NORTH RICHLAND HILLS

SUBDIVISION

SELECT APPLICATION TYPE

☐ Preliminary ☐ Final ☐ Replat ☐ Short Form ☐ Amended

DEVELOPMENT INFORMATION

Project Location: _____

Addition Name: _____

Legal Description: _____

Proposed Use: _____

Current Zoning: _____ Acreage: _____ Lots: _____ No. New Street Intersections _____

OWNER INFORMATION

Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Phone: _____ Email: _____

For additional owners, please include additional copies of this page. The property owner must sign the application or submit a notarized letter of authorization.

REPRESENTATIVE/AGENT INFORMATION

Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Phone: _____ Email: _____

SURVEYOR INFORMATION

Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Phone: _____ Email: _____

ENGINEER INFORMATION

Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Phone: _____ Email: _____

CERTIFICATION AND ACKNOWLEDGEMENTS

I certify that the above information is correct and complete to the best of my knowledge and ability, and that I will be fully prepared to present the proposal at a Planning and Zoning Commission and City Council hearing. I reserve the right to withdraw this proposal at any time by filing a written request with the Planning & Zoning Department. I understand that the filing fee is not refundable upon withdrawal of proposal or upon denial of the case.

I acknowledge that the subdivision plat will not be considered by the Planning and Zoning Commission until it has been determined that the submittal is complete and in conformance with the requirements of the Subdivision Chapter of the North Richland Hills Code of Ordinances. For the purpose of these regulations, the date of the regular meeting of the Planning and Zoning Commission at which the approval of the plat is to considered shall constitute the official submittal date of the plat from which the statutory period requiring formal approval or disapproval of the plat shall commence.

I acknowledge that in the event that a change in zoning classification is required to accommodate the proposed development, it is the intent of the Subdivision Chapter that the plat review will be carried out simultaneously with the review of any zoning application.

_____	_____	_____
Owner Signature	Date	Owner Name (print)
_____	_____	_____
Agent Signature	Date	Agent Name (print)

APPLICATION SUBMITTAL REQUIREMENTS

Applications submitted without original signatures and all required documents and information will not be reviewed, and will be returned to the applicant for revision. Please be sure that all required items are included for the type of application requested.

The application submittal deadline is 5:00 PM each Monday. Applications submitted after that time will be processed after the deadline on the following week.

Subdivision information is available online in Chapter 110 of the North Richland Hills Code of Ordinances. If you have questions about the application process or any submittal requirements, please call the Planning & Zoning Department at 817-427-6300.

ALL APPLICATIONS

The following items are required with all types of applications:

- ☐ Subdivision application form.
- ☐ Application fee as required by the NRH Fee Schedule. This fee is non-refundable.
- ☐ Original paid receipt or tax certificate indicating that property taxes have been paid for the property. The certificate may be obtained for a fee from the Tarrant County Tax Office at 100 E Weatherford Street in downtown Fort Worth.
- ☐ If the ownership does not match the ownership on the Tarrant County Appraisal District website, a warranty deed shall be submitted with this application. Please verify ownership prior to submitting the application.
- ☐ Additional information may be requested by the Development Review Committee if deemed essential for review and consideration by the Planning and Zoning Commission and City Council.
- ☐ Additional application submittal requirements, based on the specific type of application (see below).

PRELIMINARY PLAT

- ☐ Preliminary plat drawing: five (5) folded paper copies and one digital (PDF) copy. Page size must be 24” x 36” or 18” x 24”.
- ☐ Preliminary drainage analysis: three (3) rolled paper copies. Plans must demonstrate compliance with the Public Works Design Manual.
- ☐ Preliminary construction plans for public utilities: three (3) rolled paper copies. Plans must demonstrate compliance with the Public Works Design Manual.
- ☐ Tree preservation plan per Article II – Trees of the Vegetation chapter if protected trees are present on the property.

