PLATTING & DEVELOPMENT INFORMATION PACKET

CONTENTS

Description	Page No.
Introduction	1
Staff Members Names and Phone Numbers	4
Platting Process	5
Platting Application Form	8
Plat Review Checklist	9
Planning & Zoning Commission and City Council Meeting Schedule	13
Development Fees	
Platting and Zoning Fees	14
Assessment Fees	14
Water and Wastewater Impact & Connection Fees	15
Plat Checklist	
for Preliminary Plats	17
for Final Plat/Re-Plats	19
Construction Plan Review Checklists:	
for Preliminary Construction Plans	21
for Final Construction Plans	25
Permitting Process for Property Located in Flood Plain	35

CITY OF NORTH RICHLAND HILLS, TEXAS

Introduction

The City of North Richland Hills has experienced high quality development in the past and wants to encourage the continuation of this trend. This packet is provided for you to help quantify the City's plat and plan requirements and the cost associated with this process. The developer may want to contact the staff prior to a formal submittal of the project. A list of the staff, titles, and telephone numbers is listed on page 4.

The items included in this packet are listed below.

- Introduction
- Platting Process
- Development Fees
- Plat Review Checklist
- Construction Plan Review Checklist for Public Improvements

Building Permits information is available from a member of the Inspections staff. The Inspections staff will be able to answer your questions concerning the permitting process that you will confront after the platting process.

The City has an established Development Review Committee (DRC) which meets every Wednesday. **Developers may be requested to attend the first DRC meeting to discuss the first round of comments that were issued by staff**. If this time is inconvenient, special meeting arrangements with the DRC can be accommodated as needed.

Plats and the appropriate fees are submitted to the City's Planning and Inspection Services Department from **8:00 a.m. to Noon every Monday**. The Planning Department coordinates the review process and disperses appropriate documents to all other departments within the City, including the Public Works Department.

Any time a project plat is submitted, it must be surveyed with two corners tied to the City's state plane coordinate system. There are approximately 40 permanent surveying monuments located in the City.

Staff members routinely segregate comments so the plat can continue on through the process *subject to comment resolution*. Also, the City's Planning and Zoning Commission occasionally approves plats subject to engineer comments.

Most unplatted properties must go through the **preliminary plat** process. The **preliminary plat** goes to the Planning and Zoning Commission for approval, but does not require Council approval. The Planning and Zoning Commission meets on the third Thursday of each month. If the proposed development is to be phased, this will need to be shown on the preliminary plat. The plat must address development issues on the entire parcel owned by the developer, even if the developer plans to only develop a portion of the property at this time.

The developer may proceed with submittal of a **final plat** during the preliminary plat process or they may run concurrently. With a final plat, applicants will need to submit detailed construction plans for the project. The final plat, comments, and engineering response is then reviewed by the Planning and Zoning Commission and then considered for approval by the City Council. The City Council meets on the second Monday of each month to consider cases.

In certain residential platting scenarios, a **short form final plat** may be considered which does not require the submission of a preliminary plat. Call the Planning Department for details.

Approved plats come back to the Public Works Department to ensure that all engineering work is completed prior to filing the plats. Likewise, all public improvements are handled by the Public Works Department. There are often limits as to the private construction that may be done until certain construction for public works is completed. This is required because of public safety constraints.

A list of some of the questions a developer will need to answer during the platting process is shown below.

- Do I have the appropriate zoning on the property?
- Has my surveyor completed my preliminary plat?
- Has my engineer reviewed the public water, sanitary sewer, street, drainage, and traffic control requirements and shown them on a plan review sheet?
- Has my engineer completed an appropriate drainage analysis? Is my property in a designated 100-year flood plain?
- Is the lot(s) I am platting within 600 feet of a gas well?
- Have I paid my preliminary platting fees and all taxes (up-to-date) owed on the property? Have I paid all the final plat fees?
- When will the preliminary plat case be heard by the Planning and Zoning Commission (P&Z)? When will the final plat case be heard by P&Z?
- Do I attend the P&Z meeting or do I send a representative?
- Has my surveyor completed the final plat and tied at least two property corners to the North Richland Hills' State Plane Coordinate monument system?
- Has my engineer turned in a full set of construction plans per the checklist?
- Has my engineer and surveyor responded quickly to the City staff's review comments and included the checklist?

- Has my engineer and surveyor completed all revisions and returned the plans and accompanying checklists to the City staff?

- When will my development case be heard by City Council?

- Has my surveyor and engineer furnished all revisions and additional information requested by City staff?

- Have the Public Works Department's inspection fees been paid?

- Has a preconstruction meeting been scheduled?

- Has my engineer supplied the City with all "as-built" plans required?

NRH Staff Members

Development Review Process

Director of Planning & Dev.	John Pitstick	817-427-6307
Building Official	Dave Pendley	817-427-6308
Senior Planner	Clayton Comstock	817-427-6301
Assistant Planner	Chad VanSteenberg	817-427-6337
Customer Service Asst.	Teresa Koontz	817-427-6311
Managing Director Dev. Serv.	Mike Curtis, P.E.	817-427-6400
Asst. Public Works Dir.	Greg Van Nieuwenhuize	817-427-6400
Engineer Associate	Caroline Waggoner	817-427-6400
Engineer Associate	Trevor Truss	817-427-6400
Parks & Recreation	Bill Thornton	817-427-6620
Fire	Greg Lindsey	817-427-6900
Police	Ron Beale	817-427-7023
Consumer Health	JoAnn Stout	817-427-6655
GIS	Tina Hansen	817-427-6252
Economic Development	Craig Hulse	817-427-6091

1/13

Platting Process

GENERAL INFORMATION:

Every request for a subdivision plat review shall be submitted on the attached "Application for Platting" with original signatures. All documents required by this application shall be submitted to the Planning Department in a completed format. An incomplete submittal will not be reviewed until all documents are received. The Planning and Zoning Commission meets on the third Thursday of each month.

INSTRUCTIONS:

Plat Classification in General – Review times vary according to the type of plat under review. Applicants should check with the Planning Department to determine if a proposed subdivision plat will be reviewed as a Preliminary Plat, Replat, Short Form Plat, Final Plat, or Amended Plat. Occasionally, the plat review process will reveal information that will result in a change of plat classification affecting the review schedule.

