



# Tarrant County | Plat Application Form and Checklist

200 Taylor Street, Suite 305 | Fort Worth, TX 76196 | 817-884-1250 | www.tarrantcountytx.gov

## PLAT APPLICATION FORM

### General Information

Subdivision Name: \_\_\_\_\_ Total # of Lots Established: \_\_\_\_\_  
Nearest Cross Streets: \_\_\_\_\_ Case #: \_\_\_\_\_

### Required Fee Information

**Tarrant County has not implemented a fee schedule for plat and/or engineering review. Any items within the application(s) regarding fees can be omitted at this time.**

### Required Documentation

A complete subdivision application will consist of the documents and content listed below. The submission of a complete application does not constitute the approval of the said application. The Department will notify the property owner and their designated representative when the application has passed the Determination of Completeness process per the County’s Development Regulations Manual. The Department will issue initial staff comments after the Determination of Completeness in accordance with the County’s development review schedule. The County will review and act on a subdivision application within 30 days from the date the application is determined complete. Applicants requesting a variance from the regulations found in the Development Regulations Manual or Engineering Standards Manual must submit a request letter to the Engineering Services Department.

Following approval of the plat application, the plat shall be recorded in accordance with Section 3.03 of the County’s Development Regulations Manual.

#### Required with Plat Application Submittal (if applicable)

- All applicable application fees have been paid in full.
- A completed and correct Plat Application Form (including all completed fields, checklists, signatures, and notarizations) has been provided.
- A completed (meaning all checks have been marked) Plat Review Checklist has been provided. (Plat Application, pages 6-9)
- A Title Commitment or Warranty Deed has been provided, proving ownership of the property.
- Proof of signatory authority has been signed and provided by the property owner for any applicants/agents acting on their behalf. If the property is owned by a company or corporation, proof of signatory authority is also required for the individual signing on behalf of the owning company or corporation. (Plat Application, page 2)
- A Flood Study has been provided if the property lies within the 100-Year Floodplain as shown on the most recent Flood Insurance Rate Map (FIRM) published by FEMA.
- If the subdivision is proposed to be served by on-site water wells, a Certification of Groundwater Availability prepared by a licensed engineer or geoscientist has been submitted to the Northern Trinity Groundwater Conservation District for review. Acknowledgment has been provided confirming adequate groundwater availability, completion of all required testing, and submission of all required forms to the [Texas Commission on Environmental Quality](#) in accordance with [30 TAC Chapter 230](#).
- A Will-Serve Letter has been provided from utility providers who will serve the plat with water and sewer, if applicable.
- Documentation from the appropriate city approving the removal of the area to be platted from their extraterritorial jurisdiction (ETJ), if applicable.
- An 18” by 24” electronic copy, in pdf format, of the subdivision sheet(s) has been provided. (Once approved to be placed on the Commissioners Court Agenda, three (3) physical copies in a size acceptable to the County Clerk’s Office, will be required for court signatures and recording with the County Clerk’s office.)

#### Required prior to Plat Approval (if applicable)

- The Construction Bond, or a financial guarantee in lieu of the bond, has been provided if the plat includes public roadways, drainage improvements, and/or associated vegetative cover.
- A letter from the Tarrant County Wastewater Specialist (or the Tarrant Regional Water District if the property is within 2,000-feet of Eagle Mountain Lake) certifying that the proposed Lots will meet the development requirements of Tarrant County and the State of Texas, has been provided if the subdivision is intended to be served by On-Site Sewage Facilities (OSSFs). For general requirements, please refer to the rules: On-Site Sewage Facilities, TAC Chapter 285.
- An executed Taking Impact Assessment (TIA) has been provided, if applicable. (Plat Application, page 3)
- A certificate from each tax collector of a political subdivision in which the property is located has been provided, showing all taxes are paid and not delinquent.



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## Property Information

Site Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_ Total Acres: \_\_\_\_\_

Proposed Use of the Property: \_\_\_\_\_ Total Existing Lots: \_\_\_\_\_

Water Provider: \_\_\_\_\_ Wastewater Provider: \_\_\_\_\_

## Property Owner Information

Property Owner (Name and Company, if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## Applicant/Agent Information (If different than Property Owner)

Applicant/Agent: (Name and Company, if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

I hereby designate \_\_\_\_\_ (applicant listed above) to act as my agent for submittal, processing, representation, and/or presentation of this application. The Designee shall be the primary contact person for this application.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date



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## Takings Impact Assessment (TIA) Waiver *(See Section 2.03.B.7. of the Development Regulations Manual for applicability)*

### **WAIVER OF "TAKINGS IMPACT ASSESSMENT (TIA)** Under the Private Real Property Rights Preservation Act

Comes now \_\_\_\_\_ owner(s) of the property, located in Pct. \_\_\_\_, described as \_\_\_\_\_ (Property Address or Legal Description) located in Tarrant County, Texas.