FINAL PLAT

- ☐ Final plat drawing: five (5) folded paper copies and one digital (PDF) copy. Page size must be 24” x 36” or 18” x 24”.
- ☐ Drainage study: three (3) rolled paper copies. Plans must demonstrate compliance with the Public Works Design Manual.
- ☐ Final construction plans for public utilities: three (3) rolled paper copies. Plans must demonstrate compliance with the Public Works Design Manual.

REPLAT

- ☐ Replat drawing: five (5) folded paper copies and one digital (PDF) copy. Page size must be 24” x 36” or 18” x 24”.
- ☐ Preliminary drainage analysis or drainage study: three (3) rolled paper copies. The City Engineer will review the submittal and may determine the scope of plans, if any, necessary for the proposed development. Plans must demonstrate compliance with the Public Works Design Manual.
- ☐ Final construction plans for public utilities: three (3) rolled paper copies. Plans must demonstrate compliance with the Public Works Design Manual.

SHORT FORM FINAL PLAT

- ☐ Short form final plat drawing: five (5) folded paper copies and one digital (PDF) copy. Page size must be 24” x 36” or 18” x 24”.
- ☐ Preliminary drainage analysis: three (3) rolled paper copies. Plans must demonstrate compliance with the Public Works Design Manual.
- ☐ Utility layout of existing public utilities: three (3) rolled paper copies. Plans must demonstrate compliance with the Public Works Design Manual.

AMENDED PLAT

- ☐ Amended plat drawing: five (5) folded paper copies and one digital (PDF) copy. Page size must be 24” x 36” or 18” x 24”.

GENERAL INFORMATION

The platting process (sometimes referred to as the subdivision process) also ensures that all lots comply with the North Richland Hills comprehensive plan and other development regulations. A plat creates a legal building site and is generally required before a building permit or certificate of occupancy can be issued. Plats are reviewed for compliance with regulations regarding lot size and dimensions, street access and size, public utility provisions, and drainage and flood protection. State law sets out the general requirements for plats, and the City subdivision regulations establishes the process and standards for approval.

What is a subdivision plat?
A subdivision plat is a survey, prepared by a licensed registered surveyor, of property describing the dimensions and location of lot lines, streets, rights-of-way, and easements. A plat also establishes the lot, block, and subdivision name used in real estate transactions. Plats are reviewed and approved by the City and filed in the Plat Records of Tarrant County. A plat is not the property survey required by mortgage companies when closing the sale of property.

When is a plat required?
Platting is required in several situations. Generally, a plat is required when:

- Your property is vacant and has never been platted and you wish to build a new structure on your property.
- You wish to divide the property into lots or rearrange the existing lots.
- You are selling a portion of your property.
- You own two adjacent lots and wish to build over the common lot line.

Who approves plats?
The Planning and Zoning Commission reviews and approves preliminary plats. The Commission also reviews and makes recommendations on final plats, replats, short form final plats, and amended plats. The City Council has final approval of all plats except preliminary plats.

What happens after approval?
After plats are approved, original signed copies of the plat are distributed for appropriate City certifications, signatures, and recording with Tarrant County. The applicant must submit two original prints of the completed plat and copies of the original tax certificates showing a zero balance. Plats are taken to the Tarrant County Clerk for filing as needed.

The graphic below describes the major steps of the platting process. The length of the process varies depending on the complexity of each project. Typically, the process could run at least 12 weeks from application to final action.

PRE-APPLICATION MEETING

City staff will assist applicant with:
- Determining required applications.
- Estimating the time frame for the review process.
- Discussing applicable design and development standards.

APPLICATION SUBMITTAL

- Submittal deadline each Monday at 5:00 p.m.
- Original signatures and all documents required.
- Incomplete applications not accepted.

DEVELOPMENT REVIEW COMMITTEE

Request reviewed for:
- Consistency with adopted plans and policies.
- Compliance with development standards.
- Effect on surrounding properties and neighborhoods.
- Application may require multiple reviews.

PLANNING AND ZONING COMMISSION

Case determined complete by DRC:
- Applicant presents request at meeting.
- Commission makes recommendation to City Council.
- Preliminary plats require only Commission approval.