Coordination with Zoning – When the zoning classification is not consistent with the proposed development, an application for a zoning district change may be submitted simultaneously with plat application.

Processing of Plat Applications – The Planning Department will coordinate the review of subdivision plats with other city departments. No subdivision plat will be considered until the subdivision plat application, all required documents, and all plat fees have been received. When staff review is complete, written comments will be provided to the applicant identifying items requiring response. Written responses to each comment must be received from the applicant before the plat is scheduled for review by the Planning and Zoning Commission.

Plat Documents – The application submittal shall include the appropriate number of copies of documents in accordance with the table shown below. The plat review process may identify the need for additional documents not listed below.

All blue line or black line paper submittals should be folded to 9" x 12" with the plat name showing on the face of the exterior panel.

	Preliminary Plat	Replat	Final Plat	Short Form Plat	Amended Plat
Plat Application Form CD-418	**1 Copy**	**1 Copy**	**1 Copy**	**1 Copy**	**1 Copy**
Plat Drawings for Staff Review	**10 copies**	**10 copies**	**10 copies**	**10 copies**	**10 copies**
Plat Drawings for P&Z Review	**15 copies**	**15 copies**	**15 copies**	**15 copies**	**15 copies**
Plat Drawings for Council Review	**N/A**	**2 copies**	**2 copies**	**2 copies**	**2 copies**
Preliminary Drainage Analysis	**3 copies**	**3 copies**	**N/A**	**3 copies**	**N/A**
Preliminary Utility Layout	**3 copies**	**3 copies**	**N/A**	**3 copies**	**As required**
Drainage Study	**N/A**	**As required**	**3 copies**	**As required**	**As required**
Engineering/Construction Drawings	**N/A**	**3 copies**	**3 copies**	**As required**	**As required**

DESCRIPTION OF DOCUMENTS:

1. Subdivision Plat Application – The subdivision Plat Application is included with this information packet. The application must contain an original signature of the applicant. If the applicant is not the property owner, written authorization from the property owner is required with the application.

2. Plat Drawings – The applicant shall submit the required number of copies of the subdivision plat drawing. Subdivision plat drawings shall contain, at a minimum, the items contained in the Technical Specifications Section of the Subdivision Regulations. (See attached Plat Review Checklist)

3. Preliminary Drainage Analysis and Drainage Study – A Preliminary Drainage Analysis is required for all preliminary plats, short form plats, and replats submitted. A Drainage Study is required for all final plats and replats which require more drainage improvements than just grading. These documents are necessary to determine the need for drainage improvements or drainage easements. Technical specifications for these documents are contained in the Public Works Design Manual.

4. Utility Layout Drawings – A utility layout drawing is required to show the size and location of existing and proposed utilities. Technical specifications for these documents are contained in the NRH subdivision regulations and the Public Works Design Manual. (See Construction Plan Review Checklist)

5. Engineering/Construction Drawings – When public improvements are required, the applicant (or their engineer) shall submit construction plans with the subdivision plat. The engineering/construction drawings shall conform to the requirements contained in the Public Works Design Manual. (See Construction Plan Review Checklist)

6. Tree Survey – To encourage the preservation of mature trees and natural areas a tree survey will be required. (See Tree Preservation Ordinance No. 2422).

7. Taxes and Liens Paid Certificates – All taxes, assessments, and other obligations

due to the City shall be satisfied. The applicant shall provide an **original tax certificate** stating that county, city, and school taxes have been paid for the last full year. Tarrant County requires this form in order to file the plat. Tax certificates can be obtained at:

Tarrant County Courthouse Administration Building
100 West Weatherford Street
Downtown Ft. Worth, Texas
Phone: (817) 884-1111

8. Trip Generation Data Form – The trip generation data form is required to be completed and submitted with all applications for plats. This form will be used to determine if a more in depth Traffic Impact Analysis is required.

9. Parkland Dedication – All new subdivisions are now required to comply with Ordinance Number 2455, Neighborhood Parkland Dedication Requirements. A consultation with the Parks and Recreation department is recommended before application for a plat is submitted.

10. Mylar Film Drawings – After the Planning and Zoning Commission has approved the plat and corrections have been made to the original drawings, **2** mylar film copies with original signatures and surveyor seals are required **before** the plat is placed on the City Council agenda for consideration. Upon approval by the City Council, staff will file one copy in the county plat records and retain one copy for City records. The county will scan their copy and return it to the city within a few weeks at which time the filed copy will be available for pickup by the surveyor/engineer.

APPLICATION FOR PLATTING - CITY OF NORTH RICHLAND HILLS, TEXAS

APPLICATION MUST BE AN ORIGINAL DOCUMENT – FAXED COPIES WILL NOT BE ACCEPTED. SIGNATURES MUST BE ORIGINAL

TYPE OF PLAT: ___Preliminary ____Final ____Replat ____Amended ____Short Form Final

---

PROPERTY DESCRIPTION: **SUBMITTAL DATE:**_____

Name of Addition: _____
Location of Addition: _____
Number of Lots: _____ Gross Acreage: _____ Zoning: _____ # of New Street Intersections____

PROPERTY OWNER:

Name:_____ Contact:_____
Address:_____ Phone:_____
City:_____ Fax:_____
State:_____ Zip: _____ Email:_____

Signature:_____

APPLICANT:
Name:_____ Contact:_____
Address:_____ Phone:_____
City:_____ Fax:_____
State:_____ Zip: _____ Email:_____

Signature:_____

SURVEYOR:
Name:_____ Contact:_____
Address:_____ Phone:_____
City:_____ Fax:_____
State:_____ Zip: _____ Email:_____

Signature:_____

ENGINEER:
Name:_____ Contact:_____
Address:_____ Phone:_____
City:_____ Fax:_____
State:_____ Zip: _____ Email:_____

Signature:_____

PRINCIPAL CONTACT: ____Owner ____Applicant ____Surveyor ____Engineer

- **Staff comment letters and mark-ups will be distributed only to the designated principle contact.**
- **<u>Comments will be sent via email</u> unless otherwise specified.**

FOR OFFICE USE ONLY
Fees Collected: $_____ Date Application Received:_____
$_____
$_____ Case No._____
$_____

PLAT REVIEW CHECKLIST:

