



SHORT FORM PLATTING

APPROVAL OF PLATTING UNDER THE "SHORT FORM PROCEDURE" ELIMINATES THE NECESSITY FOR A PRELIMINARY PLAT AS REQUIRED BY SECTION 21A-5. FEES FOR SHORT FORM PLATTING SHALL BE THE SAME AS FOR FINAL PLATS.

IF IT IS PROPOSED TO PLAT OR REPLAT PROPERTY, THE OWNER MAY SUBMIT A WRITTEN REQUEST TO THE DIRECTOR OF PLANNING AND DEVELOPMENT FOR PERMISSION TO USE THE "SHORT FORM" PROCEDURE CONTINGENT UPON THE FOLLOWING CONDITIONS:

1. THE SUBJECT PROPERTY MUST BE ZONED APPROPRIATELY FOR THE INTENDED USES.
2. THE LOT OR LOTS CREATED BY THE PROPOSED PLAT ARE GENERALLY COMPATIBLE WITH THE ADJACENT LOTS OR TRACTS.
3. LOT DIMENSIONS AND SIZES SHALL MEET THE REQUIREMENTS OF THE ZONING ORDINANCE AND SHALL FRONT ON EXISTING PUBLIC STREETS.
4. THE PLAT SHALL NOT PROPOSE ANY VACATION OF PUBLIC RIGHT-OF-WAY OR EASEMENTS.
5. THE APPLICANT SHALL NOT MAKE ANY REQUESTS FOR CITY PARTICIPATION IN PUBLIC IMPROVEMENTS.
6. THE EXTENSIONS OF PUBLIC FACILITIES, SUCH AS STREETS OR UTILITIES, ARE NOT REQUIRED FOR UTILIZATION OF THE PROPERTY EXCEPT FOR MINOR EXTENSIONS OF EXISTING WATER OR SEWER LINES WHICH SHALL BE TAKEN TO MEAN 150-FEET OR LESS.
7. THE PROPOSED DEVELOPMENT SHALL NOT CREATE NOR CONTAIN ANY MAJOR DRAINAGE PROBLEMS; AND, IF CONTAINED WITHIN THE 100-YEAR FLOOD PLAIN, SHALL CONFORM TO FIA FLOOD PLAIN MANAGEMENT RULES. NO LOT SHALL BE APPROVED WHICH ENCROACHES INTO A FLOODWAY AS THAT TERM IS DEFINED.
8. THIS PROCEDURE SHALL NOT BE AVAILABLE IF THERE IS EVIDENCE OF PREVIOUS REPEATED USE BY THE OWNER OF THE "SHORT FORM PROCEDURE" IN A MANNER TO CIRCUMVENT THE SUBDIVISION ORDINANCE INTENT OR REQUIREMENTS FOR LARGER SCALE DEVELOPMENT.

IN THE EVENT MINOR WATER OR SEWER EXTENSIONS (LESS THAN 150-FEET) ARE NECESSARY FOR UTILIZATION OF THE LOTS CREATED BY THE SHORT FORM PLAT, EVIDENCE SHALL ACCOMPANY FINAL PLAT SUBMITTAL THAT A COMMITMENT FOR THE INSTALLATION OF THESE EXTENSIONS HAS BEEN MADE BY THE OWNER IN ACCORDANCE WITH CURRENT CITY POLICY.

IF, IN THE OPINION OF THE STAFF, PLANNING & ZONING COMMISSION OR THE CITY COUNCIL, THERE EXISTS A CONDITION THAT REQUIRES INFORMATION NORMALLY INCLUDED IN THE PRELIMINARY PLAT AND PLAN SUBMITTAL, THE RIGHT IS RESERVED TO REQUIRE THIS INFORMATION PRIOR TO FINAL CONSIDERATION. LIKEWISE THE PLANNING & ZONING COMMISSION AND CITY COUNCIL SHALL HAVE THE AUTHORITY TO REVERT A PLAT TO THE PRELIMINARY PLAT PROCESS IF THEY DEEM IT NECESSARY.

THE DIRECTOR OF PLANNING & DEVELOPMENT RESERVES THE RIGHT TO REFUSE PERMISSION TO AN APPLICANT TO UTILIZE THE "SHORT FORM PROCEDURES" IF ANY OF THE CONTINGENCIES OUTLINED ABOVE ARE NOT FULLY COMPLIED WITH OR IF UNFORESEEN ENGINEERING PROBLEMS SHOULD ARISE CONCERNING THE PROPOSED PLAT.

SHORT FORM PLAT APPLICATION & CHECKLIST

§ APPROVAL OF PLATTING UNDER THE SHORT FORM PROCEDURE ELIMINATES THE NECESSITY FOR A PRELIMINARY PLAT AS REQUIRED BY THE SUBDIVISION ORDINANCE (#625) OF THE CITY OF HURST. THE PROPOSED PLAT OR REPLAT MUST ADHERE TO THE STIPULATIONS SET FORTH IN SECTION 21A-5.1 OF THE SUBDIVISION ORDINANCE IN ORDER TO QUALIFY FOR THE SHORT FORM PROCEDURE.