CITY COUNCIL

- Applicant presents request at meeting.
- Replats require a public hearing. Residential replats also require public notice to adjacent property owners.
- City Council approves, approves with conditions, or denies the request.

POST APPROVAL

- Applicant submits signed copies of plat.
- Plat recorded by the City with Tarrant County Clerk.

TECHNICAL REQUIREMENTS CHECKLIST

The following elements must be shown on the plat. Some plat applications require more detail than others do. Each lot shall comply with the requirements specified by the zoning designation for width, depth, and area. If the plat requires more than one sheet, number the sheets and provide match lines and a key map.

TECHNICAL REQUIREMENT	Preliminary Plat	Final Plat	Replat	Short Form Final Plat	Amended Plat
Location map, north arrow, vicinity map, and written and graphic scale not to exceed 1"=100'	☐	☐	☐	☐	☐
Title block in the lower right corner that includes ○ Type of plat ○ Proposed name of subdivision, with section or phase if applicable ○ Proposed lot and block numbers ○ Gross acreage ○ Reference to the original survey and previous plat, including recording information ○ City, county, state ○ Date of preparation ○ City case number	☐	☐	☐	☐	☐
Name, address, and phone of record owner, the surveyor preparing the plat, and the developer	☐	☐	☐	☐	☐
Location and dimensions of all boundary lines (indicated by heaviest lines) and all lot lines	☐	☐	☐	☐	☐
A number or letter identifying each lot, block, and site	☐	☐	☐	☐	☐
Location, dimension, and purpose of all existing or proposed easements within or abutting the subdivision ○ Utility easements of 7.5 feet along each side of all rear property lines ○ Recording information of all existing easements ○ Other utility and/or drainage easements as required by the Development Review Committee	☐	☐	☐	☐	☐
Metes and bounds description corresponding to the illustration ○ Reference to original survey or subdivision corner and Texas NAD83 State Plane Coordinate System ○ Last instrument conveying title to each parcel, including grantor, grantee, date, and land record reference ○ Total acreage of proposed subdivision	n/a	☐	☐	☐	☐
Texas NAD83 State Plane coordinates for at least two corners of the subdivision. Coordinates must be tied to the City's GPS monuments.	n/a	☐	☐	☐	☐
Information on properties adjoining and within 100 feet of the perimeter of the proposed subdivision, including properties located on the opposite sides of streets (shown with dotted or dashed lines) ○ If platted, subdivision name; lot, block, or tract numbers; recording information ○ If unplatted, current deed record ownership information	☐	☐	☐	☐	☐
Location of city limit lines if they traverse, form a part of the boundary, or are contiguous to the boundary of the subdivision	☐	☐	☐	☐	☐

TECHNICAL REQUIREMENT	Preliminary Plat	Final Plat	Replat	Short Form Final Plat	Amended Plat
Building setback lines on all street frontages, as required by the zoning designation of the property	☐	☐	☐	☐	☐
Former lot numbers and lot lines shown in lighter font and line weight or grey tones	☐	☐	☐	☐	☐
Location and dimensions of all property proposed for park use or other public or common reservation	☐	☐	☐	☐	☐
Street right-of-way for all existing and proposed streets, consistent with the standards of the public works design manual and master thoroughfare plan, including: ○ Right-of-way of existing streets verified with existing monuments on opposite side of the street ○ Centerline bearings and distances ○ Curve data and dimensions	☐	☐	☐	☐	☐
Location of 100-year flood plain limits, if applicable	☐	☐	☐	☐	☐
Location and dimensions of existing structures that will encroach any building setback lines, including distance from property lines, and a notation stating whether the structures will remain or be removed	☐	☐	☐	☐	☐
Street names for all existing and proposed streets	☐	☐	☐	n/a	n/a
Acreage significant to three digits of the square footage of each lot, shown on the lot or in table format	☐	☐	☐	☐	☐
Owner's certification and dedication statement, including recording information of warranty deed, and notary statement for all record owners	n/a	☐	☐	☐	☐
Certificate of approval appropriate to the type of plat	☐	☐	☐	☐	☐
Plat notes and conditions, where appropriate	☐	☐	☐	☐	☐
Replats must contain the following certification: "This plat does not attempt to alter or remove existing deed restrictions or covenants, if any, on this property."	n/a	n/a	☐	n/a	n/a
Amended plats must contain: ○ A note describing the purpose of the amended plat. ○ The following certification: "This plat does not increase the number of lots in the previously recorded subdivision, nor attempt to alter or remove existing deed restrictions or covenants, if any, on this property."	n/a	n/a	n/a	n/a	☐
Certification statement of the surveyor who prepared the plat	☐	☐	☐	☐	☐
The following Tarrant County certification near the lower right-hand corner of the drawing: "This plat filed as Instrument No. D_____, Date _____"	n/a	☐	☐	☐	☐

