

**CITY OF HURST**  
**Public Works Department**  
**FINAL PLAT (REPLAT) AND ENGINEERING PLAN CHECKLIST**



**GENERAL INFORMATION**

Project Title: \_\_\_\_\_

Name of Record Owners: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Record Owners: \_\_\_\_\_

Name of Developer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Developer: \_\_\_\_\_

Name of Engineer/Planner/Surveyor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Engineer/Planner/Surveyor: \_\_\_\_\_

General Location of Property: \_\_\_\_\_

Present Zoning District: \_\_\_\_\_ Zoning Change? **Y N** Requested Change: \_\_\_\_\_

Zoning Change Case File No.: \_\_\_\_\_ Rezoning Exhibit/Checklist Submitted: **Y N** Date: \_\_\_\_\_

Proposed Land Use:

<u>Land Use</u>	<u>No. of Lots or Units</u>	<u>Acres</u>	<u>Building Space (ft<sup>2</sup>)</u>
Single Family	_____	_____	_____
Garden/Patio/Zero-lot Line	_____	_____	_____
Duplex	_____	_____	_____
Townhouses	_____	_____	_____
Triplex/Quadruplex	_____	_____	_____
Multi-Family Condos/Apartments	_____	_____	_____
Mobile Homes	_____	_____	_____
Office	_____	_____	_____
Retail/Restaurant	_____	_____	_____
Commercial	_____	_____	_____
Warehouse/Showroom	_____	_____	_____
Industrial	_____	_____	_____
Public Street R.O.W	_____	_____	_____
Parks, Public Facilities	_____	_____	_____
Other Land Uses	_____	_____	_____
<b>Total</b>	_____	_____	_____

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**FINAL PLAT (REPLAT) CHECKLIST**

The Subdivision Ordinance of the City of Hurst contains instructions to guide the preparation and submittal of final plats.

Submit twelve (12) prints of the Final Plat folded to 8 1/2" x 11" size. The final plat should be drawn to an engineering scale of 1" = 100' or larger on a sheet 24" x 36".

Submit two (2) full scale mylars and one (1) legible 11" x 17" print of the final plat.

**Replat Requirements**

Approval of platting under the replat (short form) procedure eliminates the necessity for a preliminary plat as required by the Subdivision Ordinance of the City of Hurst. The proposed plat or replat must adhere to the stipulations set forth in Section 21 of the Subdivision Ordinance in order to qualify for the replat (short form) procedure. Fees for replatting (short form) shall be the same as for final plats.

The following items are required to be shown on the final plat/replat or submitted with the final plat/replat for consideration. Please use the boxes at the left to verify the completeness of the information submitted. "N/A" is the abbreviation for "Not Applicable" on this checklist.

**REQUESTING:**

**Replat (Short Form):** 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 Plat (Short):** Original platting of property

INDICATE IF DATA IS:

<u>ON PLAT</u>	<u>N/A</u>	
_____	_____	I. BASIC INFORMATION
_____	_____	A. Subdivision Name
_____	_____	B. City
_____	_____	C. County
_____	_____	D. State
_____	_____	E. Name and Address of Owner and/or lien holders
_____	_____	F. "Final Plat" or "Replat" Title
_____	_____	G. Name and Address of Engineer/Planner/Surveyor Responsible for Design
_____	_____	II. IDENTIFICATION
_____	_____	A. Name(s) of adjacent subdivisions
_____	_____	B. Names of streets (existing and proposed)
_____	_____	C. Lot and Block Numbers
_____	_____	D. Title Report
_____	_____	III. SURVEYING
_____	_____	A. Boundary survey of plat (bearings and distances)
_____	_____	B. Reference to original survey or previous subdivision
_____	_____	C. Locations, names, and widths of adjacent and/or intersecting streets, alleys, and easements
_____	_____	D. Label all easements and note if dedicated to the City or private.
_____	_____	E. Reference and location of all surrounding subdivisions, tracts, etc.