\$ ALL INFORMATION REQUIRED IN ORDINANCE #625 MUST BE RECEIVED IN THE CITY OF HURST DEVELOPMENT DEPARTMENT BY 2:00 PM, THE 21ST DAY (ALWAYS A MONDAY) PRIOR TO THE PLANNING & ZONING COMMISSION MEETING.

A. REQUESTING:

[] **REPLAT:** THE CORRECTION OR ADJUSTMENT OF AN EXISTING PLAT FILED WITH TARRANT COUNTY.
 \$ VOLUME AND PAGE OF MOST RECENTLY FILED PLAT ON THE SUBJECT PROPERTY:

[] **FINAL SHORT:** ORIGINAL PLATTING OF PROPERTY.

B. PROPERTY LOCATION:

PRESENT ZONING DISTRICT: _____

[] No [] Yes **ZONING CHANGE BEING REQUESTED?**

\$ IF YES, **CASE FILE #:** _____

\$ **ZONING DISTRICT REQUESTED:** _____

C. PROPOSED SUBDIVISION NAME:

RECORD OWNER: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

DEVELOPER: _____

PHONE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

ENGINEER, PLANNER, SURVEYOR: _____

PHONE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PROPOSED SUBDIVISION CONTAINS (BE SPECIFIC)			
LAND USE	# OF LOTS OR UNITS	ACRES (FOR EACH USE)	SQUARE FOOTAGE/BUILDING SPACE
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			
TOTAL			

SUBMIT TEN (12) PRINTS OF THE PLAT **FOLDED** TO 82" x 11" SIZE.
 THE PLAT SHOULD BE DRAWN TO A SCALE OF 1" = 100' OR LARGER ON A SHEET SIZE 24" x 36" OR **SMALLER**.

SUBMIT TWO (2) FULL-SCALE MYLAR AND ONE (1) LEGIBLE 11" x 17" PRINT OF THE PLAT.

THE FOLLOWING ITEMS ARE REQUIRED TO BE SHOWN ON THE PLAT OR SUBMITTED WITH THE PLAT FOR CONSIDERATION. PLEASE USE THE BOXES AT THE LEFT TO VERIFY THE COMPLETENESS OF THE INFORMATION SUBMITTED.

INDICATE IF DATA IS: ON PLAT	N/A	PLAT CHECK LIST
BASIC INFORMATION		
		A. SUBDIVISION NAME
		B. CITY
		C. COUNTY
		D. STATE
		E. NAME AND ADDRESS OF OWNER
		F. "FINAL PLAT" OR "REPLAT" TITLE
		G. NAME & ADDRESS OF ENGINEER, PLANNER, AND/OR SURVEYOR RESPONSIBLE FOR DESIGN
IDENTIFICATION		
		A. NAMES OF ADJACENT SUBDIVISIONS
		B. NAMES OF STREETS (NEW AND OLD)
		C. LOT AND BLOCK NUMBERS
SURVEYING		
		A. BOUNDARY SURVEY OF PLAT (BEARINGS & DISTANCES)
		B. REFERENCE TO ORIGINAL SURVEY OR PREVIOUS SUBDIVISION
		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.
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
COMPLETE CONSTRUCTION PLANS ... SUBMIT FOUR (4) SETS		
		A. WATER DISTRIBUTION SYSTEM (OFF-SITE & ON-SITE)
		B. SEWAGE COLLECTION SYSTEM (OFF-SITE & ON-SITE)
		C. STREETS, SIDEWALKS AND DRIVE APPROACHES
		D. DRAINAGE FACILITIES (OFF-SITE & ON-SITE)
		E. TOPOGRAPHIC MAP
DEDICATION		
		A. SIGNED BY OWNER(S)
		B. ACCOMPANYING PLAT
		C. NOTARIZED
TAXES		
		A. CERTIFICATES OF ALL PAST AND CURRENT TAXES PAID ON PROPERTY BEING PLATTED
LEGAL STIPULATIONS		
		A. COPY OF ALL DEED RESTRICTIONS PERTAINING TO THE SUBJECT PROPERTY
		B. COPY OF CONDOMINIUM REGIME
CERTIFICATION		
		A. PLAT REPRESENTS SURVEY BY LICENSED SURVEYOR
		B. MONUMENTS SHOWN ON PLAT
		C. MONUMENTS SET IN FIELD
		D. SPACE PROVIDED FOR PLANNING & ZONING AND CITY COUNCIL APPROVAL
DRAFTING DETAILS		

		A. DATE
		B. SCALE
		C. NORTH ARROW
		D. SMALL SCALE LOCATION MAP
SITE & LANDSCAPING PLANS (IF AVAILABLE, SUBMIT THREE (3) COPIES)		
		A. ADHERES TO THE LANDSCAPE AND LOT AREA REQUIREMENTS OUTLINED IN THE ZONING ORDINANCE

SIGNED: _____
(OOWNER OR DEVELOPER)

FOR CITY USE:

RECEIVED BY: _____

FEES PAID: \$ _____

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