I(we) have been informed and understand that I(we) have certain rights, as an owner of private real property, under Chapter 2007 of the Texas Government Code, the Private Real Property Rights Preservation Act ("PRPRPA"), effective September 1, 1997.

I(we) understand that county governments are required to expressly consider or assess whether their governmental actions may result in "takings" of private property. I(we) further understand that the PRPRPA also provides a remedy for an owner of a legal or equitable interest in private real property to seek a judicial determination of whether a governmental action constitutes a "taking" and, if so, to ask for invalidation of the governmental action if the county fails to pay the damages assessed.

I(we) further understand that a "taking" is any county action that affects an owner's private real property whether in whole or in part, temporarily or permanently. Any county action, ordinance or regulation that affects an owner's rights as owner of the property, that would otherwise exist in the absence of any action by the county, is actionable. If the action of the county would reduce the value of an owner's private real property by 25 percent or more, I(we) understand that the county is required to prepare a "Takings Impact Assessment" (TIA). If such TIA prepared, the county is required to provide at least 30 days' notice of its intent to engage in any such proposed actions. The notice must be published in a newspaper of general circulation in Tarrant County, and it must include a reasonably specific summary of the TIA.

I(we) further understand that any action is void if such an assessment is not prepared and that, as the owner(s) of the land affected by a county action for which a TIA should be prepared, I(we) have the right to bring a suit against the county within 180 days after I(we) know or should have known about the "taking". If I(we) should choose to bring such a suit, I(we) would be awarded reasonable and necessary attorney's fees, costs of court, and even damages, especially if the action of the county had reduced the value of my land by 25 percent or more. I(we) could also have the county action declared void.

I(we) further understand that current public right-of-way extends \_\_\_\_\_ feet, parallel and adjacent to \_\_\_\_\_, a county road, and to meet the requirements included in the Tarrant County Development Regulations, an additional \_\_\_\_\_ feet of right-of-way will be dedicated upon approval of the requested plat. I(we) also understand that the rights outlined above as well as others, under the PRPRPA, may apply to the \_\_\_\_\_ feet of right-of-way dedication, as documented on the plat.

In consideration of expediting and shortening the approval process for the platting of the above-described property, I(we), as the owner(s), hereby freely and voluntarily waive these rights, as well as any and all other rights that I(we) may have as the owner(s) related to the PRPRPA for the above-described right-of-way dedication. I(we) specifically request the Tarrant County Commissioners Court to proceed to consider and approve the final plat on the above-described property.

This Waiver is signed on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

**STATE OF TEXAS**  
**COUNTY OF TARRANT**

**BEFORE ME**, the undersigned authority appeared \_\_\_\_\_ who swore on his oath the above and foregoing SWORN STATEMENT OF OWNERSHIP was true and correct.

\_\_\_\_\_  
Notary Public in and for the State of Texas



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## Surveyor's Verification Letter

I hereby confirm that the above-detailed information, as required by the checklist, is complete and accurate to the best of my knowledge. I understand that proper County staff review of this application depends on the accuracy of the information provided and that any inaccurate or inadequate information provided may delay the proper review of this application.

\_\_\_\_\_  
Applicant's Surveyor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Surveyor's Firm



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## Applicant's Verification Letter

I hereby certify that the above-stated information is included with the accompanying submission materials. Furthermore, I have reviewed and met the standards contained in the *Tarrant County Development Regulations* and *Tarrant County Engineering Standards Manuals*.

\_\_\_\_\_  
Applicant's Name (Printed)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

State of Texas

County of \_\_\_\_\_

BEFORE ME, the undersigned authority appeared \_\_\_\_\_, who swore on their oath the above and foregoing SWORN STATEMENT OF OWNERSHIP was true and correct.

\_\_\_\_\_  
Personalized Seal

\_\_\_\_\_  
Notary Public's Signature

## Applicant's Agreement to Record Plat after Commissioners Court Approval

Following approval of the Final Plat, I agree to record the approved Final Plat with the Tarrant County Clerk's office in accordance with Section 3.03 of the County's Development Regulations Manual.

\_\_\_\_\_  
Applicant's Name (Printed)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



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## PLAT REVIEW CHECKLIST

The information submitted for the items listed below must be clear and legible.