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INDICATE IF DATA IS:

_____	_____	F. Field notes and metes and bounds description
<u>ON PLAT</u>	<u>N/A</u>	IV. INTERIOR DETAILS
_____	_____	A. Acreage of Site
_____	_____	B. Dimension and location of all lots, streets, easements, parks, etc.
_____	_____	C. Existing natural and artificial physical features or property (ditches, creeks, woods, bridges, culverts, etc.)
_____	_____	D. Detail curve information
_____	_____	E. Building lines (exterior and interior)
_____	_____	F. Fire lanes
<u>ON PLAT</u>	<u>N/A</u>	V. DEDICATION
_____	_____	A. Signed by Owner(s)
_____	_____	B. Accompanying plat
_____	_____	C. Notarized
<u>ON PLAT</u>	<u>N/A</u>	VI. LEGAL AND FINANCIAL DETAILS
_____	_____	A. Copy of all deed restrictions pertaining to the subject property
_____	_____	B. Certificates of all past and current taxes paid on property being platted
_____	_____	C. Participation request (streets, storm sewer, sanitary sewer, and water) submitted in completed form
_____	_____	D. Pro-rata assessment (water and sewer)
_____	_____	E. Escrow agreement and deposit
_____	_____	F. Copy of Home Owners Association or developers agreement
<u>ON PLAT</u>	<u>N/A</u>	VII. CERTIFICATION
_____	_____	A. Survey is performed by licensed surveyor
_____	_____	B. Monuments shown on plat
_____	_____	C. Monuments set in field
_____	_____	D. Space provided for Planning and Zoning and City Council approval
<u>ON PLAT</u>	<u>N/A</u>	VIII. DRAFTING DETAILS
_____	_____	A. Date
_____	_____	B. Scale
_____	_____	C. North Arrow (shown pointing up or to the right)
_____	_____	D. Small scale location map
<u>ON PLAT</u>	<u>N/A</u>	IX. SITE AND LANDSCAPING PLANS (if available, submit 3 copies)
_____	_____	A. Adheres to the landscape and lot area requirements outlined in the Zoning Ordinance

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**FINAL ENGINEERING PLAN CHECKLIST**

Submit four (4) prints of the Final Engineering Plans. The final engineering plans should be drawn to an engineering scale of 1" = 100' or larger on a sheet 24" x 36". Plans showing profiles shall have an engineering scale of 1" = 40' horizontal and 1" = 4' vertical.

The following items shall be required, when applicable, for completion of the construction plans. Please use the column on the left to verify the completeness of information submitted. "N/A" is the abbreviation for "Not Applicable" on this checklist.

INDICATE IF DATA IS:

<u>ON PLANS</u>	<u>N/A</u>	
_____	_____	I. STREETS
_____	_____	A. ROW dimension shown for all existing streets
_____	_____	B. ROW dimension shown for all proposed streets
		i. Residential (2 lane undivided, 50 feet)
		ii. Secondary Collector (2 lane undivided, 50 feet**)
		iii. Primary Collector (4 lane undivided, 60 feet**)
		iv. Minor Arterial (4 lane divided, 100 feet)
		v. Major Arterial (6 lane divided, 120 feet*)
		** 10 ft. additional at intersections with collectors
		* 10 ft. additional per turn lane where more than one turn lane is required
_____	_____	C. Additional street ROW, if required
		If required, street: _____
		Dedication: _____
_____	_____	D. Alignment of proposed street with existing streets (minimum 125 foot offset)
_____	_____	E. Extension of collectors and arterials (Thoroughfare Plan)
_____	_____	F. Final street plans
_____	_____	i. Minimum pavement thickness for various street widths is in accordance with the most recent revision of the City's Specification for Paving.
_____	_____	ii. Minimum centerline radius
		Residential – 395 feet
		Collectors – 498 feet
		Arterials – 637 feet
_____	_____	iii. No street with one point of access should be longer than 500 feet
_____	_____	iv. Block length: >290 feet and < 1,200 feet measured centerline to centerline
_____	_____	v. If existing, show curbs and other appurtenances
_____	_____	vi. City of Hurst Standard "Street and Driveway Details Sheet"
_____	_____	vii. City of Hurst Standard "Miscellaneous Sidewalk Details" Sheet
_____	_____	viii. City of Hurst Standard "Typical Barricading Plan" Sheet
<u>ON PLANS</u>	<u>N/A</u>	II. WATER AND SEWER AVAILABILITY
_____	_____	A. Existing water lines shown (location, material type, and size)
_____	_____	B. Existing sanitary sewer lines shown (location, material type, and size)

