

City of Grapevine, Texas
PLAT REVIEW CHECKLIST

Updated April 18, 2023

Public Works Department -- Engineering Division

200 South Main Street

Grapevine, Texas 76051

Tele: 817-410-3136 – Fax: 817-410-3003

This checklist must be submitted with the initial plat submittal.

Please check with the City of Grapevine Public Works Department to determine what type of plat is required and the fees due.

All fees and additional information can be found in the Development Fees handout, also available on-line.

I. **GENERAL:**

Name of Addition: _____

Type of Plat: ___ Preliminary Plat
 ___ Final Plat
 ___ Replat
 ___ Amended Final Plat

Applicant: _____

Property Owner(s): _____

Location of Addition: _____



* * * * **FOR STAFF USE ONLY** * * * *

Date of Initial Submittal: _____/_____/_____

Is a Concept Plan required with this Plat? YES NO

Is a site plan required with this Plat? YES NO

Is a public hearing required with this Plat? YES NO

Plat Reviewed By: _____

Date of Review: _____



II. PLAT REQUIREMENTS ON ALL PLATS:

<u>INFORMATION ITEMS</u>	<u>SURVEYOR</u>	<u>CITY</u>	<u>N/A</u>
A. Initial submittal: Five (5) 22" x 34" black Lines (z-folded with legal description on Front) and in PDF via Email.	_____	_____	_____
B. Plat labeled as Preliminary Plat, Final Plat, Replat, or Amended Final Plat: (Placed in Lower Right Hand Corner of Plat)	_____	_____	_____
C. Title Block with the following information			
Name of Addition:	_____	_____	_____
Name of City, County and State:	_____	_____	_____
Total number of acres in addition:	_____	_____	_____
Total number of lots in addition:	_____	_____	_____
Name of survey identified:	_____	_____	_____
Name of abstract identified:	_____	_____	_____
Existing and proposed zoning:	_____	_____	_____
Date of Plat (Month and year of Council consideration):	_____	_____	_____
D. Name and address of the Property Owner:	_____	_____	_____
E. Name, address, and telephone number of the Surveyor:	_____	_____	_____
F. Scale of drawing shown:	_____	_____	_____
G. North arrow:	_____	_____	_____
H. Vicinity map:	_____	_____	_____
I. City Council and P & Z Approval Certificate: (Placed in Middle of Right Hand Side of Plat) (Amended Plats Require only the Mayor and P & Z Commissioners' Signature)	_____	_____	_____
J. Accurate metes and bounds description including acreage with closure calculations:	_____	_____	_____
K. Perimeter property lines shown:	_____	_____	_____
L. Bearings and distances on perimeter property lines & interior lot lines if necessary:	_____	_____	_____

M.	Point of beginning identified with northing and easting coordinates in State Plane Coordinate System (SPCS) NAD 83:	_____	_____	_____
N.	Names of streets (Public & Private) and R-O-W widths:	_____	_____	_____
O.	Cross Access (with Cross Access Easements) and Driveway Placement Standards:	_____	_____	_____
P.	Lot and block numbers:	_____	_____	_____
Q.	Delta, radius, length, chord length bearings on all curves:	_____	_____	_____
R.	Identify all non-tangent curves:	_____	_____	_____
S.	Front building lines:	_____	_____	_____
T.	Side yard building lines at intersections:	_____	_____	_____
U.	Building lines in cul-de-sacs by chord definition:	_____	_____	_____
V.	Location and width of all exist. easement:	_____	_____	_____
W.	Location and width of all proposed esmts:	_____	_____	_____
X.	Lot, block and name of addition identified on perimeter property:	_____	_____	_____
Y.	Perimeter property owners identified on unplatted tracts by name, tract number, survey name and abstract number:	_____	_____	_____
Z.	City limit boundary shown (If applicable):	_____	_____	_____
AA.	Survey lines identified (If applicable):	_____	_____	_____
AB.	Continuation of existing streets:	_____	_____	_____
AC.	Master Thoroughfare Plan requirements:			
	Street Name	R-O-W Required	R-O-W Dedicated	R-O-W meets min. width
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
AD.	R-O-W widths meet minimum requirements:	_____	_____	_____
AE.	No off-center intersections:	_____	_____	_____
AF.	No dead-end streets:	_____	_____	_____
AG.	Maximum cul-de-sac length of 600':	_____	_____	_____
AH.	Minimum cul-de-sac radii 50':	_____	_____	_____
AI.	Maximum block length of 1200':	_____	_____	_____
AJ.	Proposed median openings on divided thoroughfares:	_____	_____	_____
AK.	Existing median openings on divided thoroughfares:	_____	_____	_____
AL.	15' corner clips at intersections of residential or collectors and 20' corner clips for arterials:	_____	_____	_____
AM.	Buffer area setback between residential and commercial zoning:	_____	_____	_____
AN.	Flowage easement identified:	_____	_____	_____
AO.	100-year floodplain identified:	_____	_____	_____
AP.	Utility easements provided along S.H.:	_____	_____	_____

