

CITY OF HURST
PRELIMINARY PLAT APPLICATION & CHECKLIST

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

All information required in Ordinance #625 must be received in the City of Hurst Development office 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 owners _____

Address _____

Name of Developer _____

Address _____ Phone _____

Name of Engineer, Planner, Surveyor _____

Address _____ Phone _____

B. General Location of Property _____

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

Zoning district requested _____

C. Proposed Subdivision Contains: (Please be specific)

<u>Land Use</u>	<u>No. 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	_____	_____	_____
Office	_____	_____	_____
Retail/Restaurant	_____	_____	_____
Commercial	_____	_____	_____
Warehouse/Showroom	_____	_____	_____

Industrial	_____	_____	_____
Public Street R.O.W.	_____	_____	_____
Parks, Public Facilities	_____	_____	_____
Other Land Uses	_____	_____	_____
TOTAL	_____	_____	_____

- D. Submit **twelve (12)** prints of the preliminary plat folded to 8 1/2" x 11" size. The preliminary plat should be drawn to a scale of 1" = 100' or larger on a sheet **24" x 36"**.
- E. Submit **one (1) legible 11" x 17" print** of the preliminary plat.
- F. 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.

PRELIMINARY PLAT CHECK LIST

INDICATE IF DATA IS:

On Plat N/A

I. BASIC INFORMATION

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

II. IDENTIFICATION

_____	_____
_____	_____
_____	_____

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

III. 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 subdivision, tracts, etc.
- E. Field notes, and metes & bounds description on plat

IV. INTERIOR DETAILS

- A. Dimension and location of all lots, streets, easements, park, etc.
- B. Existing natural and artificial physical features of property (ditches, creeks, woods, bridge, culvert, etc.)

V. PRELIMINARY 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

LEGAL STIPULATIONS

- A. Copy of all deed restrictions pertaining to the subject property

INDICATE IF DATA IS:
On Plat N/A

VII. CERTIFICATION

- A. Plat represents survey by licensed surveyor

VIII. DRAFTING DETAILS

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

SIGNED _____
(Owner or Developer)

(FOR CITY USE)

Received By _____ Date _____ Time _____

Fees Paid \$ _____