****This checklist must be submitted with the initial plat application.****

I GENERAL:

Name of Addition: _____
_____

Applicant: _____

Property Owner(s): _____
_____

Location of Addition: _____
_____

II. REQUIRED DOCUMENTS FOR A PRELIMINARY PLAT

A. Preliminary Plat Application (original signatures) ____
B. Preliminary Plat Drawing (10 paper copies & 1 digital copy) ____
C. Preliminary Drainage Analysis (3 copies) ____
D. Preliminary Construction Plans (3 copies) ____
E. Tree Survey ____
F. Taxes and Liens Paid Certificate(s) – original receipt(s) ____

III. REQUIRED DOCUMENTS FOR A FINAL PLAT

A. Final Plat Application (original signatures) ____
B. Final Plat Drawing (10 paper copies & 1 digital copy) ____
C. Drainage Study (3 copies) ____
D. Final Construction Plans (3 copies) ____
E. Taxes and Liens Paid Certificate(s) – original receipt(s) ____

IV. REQUIRED DOCUMENTS FOR A REPLAT

A. Replat Application (original signatures) ____
B. Replat Drawing (10 paper copies & 1 digital copy) ____
C. Final Construction Drawings (3 copies) ____
D. Preliminary Drainage Analysis / Drainage Study (3 copies) ____
E. Taxes and Liens Paid Certificate(s) – original receipt(s) ____

V. REQUIRED DOCUMENTS FOR A SHORT FORM FINAL PLAT

A. Short Form Plat Application (original signatures) ____
B. Final Plat Drawing (10 paper copies & 1 digital copy) ____
C. Preliminary Drainage Analysis (3 copies) ____
D. Utility Layout for existing lines and structures (3 copies) ____
E. Taxes and Liens Paid Certificate(s) – original receipt(s) ____

VI. REQUIRED DOCUMENTS FOR AN AMENDED PLAT

A. Amended Plat Application (original signatures) ____
B. Final Plat Drawing (10 copies) ____

REQUIREMENTS ON ALL PLATS:

A. Adjacent Property lines, streets, easements ____

B. Names of owners of property within 100 feet ____
C. Names of adjoining subdivisions ____
D. Front building setback lines ____
E. Side setback lines when side street frontage exists ____
F. City boundaries where applicable ____
G. Date the drawing was prepared ____
H. Location, width, purpose of all existing easements ____
I. Location, width, purpose of all proposed easements ____
J. Consecutively numbered or lettered lots and blocks ____
K. Map sheet size of 18”x24” to 24”x36” ____
L. North arrow ____
M. Name, address, telephone of property owner ____
N. Name, address, telephone of developer ____
O. Name, Address, telephone of surveyor ____
P. Seal of registered land surveyor (not on preliminary plats) ____
Q. Consecutively numbered plat notes and conditions ____
R. Location and dimensions of public use areas ____
S. Graphic scale of no greater than 1” = 100’ ____
T. All existing and proposed street names ____
U. Dimensions of all existing and proposed rights-of-way as specified on Master Thoroughfare Plan ____
V. Subdivision boundary in bold lines ____
W. Subdivision name ____
X. Title Block identifying plat type ____
Y. Vicinity location map at 1”=2000’ ____
Z. Surveyor’s Certification of Compliance ____
AA. Trip Generation Data Form ____
BB. 600’ Gas Well Radius if applicable ____
CC. Texas NAD83 State Plane Coordinates (Grid) (at least two corners) ____

Additional Requirements for Preliminary Plat Drawings:

A. Location and dimensions of existing structures ____
B. Sectionalizing or phasing of plats ____
C. Zoning classification of all properties shown on the Plat ____
D. Dimensions of all proposed or existing lots ____
E. Location of 100-year flood limits where applicable ____
F. Planning & Zoning Certificate of Approval (see attached) ____

Additional Requirements for Replats, Short Form Plats, Amended Plats, and Final Plats:

A. Written metes and bounds description ____
B. Texas NAD83 State Plane Coordinates (Grid) for at least two corners ____
C. Dimensions of all proposed or existing lots ____
D. Area in square feet for each lot ____
E. Any existing structures which encroach any setback lines ____
F. Location of drainage easements ____
G. Planning and Zoning Certificate of Approval (see attached) ____
H. City Council Approval Certificate (see attached) ____
I. Tarrant County Certification (see attached) ____
J. Dedication Certificate (see attached) ____
K. Printout of property boundary closure confirmation ____

PLANNING AND ZONING CERTIFICATE OF APPROVAL:

Preliminary Plat:

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

Final Plat, Replat, Amended Plat:

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

CITY COUNCIL CERTIFICATE OF APPROVAL:

Whereas the City Council of the City of North Richland Hills, Texas voted affirmatively on this _____ day _____, 20_____,
to approve this Plat for filing of record.

_____
Mayor, City of North Richland Hills

_____
Attest: City Secretary

TARRANT COUNTY CERTIFICATION:

Any Plat submitted for filing shall have the following labeled on the Plat and located above the Surveyor's Title Block, preferably located near the lower right corner of the Plat:

THIS PLAT FILED IN CABINET _____, SLIDE _____. DATED _____

DEDICATION CERTIFICATE:

KNOW ALL MEN BY THESE PRESENTS:

That, I, (owners name) do hereby certify that I am the legal owner of the above described tract of land and so hereby convey to the public for public use; the streets, alleys, rights-of-way, and any other public areas shown on this plat.

_____

Owners Name

STATE OF TEXAS }{
COUNTY OF TARRANT }{

Before me, the undersigned Notary Public in and for said county and state on this day personally appeared _____, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein expressed, and in the capacity therein stated.

Given under my hand and seal of office this _____ day of _____, 20_____.

