

**CITY OF HURST**  
**Public Works Department**  
**PRELIMINARY PLAT AND ENGINEERING PLAN CHECKLIST**



**GENERAL INFORMATION**

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

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

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: \_\_\_\_\_

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	_____	_____	_____
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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**PRELIMINARY PLAT CHECKLIST**

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

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

Submit one (1) legible 11" x 17" print of the preliminary plat.

The following items are required to be shown on the preliminary plat or submitted with the preliminary plat 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.

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. "Preliminary Plat" Title
_____	_____	G. Name and Address of Engineer/Planner/Surveyor Responsible for Design
<u>ON PLAT</u>	<u>N/A</u>	II. IDENTIFICATION
_____	_____	A. Name(s) of adjacent subdivisions
_____	_____	B. Names of streets (existing and proposed)
_____	_____	C. Lot and Block Numbers
_____	_____	D. Title Report
<u>ON PLAT</u>	<u>N/A</u>	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.
_____	_____	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.)

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INDICATE IF DATA IS:

- |                |            |   |
|----------------|------------|---|
| <u>ON PLAT</u> | <u>N/A</u> | V. LEGAL STIPULATIONS   |
| _____          | _____      | A. Copy of all deed restrictions pertaining to the subject property |
| <u>ON PLAT</u> | <u>N/A</u> | VI. CERTIFICATION   |
| _____          | _____      | A. Survey is performed by licensed surveyor                         |
| <u>ON PLAT</u> | <u>N/A</u> | VII. DRAFTING DETAILS   |
| _____          | _____      | A. Date   |
| _____          | _____      | B. Scale  |
| _____          | _____      | C. North Arrow (shown pointing up or to the right)                  |
| _____          | _____      | D. Small scale location map   |

**PRELIMINARY ENGINEERING PLAN CHECKLIST**

Submit four (4) prints of the Preliminary Engineering Plans. The preliminary engineering plans should be drawn to an engineering scale of 1" = 100' or larger on a sheet 24" x 36". 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. Preliminary street plans   |
| _____           | _____      | i. Minimum pavement thickness for various street widths is in accordance with the most current revision of the City's Standard Specification for Paving |

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ON PLANS      N/A

\_\_\_\_\_

- 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

ON PLANS      N/A

**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)

\_\_\_\_\_

- C. Preliminary plans of proposed water distribution

- i. Fire hydrants shown  
 Residential – 300 foot radius coverage  
 Commercial and Industrial – 300 foot radius coverage

\_\_\_\_\_

- D. Preliminary plans of proposed sewer collection

\_\_\_\_\_

- E. Presence of a City of Hurst water/sewer easement where lines are adjacent to a street

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

\_\_\_\_\_

- B. Proposed lot and block grading plan

\_\_\_\_\_

- C. Plan view of proposed drainage facilities (location, material type, and preliminary size)

\_\_\_\_\_

- D. Profile view of proposed drainage pipes (elevations and estimated conflict locations)

\_\_\_\_\_

- E. Preliminary plans for meeting water quality requirements (City of Hurst iSWM Criteria Manual Section 3.2)

- i. Option 1: Provide draft 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

\_\_\_\_\_

- F. Show and label all existing and proposed easements.

\_\_\_\_\_

- G. Draft of downstream assessment report showing no adverse impacts

\_\_\_\_\_

- H. Determination of public or private maintenance for drainage controls

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INDICATE IF DATA IS:

ON PLANS

N/A

IV. 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 \_\_\_\_\_

FOR CITY USE

Received By: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Fees Paid: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_