III. PLAT REQUIREMENTS ON ALL PLATS:

<u>INFORMATION ITEMS</u>	<u>SURVEYOR</u>	<u>CITY</u>	<u>N/A</u>
AQ. Existing and proposed zoning:	_____	_____	_____
AR. Minimum size lettering is 1/10":	_____	_____	_____
AS. Minimum Scale is 1" to 200':	_____	_____	_____

IV. PRELIMINARY PLAT REQUIREMENTS:

<u>INFORMATION ITEMS</u>	<u>SURVEYOR</u>	<u>CITY</u>	<u>N/A</u>
A. All Items in Section II:	_____	_____	_____
B. Zoning designation of adjacent property:	_____	_____	_____
C. Location of existing structures:	_____	_____	_____
D. Location of existing pavement:	_____	_____	_____
E. Location of existing utilities:	_____	_____	_____
F. Outline of wooded areas:	_____	_____	_____
G. Intended land use identified:	_____	_____	_____
H. Interior property lines dimensioned to the closest foot:	_____	_____	_____
I. Bearings on interior property lines:	_____	_____	_____
J. Contours shown at 2-foot intervals:	_____	_____	_____
K. Finished floor elevation requirements shown on lots adjacent to floodplain areas and drainage easements:	_____	_____	_____

V. FINAL PLAT, REPLAT, AND AMENDED FINAL PLAT REQUIREMENTS:

<u>INFORMATION ITEMS</u>	<u>SURVEYOR</u>	<u>CITY</u>	<u>N/A</u>
A. All Items in Section II:	_____	_____	_____
B. Label, "This Plat Filed on _____, _____ Instrument # D _____." (Placed in the lower right hand corner of Plat, below the title block)	_____	_____	_____
C. Owners Certificate (Dedication statement) on the Plat:	_____	_____	_____
D. Notary of Property Owner(s) signature:	_____	_____	_____
E. Surveyors certification statement:	_____	_____	_____
F. State Plane Coordinate System (SPCS) NAD-83 coordinates set at two opposing Subdivision corners:	_____	_____	_____
G. Survey ties to existing subdivisions:	_____	_____	_____
H. Perimeter property corners identified and shown on the drawing and in the metes and bounds description:	_____	_____	_____
I. Property lines dimensioned to the hundredth of a foot:	_____	_____	_____
J. FEMA designated floodplain identified:	_____	_____	_____
K. City of Grapevine Ultimate 100-year floodplain identified:	_____	_____	_____
L. Location of 572 contour around the perimeter of Grapevine Lake:	_____	_____	_____

VI. FINAL PLAT, REPLAT, AND AMENDED FINAL PLAT REQUIREMENTS (continued):

<u>INFORMATION ITEMS</u>	<u>SURVEYOR</u>	<u>CITY</u>	<u>N/A</u>
M. Perpetual Flowage Easement note if property is adjacent to Grapevine Lake:	_____	_____	_____
N. Location of 564 contour around the perimeter of Grapevine Lake:	_____	_____	_____
O. Finished floor elevations for lots adjacent to floodplain, creeks, channels, drainage features, etc. shown on lot: (City GPS benchmark shown on the plat if finished floor elevations are required.)	_____	_____	_____
P. Areas below ultimate 100-year water surface elevation (W.S.E.) identified as a drainage easement:	_____	_____	_____
Q. 100-year W.S.E. contour tied to property corners:	_____	_____	_____
R. Avigation Release for Zones B and C: (Signature must be notarized)	_____	_____	_____
S. Square footage and acreage of each lot:	_____	_____	_____
T. Square footage of the following information for the entire site:	_____	_____	_____
1. Total Platted Area:			
2. Net Platted Area:			
3. Right of Way Dedication:			
4. Easement Dedication:			
U. Previous lot lines shown for all Replats and Amended Final Plats:	_____	_____	_____
V. <u>RESIDENTIAL REPLATS ONLY</u>			
1. If there are fewer than 100 lots in the immediate preceding subdivision plat, then all lots within the subdivision must receive written notice not less than 15 days prior to the public hearing.	_____	_____	_____
2. If there are more than 100 lots in the immediate preceding subdivision plat, then all lots within 500 feet of the subject lot(s) must receive written notice not less than 15 days prior to the public hearing.	_____	_____	_____