**IMPORTANT:** Plats in the ETJ must meet the plating requirements below AND that of the respective municipality (incorporated area), as applicable by an Interlocal Agreement between Tarrant County and the incorporated municipality.

### General Plat Information and Content

No.	Requirement
1.	<input type="checkbox"/> A complete Title Block in the lower right corner of all plat sheets has been provided with the following information: <ul style="list-style-type: none"> <li>• Name of the subdivision, including the number of lots and blocks arranged in systematic order.</li> <li>• The name and abstract number of the existing survey that the subject property is within.</li> <li>• Date the plat was prepared, with an up-to-date submittal log, if applicable.</li> <li>• For Replats – the recording information for the original subdivision plat.</li> </ul>
2.	<input type="checkbox"/> The name and address of the property owner(s), applicant, or agent have been provided near the Title Block.
3.	<input type="checkbox"/> The name, address, phone number, and email of the surveyor, engineer, and commercial developer (if applicable) have been provided near the Title Block.
4.	<input type="checkbox"/> A north arrow and a standard engineering scale have been provided, with north oriented to the top or right of the sheet. The scale should be written and in graphic format and shall be no larger than 1" = 200' unless otherwise determined legible by the County.
5.	<input type="checkbox"/> A vicinity map has been provided clearly showing the location of the subdivision in relation to major thoroughfares and the nearest incorporated area.
6.	<input type="checkbox"/> A key identifies all unique symbols, abbreviations, and lines used on the plat document.
7.	<input type="checkbox"/> A metes and bounds description (Legal Description) or Lot and Block description (Deed Description) of the limitations of the subdivision.
8.	<input type="checkbox"/> The Point of Beginning (POB) is provided on the face of the plat. The POB must be related to a corner of the original survey of which the plat or lot is a part.
9.	<input type="checkbox"/> The boundary of the subdivision is represented with a bold line and is provided with bearings and distances corresponding to the Legal Description.  <b>All other line weights and types should be unique and distinct to the item(s) being depicted.</b>
10.	<input type="checkbox"/> The Point of Beginning (POB) is clearly identified <u>and the coordinates of at least two other corners of the subdivision are shown</u> related to the most recent datum released by the National Geodetic Survey.
11.	<input type="checkbox"/> The accurate location, material, and size of all monuments and benchmarks have been provided.
12.	<input type="checkbox"/> Sufficient data to reproduce, on the ground by currently acceptable surveying methods, all streets, blocks, lots, and easements has been provided.
13.	<input type="checkbox"/> The location, identification, and proper recording information of adjacent (100 feet) subdivision streets/ROW, blocks, lots, and easements (or the current property owners if the adjacent land is not platted) are provided.
14.	<input type="checkbox"/> All abstract lines, survey lines, county lines, or other corporate boundaries within 100 feet of the limits of the subdivision are shown.
15.	<input type="checkbox"/> All subdivision streets are individually named and labeled as "public" or "private" rights-of-way. Private streets specify the body responsible for maintenance (privately maintained).
16.	<input type="checkbox"/> All new or existing rights-of-way, within or adjacent (100 feet) to the subdivision, are named and dimensioned to identify the width and centerline. Existing rights-of-way are labeled with the proper recording information. New rights-of-way are labeled with "By this Plat".
17.	<input type="checkbox"/> The dimensions and bearings of ALL existing or new easements (access, drainage, floodplain, pipeline, utility, etc.) within or adjacent (100 feet) are <u>shown so that they are locatable by currently acceptable surveying methods</u> . Existing easements are labeled with the proper recording information. New easements are labeled "By this Plat".
18.	<input type="checkbox"/> All shown easements and rights-of-way are labeled as "public" or "private". Private easements or rights-of-way specify the body responsible for maintenance (privately maintained).