_____

Notary Public in and for Tarrant County

(affix seal)

_____

My printed name

_____

My commission expires:

City of North Richland Hills Planning & Zoning Commission and City Council 2013 Meeting Schedule

P&Z Meeting (3rd Thursday of the Month)*	City Council Meeting (2nd Monday of the Month)**
January 17th	January 14th
February 21st	February 11th
March 21st	March 11th
April 18th	April 8th
May 16th	May 13th
June 20th	June 10th
July 18th	July 8th
August 15th	August 12th
September 19th	September 9th
October 17th	October 14th
November 21st	November 11th
December 19th	December 9th

***The P&Z Commission meets on the first and third Thursday's of each month. The P&Z public meetings on the first Thursday of each month are for discussion of issues unrelated to specific cases. Action on cases generally only occurs on the third Thursday of each month.**

****City Council meets on the second and fourth Mondays of each month. Cases are generally only heard on the second Monday of each month.**

In order to be placed on an agenda, most requests for consideration need to be certified by the Development Review Committee approximately two weeks prior to the next action P&Z Meeting.

Development Fees

PLATTING AND ZONING FEES: (Effective January 1, 2013)

- Filing Fee for Zoning Board of Adjustment
  - Residential $186.00
  - Non-Residential $220.00
- Filing Fee for Sign Review Board $621.00
- Filing Fee for Landscape Review Board $621.00

- Filing Fee for Rezoning Application $564.00
- Filing Fee for Special Use Permit Application $564.00
- Filing Fee for Planned Development Application $564.00
- Filing Fee for Site Plan Application $497.00
- Filing Fee for Preliminary Plat Application $248.00
  Plus $7 per residential lot and $9 per non-residential acre
- Filing Fee for Final Plat Application $248.00
  Plus $7 per residential lot and $9 per non-residential acre
- Filing Fee for Replat Application $310.00
  Plus $7 per residential lot and $9 per non-residential acre
- Filing Fee for Amended Plat Application $248.00

- Plat Recording Fee (24x36) $ 61.00
  (18x24) $ 46.00
  Plus $50.00 for each additional mylar page
  Plus $4.00 for each paper page attached
- Covenants – per page $ 8.00
- Street vacation $124.00
- Easement vacation $ 62.00
- Street Signs - per intersection $124.00
- Sale of Zoning Ordinance $ 21.00
- Zoning Verification Letters $ 21.00
- Sale of Zoning Map $ 16.00
- Sale of Subdivision Regulations $ 16.00
- Sale of Plat Copies $ 9.00

Assessment Fees

The City of North Richland Hills assesses new developments the cost of curb & gutter, sidewalks, and driveways in unimproved areas. Additionally, the City assesses the cost of street pavement and drainage improvements proportionally to the impact of the development on the surrounding pavement and storm drain systems. Please contact the Public Works Department to determine the assessment fees for a proposed development.

WATER AND WASTEWATER IMPACT & CONNECTION FEES:

These fees are due with the application for new water or sewer service. Impact and Connection Fees are based on the costs required to install infrastructure to meet the demands of new development. These fees may change on an annual basis. Please contact the Utility Department at 817.427.6200 for the current fee schedule.

MAINTENANCE BONDS:

The Contractor shall guarantee all public improvements for a period of two (2) years after the date of final acceptance by the City. A Maintenance Bond shall be in an amount equal to twenty (20%) percent of the total cost of construction for the public water, sewer, street and drainage improvements associated with the project. Maintenance Bonds shall be issued by a Surety licensed to operate in the State of Texas. Maintenance Bonds need to be on City forms and submitted to the Public Works Department prior to scheduling a preconstruction conference.

PUBLIC WORKS INSPECTION AND PLAN REVIEW FEES:

Note that construction of public improvements is handled by the Public Works Department through a separate permit.

The Developer will be charged a construction inspection and plan review fee for all of the public improvements, including excavation, streets, drainage, water, and sewer improvements. The inspection fee will be charged at the rate of 3.63% of the total construction cost for all public street, traffic, drainage, water, and sewer improvements. The plan review fee will be 2.41% for all the same public improvements including excavation / fill.

The Contractor's normal hours for work will be from 7:30 a.m. to 5:30 p.m. any day of the week but Sunday and holidays. Construction before or after these hours will only be allowed if it is determined by the Assistant Public Works Director to not be disruptive to adjacent property owners. Normal City working hours are from 8 a.m. to 4:30 p.m., Monday through Friday. This excludes holidays and the normally accepted days of recognition for those holidays. Work hours other than normal City working hours is "overtime". If the City allows the Contractor to work hours such that overtime is required, the City will invoice for $75.00 per hour of overtime hours worked and shall include a four (4) hour minimum charge on Saturdays.

FLOOD DAMAGE PREVENTION ORDINANCE – 2061:

This ordinance establishes the minimum criteria necessary for the development of those areas located in a Special Flood Hazard Area (SFHA) as indicated on the Flood Insurance Rate Map.

DESIGN MANUAL – RESOLUTION 95-11:

This manual provides the minimum criteria for development of the infrastructure in North Richland Hills. This manual also establishes higher criteria SFHA in North Richland Hills.

LITTLE BEAR CREEK CORRIDOR ORDINANCE – 2098:

This Ordinance establishes a no rise criteria for the SFHA along Little Bear Creek. It also establishes higher development criteria for Little Bear Creek.

INDUSTRIAL WASTE ORDINANCE – 1773:

This Ordinance establishes maximum criteria for allowed discharges into the North Richland Hills wastewater collection system.

CLASS SURCHARGE ORDINANCE – 1515:

This Ordinance establishes the formulas and rates for increasing the billable amount for sanitary sewer service in North Richland Hills.

DETENTION DRAINAGE FACILITY, ORDINANCE # 2624 (5/28/02)

This Ordinance sets forth the minimum requirements for development of a detention or retention drainage facility within the city limits of North Richland Hills.

PUBLIC WORKS
PRELIMINARY PLAT CHECKLIST

This checklist serves as a guide for the Preliminary Platting of a property within the City of North Richland Hills. See Subdivision Ordinance No. 1982 for additional information and technical specifications. All Plat submittals are subject to review by the Public Works Department at which time additional information may be required.