VII. PRELIMINARY WATER AND SEWER PLAN: (FOR PRELIMINARY & REPLATS ONLY)

<u>INFORMATION ITEMS</u>	<u>ENGINEER</u>	<u>CITY</u>	<u>N/A</u>
A. All items in Section II:	_____	_____	_____
B. Location and size of proposed water main improvements:	_____	_____	_____
C. Location and size of proposed sewer line improvements:	_____	_____	_____
D. Drainage areas delineated:	_____	_____	_____
E. Location and size of existing water mains:	_____	_____	_____
F. Location and size of existing sewer lines (Downstream and upstream):	_____	_____	_____

VIII. PRELIMINARY WATER AND SEWER PLAN:

G. Provisions for upstream property owners sanitary sewer:	_____	_____	_____
H. Provisions for extending water mains to perimeter of property to serve adjacent tracts:	_____	_____	_____
I. Contours shown at 2-foot intervals:	_____	_____	_____
J. Water Distribution System Master Plan requirements: Line Type, Size, and Location:			
1 - _____			
2 - _____			
3 - _____			
K. Compliance with Water Distribution System Master Plan:	_____	_____	_____
L. Wastewater Collection System Master Plan requirements: Line Type, Size, and Location:			
1 - _____			
2 - _____			
3 - _____			
M. Compliance with Wastewater Collection System Master Plan:	_____	_____	_____

IX. PRELIMINARY DRAINAGE PLAN (FOR PRELIMINARY & REPLATS ONLY):

<u>INFORMATION ITEMS</u>	<u>ENGINEER</u>	<u>CITY</u>	<u>N/A</u>
A. All items in Section II:	_____	_____	_____
B. Location and size of proposed storm drainage pipelines:	_____	_____	_____
C. Location and size of proposed storm drainage inlets:	_____	_____	_____
D. Inlet calculations:	_____	_____	_____
E. Drainage areas and sub-areas delineated:	_____	_____	_____
F. 5-Year storm calculations:	_____	_____	_____
G. 100-Year storm calculations:	_____	_____	_____
H. Provisions for upstream flow: Show future flow allowed.	_____	_____	_____
I. Location, slope, size, and capacity of existing storm drainage system:	_____	_____	_____
J. All contiguous drainage easements:	_____	_____	_____
K. Contours shown at 2-foot intervals:	_____	_____	_____
L. Existing bridges and culverts:	_____	_____	_____
M. Location, size, type, and capacity of inlets:	_____	_____	_____
N. Provisions for upstream, offsite properties through the development:	_____	_____	_____

FORMATS FOR CERTIFICATION STATEMENTS

X. PLANNING & ZONING COMMISSION AND CITY COUNCIL APPROVAL BLOCK:

The Planning & Zoning Commission and City Council approval certificates shall be at the middle of the right hand side of the plat (between the Owner's Certificate and the title block).

(Reproduce at Size Shown)

PLANNING & ZONING COMMISSION:

Date Approved: _____

Chairman: _____

Secretary: _____

GRAPEVINE CITY COUNCIL:

Date Approved: _____

Mayor: _____

City Secretary: _____

XI. EXAMPLE OF SURVEYOR'S CERTIFICATION:

I, Name of Surveyor, of Name of Company, a Registered Professional Land Surveyor of the State of Texas, do hereby declare that I prepared this plat from an actual and accurate survey on the land and that the corner monuments shown thereon were properly placed under my personal supervision in accordance with the platting rules and regulations of the State of Texas and the City of Grapevine.

(Signature of Surveyor)

(Printed Name of Surveyor and Registration Number) RPLS SEAL

(Printed Name of Company)

XII. EXAMPLE OF OWNERS CERTIFICATE:

The Owner's Certificate shall be placed in the upper right hand corner of the plat.