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19.	<input type="checkbox"/>	All setbacks within the subdivision are represented or noted in accordance with Tarrant County's minimum building setback requirements for properties adjacent to County maintained roads (25 feet from ROW) and State Highways (50 feet from ROW). Setbacks shown for properties adjacent to municipal roads conform to the setback requirements for the municipality.
20.	<input type="checkbox"/>	Any 100-year flood hazard area within the subdivision has been identified, and the minimum finished-floor elevation of all lots lying wholly or partially within the area has been provided.
21.	<input type="checkbox"/>	The locations of existing oil or gas wells are identified and <u>shown so that they are locatable by currently acceptable surveying methods.</u>
22.	<input type="checkbox"/>	The locations of existing water wells are identified and <u>shown so that they are locatable by currently acceptable surveying methods.</u> If none exist, a general note was added indicating that there are no existing water wells on the site.
23.	<input type="checkbox"/>	All unique lines that are assigned a number correspond to a table containing the following: <u>Curve Table</u> Chord and direction <ul style="list-style-type: none"> <li>• Delta and Radius</li> <li>• Tangent length and offset</li> <li>• Arc length</li> </ul> <u>Line Table</u> <ul style="list-style-type: none"> <li>• Bearing &amp; Distance</li> </ul>
24.	<input type="checkbox"/>	The Water Supply Service Provider is clearly listed (e.g., municipal water, rural water supply corporation, privately owned water system, individual water wells, etc.). <b>REMINDER:</b> A certification of groundwater availability prepared by a licensed engineer or geoscientist will need to be provided to The Northern Trinity Groundwater Conservation District for review if the subdivision is intended to be served by on-site water wells.
25.	<input type="checkbox"/>	The Sewage Disposal Service Provider is clearly listed (e.g., municipal sewer service, privately owned or organized sewage disposal system, private on-site sewage facilities, etc.). <b>REMINDER:</b> A letter from the Tarrant County Wastewater Specialist (or the Tarrant Regional Water District if the property is within 2,000-feet of Eagle Mountain Lake) certifying that the proposed lots will meet the development requirements of Tarrant County and the State of Texas, will need to be provided if the subdivision is intended to be served by On-Site Sewage Facilities. <b>To aid in this determination - each lot should include its net acreage (gross acreage minus drainage &amp; floodplain easements.)</b> For general requirements, please refer to the rules: On-Site Sewage Facilities, TAC Chapter 285.
26.	<input type="checkbox"/>	All lots and blocks have been assigned a legible, intuitive number and letter. Open space and utility lots have been identified separately.
27.	<input type="checkbox"/>	All lots are recorded in a lot tabulations table (or Land Use Table), grouped by systematic order, containing the following information: <ul style="list-style-type: none"> <li>• Lot number</li> <li>• Block letter</li> <li>• Gross and net acreages and square feet</li> <li>• Area of right-of-way dedication</li> <li>• Purpose (e.g., residential, open space, utility)</li> </ul>

## Standard Plat Notes and Certifications

No.	Required Language
1.	<input type="checkbox"/> The following notes have been provided on the face of the plat: <ul style="list-style-type: none"> <li>• Development in unincorporated Tarrant County shall be subject to applicable municipal regulations, the current Tarrant County Development Regulations Manual, and the Tarrant County Fire Code.</li> <li>• Tarrant County permits required prior to development within this subdivision, as applicable, include, but are not limited to, construction within the public rights-of-way, driveway access to public roads, development within a designated floodplain, salvage yards, stormwater mitigation, and on-site sewage systems.</li> <li>• All drainage easements shall be kept clear of fences, buildings, foundations, plantings, and other obstructions to the operation and maintenance of the drainage facility. All drainage easements that are adjacent and parallel to the right-of-</li> </ul>