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INDICATE IF DATA IS:

\_\_\_\_\_

- C. Final plans of proposed water distribution
  - i. Fire hydrants shown  
Residential – 300 foot radius coverage  
Commercial and Industrial – 300 foot radius coverage
  - ii. Water mains shown in profile
  - iii. City of Hurst Standard “Water Line Details” Sheet
  - iv. City of Hurst Standard “Miscellaneous Details Water Line” Sheet

\_\_\_\_\_

- D. Final plans of proposed sewer collection
  - i. Manholes  
Spacing – 500 feet or less  
Install at junctions, bends, and end of lines
  - ii. City of Hurst Standard “Standard Details for Sanitary Sewers” (2 sheets)

\_\_\_\_\_

- E. City of Hurst “Water and Sewer Standard Notes”

ON PLANS

N/A

III. ON SITE AND OFF SITE DRAINAGE

\_\_\_\_\_

- A. Drainage area map
  - i. Existing topography
  - ii. Existing on-site drainage facilities
  - iii. Existing off-site drainage facilities
  - iv. Entire drainage area (on-site and off-site)
  - v. Drainage calculations

\_\_\_\_\_

- B. Proposed lot and block grading plan
  - i. Lots should drain to street or to an improved drainage structure
  - ii. Elevations should be shown at all property corners and tops of curbs

\_\_\_\_\_

- C. Proposed drainage facilities
  - i. Calculations shown for pipes, inlets, channels, etc. using the City of Hurst iSWM Criteria Manual
  - ii. Calculations shown for streets using the City of Hurst iSWM Criteria Manual
  - iii. Storm sewer plans and profiles
  - iv. City of Hurst Standard “Miscellaneous Drainage Details (4 sheets)

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- D. Final plans for meeting water quality requirements (City of Hurst iSWM Criteria Manual Section 3.2)
  - i. Option 1: Provide final scoresheet and show locations of practices in the plans.
  - ii. Option 2: Show the types and locations of BMPs proposed with water quality volume calculations.
  - iii. Option 3: Discuss the requirements for approval with the Public Works Director or designee

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- E. Show and label all existing and proposed easements.
- F. Final downstream assessment report showing no adverse impacts
- G. Determination of public or private maintenance for drainage controls
- H. Maintenance and inspection plan for all drainage controls

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INDICATE IF DATA IS:

<u>ON PLANS</u>	<u>N/A</u>
_____	_____
_____	_____
_____	_____

IV. FEES AND AGREEMENTS

- A. Streetmarker fees – Paid prior to construction permits
- B. Escrow fees – Paid prior to construction permits (water, sewer, street, etc.)
- C. Developer participation agreement – Submit with final plat for City Council approval (Paid by City upon project acceptance)

<u>ON PLANS</u>	<u>N/A</u>
_____	_____
_____	_____

V. MISCELLANEOUS

- A. Indicate other utilities (i.e. gas, electric, cable, telephone)
- B. Indicate existing and proposed street light locations

Owner/Developer Signature \_\_\_\_\_

Consulting Engineer Signature \_\_\_\_\_

<u>FOR CITY USE</u>		
Received By: _____	Date: _____	Time: _____
Fees Paid: _____		
Reviewed By: _____	Date: _____	