	BASIC REQUIREMENTS	
1	Subdivision Name	
2	Title Block Identifying Plat Type	
3	Drawing Date	
4	Map Sheet Size of 18"x24" or 24"x36"	
5	Graphic Scale at least 1"=100'	
6	North Arrow	
7	Vicinity Location Map @ 1"=2000'	
8	Sectionalizing or Phasing of Plats	
9	Owner Name, Address, Phone Number	
10	Developer Name, Address, Fax and Phone Numbers	
11	Surveyor Name, Address, Fax and Phone Numbers	
12	Consecutively Numbered Plat Notes and Conditions	
	CERTIFICATIONS	
13	Planning & Zoning Certificate of Approval	
14	Surveyor's Certificate of Compliance	
15	Seal of Registered Land Surveyor	
	GRAPHIC INFORMATION	
16	City Boundaries	
17	Adjacent Property Lines, Streets, Easements	
18	Existing and Proposed Street Names	
19	Adjoining Subdivision Names	
20	Owner Names within 100'	
21	Subdivision Boundary in Bold Lines	
22	Location of 100-yr Flood Limits, if present	
23	Dimension Existing & Proposed ROW as specified on Master Thoroughfare Plan	
24	Consecutively Numbered Lots, Blocks	
25	Dimension of all Proposed Lots	
26	Location / Dimension of Public Use Areas	
27	Location / Dimension of Existing Structures	
28	Front Building Setback Lines	
29	Side Setback Lines when Side Frontage Exists	
30	Zoning Classification of all Properties Shown on Plat	
	EASEMENTS	
31	Rear 7.5' Utility Easement	
32	Drainage, Water, or Sanitary Sewer Easements as needed *	

33	Location, Width, Purpose of Existing Easements	
34	Location, Width, Purpose of Proposed Easements	
35	2.5' Screening Wall Easement (if required)	
36	15'x70' Sight / Visibility Easements as needed	
37	Mutual Access Easements (if required)	
	ADDITIONAL ITEMS	
38	Trip Generation Form	
39	Traffic Impact Analysis, if required	
40	Preliminary Drainage Plan	
41	Preliminary Utility Plan	

PUBLIC WORKS
FINAL PLAT / RE-PLAT CHECKLIST

This checklist serves as a guide for Final Platting or Re-platting a property within the City of North Richland Hills. See Subdivision Ordinance No. 1982 for additional information and technical specifications. All Plat submittals are subject to review by the Public Works Department at which time additional information may be required.

	BASIC REQUIREMENTS	
1	Subdivision Name	
2	Title Block Identifying Plat Type	
3	Drawing Date	
4	Sheet size of 18"x24" or 24"x36"	
5	Graphic Scale at least 1"=100'	
6	North Arrow	
7	Vicinity Location Map @ 1"=2000'	
8	Sectionalizing or Phasing of Plats	
9	Owner Name, Address, and Phone Number	
10	Developer Name, Address, and Phone Number	
11	Surveyor Name, Address, Phone and Fax Numbers	
12	Consecutively Numbered Plat Notes and Conditions	
	CERTIFICATIONS	
13	Planning and Zoning Certificate of Approval	
14	City Council Approval Certificate	
15	Tarrant County Certification	
16	Surveyor's Certificate of Compliance (Sealed)	
17	Owner's Dedication Certificate	
	GRAPHIC INFORMATION	
18	City Boundaries	
19	Adjacent Property Lines, Streets	
20	Existing and Proposed Street Names	
21	Adjoining Subdivision Names	
22	Owner Names within 100'	
23	Subdivision Boundary in Bold Lines	
	GRAPHIC INFORMATION (cont.)	
24	Location of 100-yr Flood Limits, if present	

25	Dimension Exist. & Prop. ROW as specified on the Master Thoroughfare Plan	
26	Consecutively Numbered Lots, Blocks	
27	Dimension of all Proposed Lots	
28	Location / Dimension of Public Use Areas	
29	Location / Dimension of Existing Structures	
30	Front Building Setback Lines	
31	Side Setback Lines when Side Street Frontage Exists	
32	Zoning Classification of all Properties shown on Plat	
33	Texas NAD 83 State Plane Coordinates for at least Two (2) Corners	
34	Area in Square Feet for Each Lot	
35	Finished Floor Elevations for Lots Adjacent to 100-yr Flood Plain	
36	Written Metes and Bounds Description	
	EASEMENTS	
37	7.5' Utility Easement along Rear Lot Lines	
38	Drainage, Water and/or Sanitary Sewer Easements as Needed *	
39	Location, width, purpose of Existing Easements	
40	Location, width, purpose of Proposed Easements	
41	2.5' Screening Wall Easement (if Screening Wall Present)	
42	15'x70' Sight/Visibility Easement as needed	
43	Mutual Access Easements if needed	

* DRAINAGE, WATER AND SEWER EASMENTS MUST BE EXCLUSIVE OF GENERAL UTILITY EASEMENTS

	ADDITIONAL ITEMS	
44	Printout of Property Boundary Closure Confirmation	
45	Trip Generation Data Form	
46	Drainage Study (Final Plat)	
47	Engineering / Construction Drawings (Final Plat)	
48	Utility Layout (Re-Plat)	
49	Preliminary Drainage Analysis (Re-Plat)	
50	Infrastructure Plat Note	

Construction Plan Review Checklist
for **PRELIMINARY CONSTRUCTION PLANS**

THIS APPLICATION HAS BEEN SUBMITTED FOR REVIEW BY THE PUBLIC WORKS DEPARTMENT / ENGINEERING DIVISION OF THE PROPOSED PUBLIC IMPROVEMENTS ONLY. PRIVATE IMPROVEMENTS ARE PERMITTED BY THE PLANNING & INSPECTION DEPARTMENT. CONTACT THE BUILDING OFFICIAL FOR FURTHER INFORMATION ABOUT PRIVATE IMPROVEMENTS.

The engineer responsible for the design has certified by signature below that all items are included or an explanation has been added to the checklist. The engineer understands that falsely representing which items have been completed may cause this application to be rejected. The engineer further understands that this is only a list of the minimum criteria necessary for Public Works to begin a plan review. Under unique conditions, there may be additional information required that is not included in this checklist. It is the engineer's responsibility to provide adequate, accurate and buildable construction plans. This submittal is intended to be preliminary. The City's eventual permitting of the final construction plans will not signify acceptance of responsibility by the City of North Richland Hills for the engineering in the bid documents.