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		<p>way of dedicated public roadways will be maintained by Tarrant County as approved by Tarrant County Engineering Services.</p> <ul style="list-style-type: none"> <li>• The siting and construction of water wells shall be subject to the regulations of the Northern Trinity Groundwater Conservation District.</li> <li>• Tarrant County is not responsible for confirming or ensuring the availability of groundwater.</li> <li>• Any existing creek, stream, river, or drainage channel traversing along or across portions of this addition will remain unobstructed at all times and will be maintained by the adjacent property owner, or the Homeowners Association, if applicable. The County will not be responsible for the maintenance, erosion control, and/or operation of said drainage ways. The homeowners shall keep the adjacent drainage ways traversing their property clean and free of debris, silt or other substances which would result in unsanitary conditions, and the County shall have the right of entry for the purposes of inspecting maintenance work by the property owners. The drainage ways are occasionally subject to stormwater overflow damages resulting from the stormwater overflow and/or bank erosion that cannot be identified. The County shall not be liable for any damages resulting from the occurrence of these phenomena, nor the failure of any structures within the drainage ways. The drainage way crossing each lot is contained within the floodplain/drainage easement line, as shown on the plat.</li> <li>• Tarrant County shall not be responsible for the maintenance of private streets, drives, emergency access easements, recreation areas, and open spaces; and the owners shall be responsible for the maintenance of private streets, drives, emergency access easements, recreation areas, and open spaces, and said owners agree to indemnify and save harmless Tarrant County from all claims, damages, and losses arising out of or resulting from the performance of the obligations of said owners set for in this paragraph.</li> <li>• Tarrant County does not enforce subdivision deed restrictions.</li> <li>• Landowners and subsequent owners of lots or parcels within this subdivision are encouraged to contact Tarrant County's Engineering Services Department prior to conducting any development activities.</li> <li>• Any public utility, including the County, shall have the right to remove and keep clear all or part of any building, fences, trees, overgrown shrubs, or improvements that in any way endanger or interfere with the construction, maintenance, or efficiency of its respective systems on any of the easement or right-of-way shown on the plat (or filed by a separate instrument that is associated with said property); and any public utility, including the County, shall have the right at all times an ingress and egress to and from upon said easements for the purpose of construction, reconstruction, inspection, patrolling, maintaining and adding to or removing all or part of it its respective systems without the necessity at any time of procuring the permission of anyone. Property owners shall maintain easements. The County can remove trees or any other improvement(s) and does not have the responsibility to replace them.</li> <li>• Tarrant County requires a minimum lot size of 1.0 acre (net) for properties that will be served by private on-site sewage facilities (OSSF). For lots that are less than 1.0 acre (net), landowners shall submit a formal request for a variance of the Tarrant County Development Regulations relating to lot size and written authorization from the Tarrant County Wastewater Specialist confirming that there are no objections with the processing of the plat. The approval of this plat does not guarantee that any lot is suitable for an OSSF.</li> <li>• Tarrant County does not enforce building setbacks more than the County's minimum requirements – 25 feet from ROW for County maintained roads and 50 feet from ROW for State Highways. (TLGC § 233.031-233.032)</li> </ul>
2.	<input type="checkbox"/>	<p>A floodplain note has been provided and filled out as appropriate, stating: "According to Flood Insurance Rate Map (FIRM) No. XXXXX dated XXXXXXXX prepared by the Federal Emergency Management Agency (FEMA) for Tarrant County, Texas, this property is within zone A, AE, X&gt;."</p>



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3.	<input type="checkbox"/>	<p>The Surveyor's Certificate has been placed and signed on the face of the plat:</p> <p><u>Examples</u></p> <p>Short form: Compiled from deeds, records, and surveys made on the ground under my supervision.</p> <p>Long form: I hereby certify that this plat was prepared from a survey made on the ground under my supervision and is in accordance with the Texas Engineering and Land Practice Act and Rules Concerning Practice and Licensure and the Tarrant County Development Regulations Manual.</p> <p>Surveyor's Stamp: _____</p>
4.	<input type="checkbox"/>	<p>The Owner's Certificate, including notary confirmation, has been placed and signed on the face of the plat:</p> <p><u>Examples</u></p> <p>Short Form: I/we, _____, being the owner(s) of the described property do hereby adopt the accompanying plat as my (our) plan for subdividing same, to be known as _____, Tarrant County, Texas, and do hereby dedicate to the use of the public the easements and rights-of-way shown thereon.</p> <p>Long Form: That I/we, _____, Owners, do hereby bind themselves and their heirs, assignees, and successors of title this plat designating the hereinabove described property as " _____ ", an addition to Tarrant County, and do hereby dedicate to the public use forever the streets, alleys, and right-of-way easements shown thereon, and do hereby reserve the easement strips shown on this plat for the mutual use and accommodation of garbage collection agencies and all public utilities desiring to use or using same. Any public utility, including the County, shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths that in any way endanger or interfere with the construction, maintenance or efficiency of its respective systems on any of these easement strips, and any public utility, including the County, shall at all times have the right of ingress and egress to and from and upon the said easement strips for the purpose of constructing, reconstructing, inspecting, patrolling, without the necessity at any time of procuring the permission of anyone.</p> <p><b>Furthermore, I/we certify that all parties with an interest in the title to this property have joined in this dedication.</b> (The language above must be included on the plat as a part of the Owner's Certificate or as a General Note.)</p> <p>Owner's Signature(s): _____</p> <p>State of Texas</p> <p>County of _____</p> <p>BEFORE ME, the undersigned authority appeared _____, who swore on their oath the above and foregoing SWORN STATEMENT OF OWNERSHIP was true and correct.</p> <p>_____ Personalized Seal</p> <p>_____ Notary Public's Signature</p> <p>_____ Notary's Expiration Date</p>
5.	<input type="checkbox"/>	The Commissioners Court signature block has been provided.
6.	<input type="checkbox"/>	The responsible City's signature block has been provided for properties within an extraterritorial jurisdiction, as applicable.