OWNER'S CERTIFICATE

STATE OF TEXAS §

COUNTY OF TARRANT §

WHEREAS, _____ is the owner of a _____ acre tract of land in the _____ Survey, Abstract _____, situated in the City of Grapevine, Tarrant County, Texas and being that tract described in _____ of the Deed (or Plat) records of Tarrant County, Texas and being more particularly described as follows:

(Provide an accurate metes and bounds description)

NOW, THEREFORE KNOW ALL MEN BY THESE PRESENTS, THAT _____ does hereby adopt this plat of _____, an addition to the City of Grapevine, Tarrant County, Texas, and does hereby dedicate to the public use forever the right-of-way and easements shown hereon. The easements shown hereon are hereby reserved for the purposes as indicated. The utility easements shall be open for all City or franchised public utilities for each particular use. The maintenance of paving on the easements is the responsibility of the property owner. No buildings or auxiliary structures shall be constructed, reconstructed, or placed upon, over, or across the easements as shown. Said easements being hereby reserved for the mutual use and accommodation of all public utilities using, or desiring to use same. Any City or franchised utility shall have the full right to remove and keep removed all or parts of any fences, trees, shrubs, or other improvements or growths which in any way endanger or interfere with the construction, maintenance, or efficiency of its respective system on the easements and all City or franchised utilities shall at all times have the full right of ingress and egress to and from and upon said easements for the purpose of constructing, reconstructing, inspecting, patrolling, maintaining, and adding to or removing all or parts of its respective system without the necessity at any time of procuring the permission of anyone.

"I have reviewed the City's findings concerning dedications and I do agree that the statements are true and correct."

This plat approved subject to all platting ordinances, rules, regulations, and resolutions of the City of Grapevine, Texas.

Witness my hand this the _____ day of _____, 20_____.

(Signature of Owner)

(Title)

The State of _____

County of _____

Before me _____ on this day personally appeared _____ known to me (or proved to me on the oath of _____ or through _____ (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

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

SEAL

Notary Signature

XIII. FILING INFORMATION BLOCK:

The Filing Information Block shall be placed at the bottom right hand of the corner of the plat (below the Title Block) for **FINAL PLATS ONLY:**

“This plat filed on _____, _____ Instrument # D_____.”

XIV. PERPETUAL FLOWAGE EASEMENTS:

The following note shall be placed on the face of each plat when a any portion of the property is within or adjacent to Grapevine Lake below the land contour of 572.00 feet above mean sea level:

Perpetual flowage easement estates, such as those the government holds over property owned by others in the Grapevine Lake area, grant to the government full, complete, and perpetual right, power, privilege, and easements to occasionally overflow, flood, and submerge land in connection with the operation and maintenance of the lake. Flowage easement lands are defined as those land below the land contour of 572.00 feet mean sea level. No fill shall be placed below the contour of 572.00 feet. All lot grading operations must be coordinated with the Corps of Engineers' Grapevine Lake office. No habitable structure shall be constructed below the land contour of 572.00 feet.

XV. AVIGATION RELEASE:

AVIGATION RELEASE

THE STATE OF TEXAS §

COUNTY OF TARRANT §

WHEREAS, _____, hereinafter called "Owner" (whether one or more), is the owner of that certain parcel of land situated in the City of Grapevine, Tarrant County, Texas, being said property as described as shown on this plat.

NOW THEREFORE, in consideration of the sum of ONE AND 00/100 (\$1.00) DOLLAR and other good and valuable consideration, the receipt and sufficiency of which is hereby fully acknowledged and confessed, Owner does hereby waive, release, remise and quitclaim to the City of Grapevine, Tarrant County, Texas, the Dallas-Fort Worth International Airport Board, the Cities of Dallas, Texas and Fort Worth, Texas, their successors and assigns, hereinafter called "Cities", for the use and benefit of the public and its agencies, any and all claims for damages of any kind to persons or property that Owner may suffer by reason of the passage and flight of all aircraft in the air space above Owner's property above the height restriction as presently established by Ordinance No. 73-50 for the City of Grapevine, known as the Airport Zoning Ordinance of the Dallas-Fort Worth International Airport, to an infinite height above same, whether such damage shall originate from noise, vibration, fumes, dust, fuel and lubricant particles, and all other effects that may be caused by the operation of aircraft, landing at, or taking off from, or operating at or on the Dallas-Fort Worth International Airport.

This instrument does not release the owners or operators of aircraft from liability for damage to person or property caused by falling aircraft or falling physical objects from aircraft, except as stated herein with respect to noise, fumes, dust, fuel, and lubricant particles.

It is agreed that this Release shall be binding upon said owner and his heirs and assigns, and successors in interest to said property; and it is further agreed that this instrument shall be a covenant running with the land, and shall be recorded in the Deed Records of the county or counties in which the property is situated.

EXECUTED at _____, Texas, this ___ day of _____, 20__.

OWNER

The State of _____

County of _____

Before me _____ on this day personally appeared _____ known to me (or proved to me on the oath of _____ or through _____ (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

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

SEAL

Notary Signature