_____ _____

Engineer (Name) Date

PRELIM. CONST. PLANS PACKAGE	**Included**	**N/A**	**Explanation (Required for all items marked "N/A")**
All Drawings 24" x 36"			
Cover Sheet			
Preliminary Plat or Current Final Plat			
Site Plan			
Utility Plan			
Drainage Area Map and Calculations			
COVER SHEET			
Title of Plans (if different than legal)			
Legal Description of Development			
"North Richland Hills, Texas"			
Vicinity Map			
Engineer, Surveyor, Owner Information			
Sheet Index			
Title Vertical (along right edge)			
Date			
Signature Block			
“Preliminary – Not For Construction”			
PLAT			
Proposed Plat or Plat of Record			
SITE PLAN (Dimension Control)			
Buildings			
Curb and/or Edge of Pavement			
Driveways (Existing & Proposed)			
Drives (24' min. for 2 – way)			
Sidewalk			
North Arrow & Scale			
Title Block -			
Legal Description			
Project Title			
Sheet title: "Site Plan"			
Sheet Number __ of __			
Shown but NOT dimensioned -			
Fire Hydrants			
Manholes			
Storm Drain Inlets & Headwalls			
DO NOT SHOW -			
Contours and Spot Elevations			
Storm Drain Pipes			
Other Utilities			
Buildings and Utilities to be razed			
UTILITY PLAN (show Existing & Proposed)			
Water Lines			

	Included	N/A	Explanation (Required for all items marked "N/A")
Water Line Sizes			
Water Meter (for non residential = NR)			
Water Meter Size (NR)			
Gate Valves			
Fire Hydrants			
Fire Hydrant Coverage Radii			
Sewer Lines & Prop NR Service Flowlines			
Sewer Line Sizes			
Manholes & Manhole Flowlines			
North Arrow & Scale			
“Preliminary – Not For Construction”			
Title Block -			
Legal Description			
Project Title			
Sheet title: "Utility Plan"			
Sheet Number __ of __			
Shown but NOT dimensioned -			
Easement/Lot/ROW lines			
Other Utilities			
Storm Drain Pipes, Culverts & Inlets			
Storm Drain Manholes & Headwalls			
Buildings			
Pavement			
Channels			
Streets / Parking Lot			
DO NOT SHOW -			
Contours			
Spot Elevations			
Drainage Notes			
Drainage Calculations			
Site Plan Dimensions			
DRAINAGE AREA MAP AND CALCULATIONS			
Watershed Limits (subarea dividing lines)			
Existing Contours			
Labels for Contours			
Proposed Flow Arrows			
Drainage Area Labels			
Design Points			
Proposed Storm Drain Pipes & Culverts			
Existing Storm Drain Pipes & Culverts			
Storm Drain Manholes, Inlets & Headwalls			
Proposed Buildings			
Existing Buildings to remain			
Proposed Pavement			
Existing Pavement to remain			
Existing & Proposed Channels			

	Included	N/A	Explanation (Required for all items marked "N/A")
North Arrow & Scale			
Title Block -			
Legal Description			
Project Title			
Sheet title: "Drainage Area Map"			
Sheet Number __ of __			
Shown but NOT dimensioned -			
Easement/Lot/ROW lines			
Buildings			
Streets / Parking Lot			
Storm Drain (Inlets & Headwalls)			
DO NOT SHOW -			
Site Plan Dimensions			
Fire Hydrants			
Water Line			
Water Line Size			
Water Services			
Gate Valves			
Manholes			
Sewer Line			
Sewer Line Size			
Sewer Services			
Other Utilities			
Watershed Calculations for 5, 10, 25, 100 Yr to design points and cumulative			
Design Points			
Area (acres)			
Time of Concentration (min)			
Runoff coefficient			
Intensity (in/hr)			
Runoff Volume (cfs)			
Engineers Certification			

Construction Plan Review Checklist
for **FINAL CONSTRUCTION PLANS**

THIS APPLICATION HAS BEEN SUBMITTED FOR REVIEW BY THE PUBLIC WORKS DEPARTMENT / ENGINEERING DIVISION OF THE PROPOSED PUBLIC IMPROVEMENTS ONLY. PRIVATE IMPROVEMENTS ARE PERMITTED BY THE PLANNING & INSPECTION DEPARTMENT. CONTACT THE BUILDING OFFICIAL FOR FURTHER INFORMATION ABOUT PRIVATE IMPROVEMENTS.

The engineer responsible for the design has certified by signature below that all items are included or an explanation has been added to the checklist. The engineer understands that falsely representing which items have been completed may cause this application to be rejected. The engineer further understands that this is only a list of the minimum criteria necessary for Public Works to begin a plan review. Under unique conditions, there may be additional information required that is not included in this checklist. It is the engineer's responsibility to provide complete and accurate construction plans. The City's eventual permitting of the construction plans will not signify acceptance of responsibility by the City of North Richland Hills for the engineering in the bid documents.

_____

Engineer (Name) Date

FINAL CONST. PLANS PACKAGE	**Included**	**N/A**	**Explanation (Required for all items marked "N/A")**
All Drawings 24" x 36"			
Cover Sheet			
Plat			
Site Plan			
Utility Plan			
Drainage Area Map			
Drainage Calculations			
Grading Plan			
Paving Plan & Profiles			
Storm Drain/Flume Plan & Profiles			
Water Line Profiles (12" and larger)			
Sewer Profiles			
Details			
Street Light, Mail Box & Erosion Plan			

COVER SHEET	**Included**	**N/A**	**Explanation (Required for all items marked "N/A")**
Title of Plans (if different than legal)			
Legal Description of Development			
"North Richland Hills, Texas"			
Vicinity Map			
Engineer, Surveyor, Owner Information			
Sheet Index			
Title Vertical (along right edge)			
Date			
Signature Block			
Engineer's Seal and Signature			
PLAT			
Preliminary Plat or Final Plat			
(Final Plat must be signed with Final Plans)			
SITE PLAN (Dimension Control)			
Buildings			
Curb and/or Edge of Pavement			
Curb Radii			
Driveways (Existing & Proposed)			
Drives (24' min. for 2 - way)			
Parking Spaces			
Islands			
Sidewalk			
North Arrow & Scale			
Engineer's Seal and Signature			
Title Block -			
Legal Description			
Project Title			
Sheet title: "Site Plan"			
Sheet Number __ of __			
Shown but NOT dimensioned -			
Fire Hydrants			
Water Meters			
Manholes			
Storm Drain (Inlets & Headwalls)			
Street Lights			
Signs			
DO NOT SHOW -			
Contours and Spot Elevations			
Other Utilities			
Buildings and Utilities to be razed			