OWNER'S CERTIFICATION AND DEDICATION STATEMENT

The purpose of the Owner's Certification is to identify the owner and provide the volume and page of deed records, verifying the ownership. The purpose of the Dedication Statement is for the owner to acknowledge the new legal description of the property, and to dedicate public easements, rights-of-way, and other public areas.

Corporation. When the property owner is a corporation, typically an agent is authorized to sign for the corporation, use the following format.

STATE OF TEXAS
COUNTY OF TARRANT

WHEREAS, *(Name of Corporation)*, acting by and through the undersigned, its duly authorized agent, is the sole owner of a tract of land located in the *(Survey Name and Abstract Number)*, City of North Richland Hills, Tarrant County, Texas, according to the deed recorded in Volume *XXX*, Page *XXX*, of the Deed Records of Tarrant County, Texas, and being more particularly described as follows:

(Continue with Legal Description)

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:
THAT, *(Name of Corporation)*, acting by and through the undersigned, its duly authorized agent, does hereby adopt this plat designating the hereinabove described real property as *Lot(s) ___, Block(s) ___, (Addition Name)*, an addition to the City of North Richland Hills, Tarrant County, Texas, and do/does hereby dedicate to the publics' use the streets, alleys, rights-of-way, and any other public areas shown on this plat.

When the property owner is a corporation, the agent signing for the corporation should sign their name and include their title.

_____ _____
Owner's Agent Title

Individual. When the property owner is an individual or several individuals, use the following format.

STATE OF TEXAS
COUNTY OF TARRANT

WHEREAS, *(Name of Individual)*, and *(Name of 2nd Individual, if applicable)*, is/are the sole owner(s) of a tract of land located in the *(Survey Name and Abstract Number)*, City of North Richland Hills, Tarrant County, Texas, according to the deed recorded in Volume *XXX*, Page *XXX*, of the Deed Records of Tarrant County, Texas, and being more particularly described as follows:

(Continue with Legal Description)

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:
THAT, *(Name of Individual)*, and *(Name of 2nd Individual, if applicable)*, do/does hereby adopt this plat designating the hereinabove described real property as *Lot(s) ___, Block(s) ___, (Addition Name)*, an addition to the City of North Richland Hills, Tarrant County, Texas, and do/does hereby dedicate to the publics' use the streets, alleys, rights-of-way, and any other public areas shown on this plat.

When there are multiple owners, each one should be identified with their individual lots, if applicable.

_____ _____
Owner's Signature (Lot 1) Owner's Signature (Lot 2)

LEGAL DESCRIPTION

A "long legal" or metes and bounds description is used when property has never been platted, or when establishing exterior boundaries. A "short legal" may be used for replats when all of the lot is included in the replat, and exterior boundaries do not change.

> BEING all of *Lot(s)* ___, *Block(s)* ___, *(Addition Name)*, an addition to the City of North Richland Hills, Tarrant County, Texas, according to the plat recorded in Volume/Cabinet *XXX*, Page/Slide *XXX*, of the Plat Records of Tarrant County, Texas.

