u>Acres (for each use)</u>	<u>Square Footage Building Space</u>
Single Family	_____	_____	_____
Garden/Patio/ Zero-lot-line	_____	_____	_____
Duplex	_____	_____	_____
Townhouses	_____	_____	_____
Triplex & Quadruplex	_____	_____	_____
Multi-Family	_____	_____	_____
Condominiums	_____	_____	_____
Multi-Family Apartments	_____	_____	_____
Mobile Homes	_____	_____	_____
Office	_____	_____	_____
Retail/Restaurant	_____	_____	_____
Commercial	_____	_____	_____
Warehouse/Showroom	_____	_____	_____
Industrial	_____	_____	_____
Public Street R.O.W.	_____	_____	_____
Parks, Public Facilities	_____	_____	_____
Other Land Uses	_____	_____	_____
<b>TOTAL:</b>	_____	_____	_____

- D. Submit 12 prints of the final plat folded to 8.5" x 11" size. The final plat should be drawn to a scale of 1" = 100' or larger on a sheet size of 24' x 36' or smaller.
- E. Submit **two (2)** full scale mylars and one (1) legible 11" x 17" print of the final plat.
- F. The following items are required to be shown on the final plat or submitted with the plat for consideration. Please use the boxes at the left to verify the completeness of the information submitted.

**FINAL PLAT CHECK LIST**

**INDICATE IF DATA IS:**

On Plat

N/A

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**I. BASIC INFORMATION**

- A. Subdivision name
- B. City
- C. County
- D. State
- E. Name and address of owner
- F. "Final Plat" title
- G. Name & address of engineer, planner, and/or surveyor responsible for design

**II. IDENTIFICATION**

- A. Names of adjacent subdivisions
- B. Names of streets (new and old)
- C. Lot and block numbers

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**III. SURVEYING**

- A. Boundary Survey of plat (bearing & distance)
- B. Reference to original survey or previous subdivisions
- C. Location, names, widths of adjacent and/or intersecting streets, alleys, easements
- D. Reference and location of all surrounding subdivisions, tracts, etc.
- E. Field notes, and metes & bounds description on plat

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**IV. INTERIOR DETAILS**

- A. Dimension and location of all lots, streets, easements, park, etc.
- B. Detail curve information
- C. Building lines, exterior and interior
- D. Fire lanes

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**V. COMPLETE CONSTRUCTION PLANS (Submit 4 sets)**

- A. Water distribution system (off-site & on-site)
- B. Sewage collection system (off-site & on-site)
- C. Streets, sidewalks & drive approaches
- D. Drainage facilities (off-site & on-site)
- E. Topographic Map

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INDICATE IF DATA IS:

On Plat

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- VI. DEDICATION
  - A. Signed by owner(s)
  - B. Accompanying plat
  - C. Notarized

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- VII. LEGAL & FINANCIAL DETAILS
  - A. Certificates of all past and current taxes paid on property being platted
  - B. Participation request (streets, storm & sanitary sewer, and water) submitted in completed form
  - C. Pro-rata assessment (water & sewer)
  - D. Escrow agreement and deposit
  - E. Copy of all deed restrictions pertaining to the subject property
  - F. Copy of condominium regime

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- VIII. CERTIFICATION
  - A. Plat represents survey by licensed surveyor
  - B. Monuments shown of plat
  - C. Monuments set in field.
  - D. Space provided for Planning and Zoning and City Council approval

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- X. DRAFTING DETAILS
  - A. Date
  - B. Scale
  - C. North arrow
  - D. Small scale location map

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- XI. SITE & LANDSCAPING PLANS  
(If available, please submit 3 copies)
  - A. Adheres to the landscape and lot area requirements outlined in the Zoning Ordinance.

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SIGNED \_\_\_\_\_

(Owner or Developer)