UTILITY PLAN (show Existing & Proposed)	Included	N/A	Explanation (Required for all items marked "N/A")
Water Lines			
Water Line Locations			
Water Line Stationing (Proposed Only)			
Water Line Size			
Water Line Fittings (Proposed Only)			
Water Services			
Water Meter Size			
Gate Valves			
Fire Hydrants			
Fire Hydrant Coverage Radii			
Air Release / Pressure Relief Valves			
Sewer Lines			
Sewer Line Locations			
Sewer Line Stationing (Proposed Only)			
Sewer Line Size			
Sewer Services			
Manholes			
North Arrow & Scale			
Engineer's Seal and Signature			
Title Block -			
Legal Description			
Project Title			
Sheet title: "Utility Plan"			
Sheet Number __ of __			
Shown but NOT dimensioned -			
Easement/Lot/ROW lines			
Other Utilities			
Storm Drain Pipes, Culverts & Inlets			
Storm Drain Manholes & Headwalls			
Buildings			
Pavement			
Existing & Proposed Channels			
Streets / Parking Lot / Islands			
DO NOT SHOW -			
Contours			
Spot Elevations			
Drainage Notes			
Drainage Calculations			
Site Plan Dimensions			
DRAINAGE AREA MAP			
Watershed Limits (subarea dividing lines)			
Existing & Proposed Contours			
Proposed Spot Elevations			

DRAINAGE AREA MAP (Continued)	**Included**	**N/A**	**Explanation (Required for all items marked "N/A")**
Labels for Contours and Spot Elevations			
Flow Arrows (perpendicular to contours)			
Drainage Area Labels			
Design Points			
Existing Storm Drain Pipes & Culverts			
Proposed Storm Drain Pipes & Culverts			
Storm Drain Manholes, Inlets & Headwalls			
Proposed Buildings			
Existing Buildings to remain			
Proposed Pavement			
Existing Pavement to remain			
Existing & Proposed Channels			
North Arrow & Scale			
Benchmark			
Engineer's Seal and Signature			
Title Block -			
Legal Description			
Project Title			
Sheet title: "Drainage Area Map"			
Sheet Number __ of __			
Shown but NOT dimensioned -			
Easement/Lot/ROW lines			
Buildings			
Streets / Parking Lot / Islands			
Storm Drain (Inlets & Headwalls)			
DO NOT SHOW -			
Site Plan Dimensions			
Fire Hydrants			
Air Release / Pressure Relief Valves			
Water Line			
Water Line Size			
Water Services			
Gate Valves			
Manholes			
Sewer Line			
Sewer Line Size			
Sewer Services			
Other Utilities			

DRAINAGE CALCULATIONS	Included	N/A	Explanation (Required for all items marked N/A")
Watershed Calculations for 5, 10, 25, 100 Yr to design points and cumulative			
Design Points			
Area (acres)			
Time of Concentration (min)			
Runoff coefficient			
Intensity (in/hr)			
Runoff Volume (cfs)			
Engineer's Seal and Signature			
Engineers Certification			
Pipe Calculations for design storm for each pipe segment and cumulative			
Pipe Size			
Coefficient of Friction			
Velocity Upstream & Down			
Velocity Head Upstream & Down			
Headloss (min of 0.2 ft.)			
Loss coefficient			
Frictional Gradient			
Flow Line Elevation			
Volume Upstream & Down			
H.G.L. Upstream & Down			
Inlet Calculations for Design Storm			
Inlet Type and Size			
Depression			
Approach Slope			
Runoff Volume (cfs)			
Q / L ratio			
lo / L ratio			
Bypass Flow			
Street and ROW capacity			
System Calculations - must show qty. of overland flow during 100 yr. Event			
Design Points			
Runoff Volume (cfs)			
Pipe Volume			
Coefficient of Friction			
ROW or Easement Capacity			
Slope			
Frictional Gradient			
Title Block -			
Legal Description			
Project Title			
Sheet title: "Drainage Calculations"			
Sheet Number __ of __			

GRADING PLAN	**Included**	**N/A**	**Explanation (Required for all items marked N/A")**
Existing & Proposed Contours (must connect)			
Proposed Spot Elevations			
Labels for Contours and Spot Elevations			
Proposed Finished Floor			
Benchmark			
North Arrow & Scale			
Engineer's Seal and Signature			
Title Block -			
Legal Description			
Project Title			
Sheet title: "Grading Plan"			
Sheet Number __ of __			
Shown but NOT dimensioned -			
Lot & ROW lines			
Proposed Buildings			
Existing Buildings to remain			
Streets / Parking Lot / Islands			
Storm Drain (Inlets & Headwalls)			
Existing & Proposed Channels			
Air Release / Pressure Relief Valves			
Fire Hydrants			
Sidewalk			
Manholes			
Power Poles			
Street Lights			
Signs			
DO NOT SHOW -			
Buildings to be Razed			
Site Plan Dimensions			
Drainage Notes			
Drainage Calculations			
Water or Sewer Services			
Water Meters			

PAVING PLAN & PROFILES	**Included**	**N/A**	**Explanation (Required for all items marked "N/A")**
Engineer's Seal and Signature			
Plan View -			
Back of Curb			
Street Width			
Centerline			
Stationing			
Driveway Approaches			
Curb Return Radius			
Right of Way			
Easements			
Property Line			
Sidewalk			
Curb Inlets			
Construction Notes			
Spot Elevations			
Profile -			
Existing Left and Right ROW			
Existing Centerline			
Top of Curb			
Curb Return			
Intersecting Street Centerline			
Stationing			
Water Line			
Sewer Line			
Storm Drain			
Manholes & Vaults			
Curb Inlet			
Elevations (100' intervals)			
Vertical Curves (elevations every 25')			
Construction Notes			
Title Block -			
Legal Description			
Project Title			
Sheet title: "***-Street Name-***"			
Sheet Number __ of __			
Shown but NOT dimensioned -			
Storm Drain			
Water Line			
Sewer Line			
Other Utilities			
DO NOT SHOW -			
Contours			
Spot Elevations			