NOTARY STATEMENT

The notary statement shall follow the owner's signature and must include the notary's seal with an expiration date. When there is more than one owner signing the plat, individual notary statements may be required.

> STATE OF TEXAS
> COUNTY OF TARRANT
>
> BEFORE ME, the undersigned authority, on this day personally appeared *(Affiant), [of (Corporation name, if applicable),]* known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he/she executed the same for the purposes and consideration therein expressed, in the capacity therein stated, and as the act and deed of said *[partnership -or- individual, as applicable.]*
>
> GIVEN UNDER MY HAND AND SEAL OF OFFICE on the _____ day of _____, 20xx.
> Notary Public, State of Texas
> My Commission expires:
> *NOTARY SEAL*

TITLE BLOCKS

The appropriate title block for each type of plat is shown below.

PRELIMINARY PLAT *(ADDITION NAME)* *Lot(s)* ___, *Block(s)* ___, BEING *XXX.XXX* acres of land located in the *(Survey Name) Survey, Abstract No. XXX*, an addition to the City of North Richland Hills, Tarrant County, Texas. (Date)	**FINAL PLAT** *(ADDITION NAME),* *Lot(s)* ___, *Block(s)* ___, An addition to the City of North Richland Hills, Tarrant County, Texas, being *XXX.XXX* acres of land located in the *(Survey Name) Survey, Abstract No. XXX*, Tarrant County, Texas. (Date)
REPLAT *(ADDITION NAME)* *Lot(s)* ___, *Block(s)* ___, BEING a revision of *Lot(s)* ___, *Block(s), (Addition Name)*, an addition to the City of North Richland Hills, Tarrant County, Texas, according to the Plat recorded in Volume/Cabinet ___, Page/Slide ___, Plat Records, Tarrant County, Texas. (Date)	**SHORT FORM FINAL PLAT** *(ADDITION NAME),* *Lot(s)* ___, *Block(s)* ___, An addition to the City of North Richland Hills, Tarrant County, Texas, being *XXX.XXX* acres of land located in the *(Survey Name) Survey, Abstract No. XXX*, Tarrant County, Texas. (Date)
AMENDED PLAT *(ADDITION NAME)* *Lot(s)* ___, *Block(s)* ___, BEING an amendment to *Lot(s)* ___, *Block(s)* ___, *(Addition Name)*, an addition to the City of North Richland Hills, Tarrant County, Texas, according to the Plat recorded in Volume/Cabinet ___, Page/Slide ___, Plat Records, Tarrant County, Texas. (Date)	

SURVEYOR'S CERTIFICATION STATEMENT
The following surveyor certification statement is used for all plats.

> I, *[Surveyor's Name]*, a Registered Professional Land Surveyor in the State of Texas, do hereby certify that this plat is true and correct and was prepared from an actual survey on the ground made by me or under my direction and supervision.
> *SEAL*

CERTIFICATE OF APPROVAL
The following approval block is used for preliminary plats.

> WHEREAS the Planning and Zoning Commission of the City of North Richland Hills, Texas, voted affirmatively on this ____ day of _____, 20__, to approve this Preliminary Plat.
>
> _____
> Chairman, Planning and Zoning Commission
>
> _____
> Attest: Secretary, Planning and Zoning Commission

The following approval blocks are used for final plats, replats, short form final plats, and amended plats.

> WHEREAS the Planning and Zoning Commission of the City of North Richland Hills, Texas, voted affirmatively on this ____ day of _____, 20__, to recommend approval of this plat by the City Council.
>
> _____
> Chairman, Planning and Zoning Commission
>
> _____
> Attest: Secretary, Planning and Zoning Commission

> WHEREAS the City Council of the City of North Richland Hills, Texas, voted affirmatively on this ____ day of _____, 20__, to approve this plat for filing of record.
>
> _____
> Mayor, City of North Richland Hills
>
> _____
> Attest: City Secretary