PAVING PLAN & PROFILES (Con't)	**Included**	**N/A**	**Explanation (Required for all items marked "N/A")**
DO NOT SHOW -			
Drainage Notes			
Drainage Calculations			
Site Plan Dimensions			
Buildings and Utilities to be razed			
Water or Sewer Services			
WATER LINE PROFILES (12" and larger) *Minimum cover is 42"			
Engineer's Seal and Signature			
Top & Bottom of Pipe			
Existing & Proposed Grade at Centerline			
Stationing			
Utilities or Storm Drain pipes that cross			
Flowline Elevations (100' intervals)			
Stationing			
Fittings			
Title Block -			
Legal Description			
Project Title			
Sheet title: "***-Water Line*** ___**-**"			
Sheet Number __ of __			
SEWER LINE PROFILES *Service connections are not allowed over 10' deep			
Engineer's Seal and Signature			
Top & Bottom of Pipe			
Existing & Proposed Grade at Centerline			
Stationing			
Utilities or Storm Drain pipes that cross			
Flowline Elevations (100' intervals)			
Manholes			
Manhole Rim Elevations			
Manhole Flowline Elevations (in & out)			
Sewer Services			
Non-Residential Service Flowline Elev.			
Title Block -			
Legal Description			
Project Title			
Sheet title: "***-Sewer Line*** ___**-**"			
Sheet Number __ of __			

STORM DRAIN/FLUME PROFILES ***Minimum cover is 18"**	**Included**	**N/A**	**Explanation (Required for all items marked "N/A")**
Engineer's Seal and Signature			
Plan View -			
Back of Curb			
Stationing			
Right of Way/Easements/Property Lines			
Curb Inlets and Sizes			
Manholes and Sizes			
Pipe Size			
Fittings			
Construction Notes			
Design Points			
Profile -			
Top & Bottom of Pipe			
Existing & Proposed Grade at Centerline			
Flowline Elevations (100' intervals)			
Top of Curb			
Stationing			
Curb Inlets and Manholes			
Utilities or Storm Drain pipes that cross			
Manholes			
Manhole Rim Elevations			
Manhole Flowline Elevations (in & out)			
Hydraulic Grade Line for Design Storm			
Construction Notes			
Title Block -			
Legal Description			
Project Title			
Sheet title: "***-Storm Drain Line*** __-"			
Sheet Number __ of __			
Shown but NOT dimensioned -			
Driveway Approaches			
Sidewalk			
Water Line			
Sewer Line			
Water and Sewer Services			
Other Utilities			

STORM DRAIN/FLUME PROFILES (Con't)	**Included**	**N/A**	**Explanation (Required for all items marked "N/A")**
DO NOT SHOW -			
Contours			
Drainage Calculations			
Site Plan Dimensions			
Buildings and Utilities to be razed			
DETAILS			
Details as needed from Design Manual {Must remain unmodified including the Title Block and Revision Date)			
Engineer's Seal and Signature			
Title Block -			
Legal Description			
Project Title			
Sheet title: "***Details***"			
Sheet Number __ of __			
STREET LIGHT, MAIL BOX & EROSION PLAN			
(No Dimensions Necessary)			
Engineer's Seal and Signature			
Street Lights at Intersections (600' max)			
Sewer Manholes			
Storm Drain Vaults and Inlets			
Water Meters			
Fire Hydrants			
Flumes			
Mailboxes			
Gate Valves			
Silt Fence			
Hay Bales			
Title Block -			
Legal Description			
Project Title			
Sheet title: "**Erosion Control, Street Lights & Mail Box Plan**"			
Sheet Number __ of __			

Permitting Process for Property Located in the Flood Plain

The City of North Richland Hills will issue building permits for property located in the FEMA designated flood plain if all of the City's and FEMA's regulations are met. There are two basic ways to get a building permit for property located in the flood plain. One method is to place fill dirt on the property to raise the finish floor of the structure higher than the base flood elevation or the property can be removed from the flood plain with the CLOMR/LOMR process. Both methods are discussed in detail below.

The first method identified above consists of placing fill dirt in the flood plain to raise the area so that the proposed finished floor is higher than the base flood elevation. FEMA and the City have very specific criteria that must be followed prior to and during the "fill" operations. The criteria is specified in the Public Works Design Manual. Several key points of the criteria are listed below.

1. Proper hydraulic studies must be conducted to show that the rise in the 100-year base flood elevation due to the proposed development will be less than 12 inches.

2. The proposed grading plan must be approved by the Public Works Department.

3. All fill must be compacted per FEMA's requirements with compaction results furnished to the City.

4. The "fill" does not remove the property from the flood plain; it is necessary to raise the finish floor elevation above the base flood elevation. Therefore, flood insurance may be required from the "lender". Only the CLOMR/LOMR process will revise the flood plain limits and remove the property from the flood plain.

The second method is to actually remove the property from the 100-year flood plain. This is done through the CLOMR/LOMR process. A CLOMR is a Conditional Letter of Map Revision and a LOMR is a Letter of Map Revision. During the design of the proposed development, the developer will be required to submit a CLOMR to FEMA for review and approval. The CLOMR represents the developers plan for the future improvements. After FEMA approves the CLOMR and the City approves the plans, the developer can begin constructing all "public" improvements. When the "public improvements" are complete, the developer can then submit the LOMR for approval.

At this point in time (after the LOMR is submitted to FEMA, but not yet formally approved by FEMA) the developer/builder has two options as it pertains to building permits for proposed structures.

The first option is that the builder can wait until the LOMR is approved prior to getting a building permit for those lots located in the existing flood plain. (Building permits can be obtained on lots not in the designated flood plain.) The approval of the LOMR by FEMA "officially" removes the property from the 100-year flood plain and therefore does not place additional requirements on the builder in order for the permit to be issued. The City does not have any control over the FEMA review process and therefore cannot predict the length of the FEMA review process.

The second option for the builder is to submit a revised grading plan to the City indicating how the lots can be raised with "fill" so that the finished floor elevation is 18 inches higher than the existing base flood elevation (the flood elevation prior to approval of the LOMR). The builder will be allowed to get a building permit for those lots that are raised and comply with FEMA's criteria for building within a designated flood plain. If the lots are already 18 inches higher than the base flood elevation, then no fill dirt will be required. The builders will be required to pay flood insurance until the LOMR is approved by FEMA.