



Plat Checklist

City of Westworth Village – Permits Department: 817-710-2505
311 Burton Hill Rd., Westworth Village, TX 76114

- Preliminary Plat
 Final Plat
 Minor Form
 Amended Plat

Chapter 10 of the Code of Ordinances of the City of Westworth Village contains instructions to guide the preparation and submittal of Plats. Amended Plats are subject to limitations in LGC 212.016.

All information required in Chapter 10 Code of Ordinances and amendments must be received in the City of Westworth Village development office prior to an action item being placed on the Planning and Zoning Agenda.

A. ZONING INFORMATION OF PROPERTY

What is the present zoning district: _____ Are you requesting any zoning changes? Yes No

Zoning district requested: _____
(This is not a zoning change document)

B. PROPOSED SUBDIVISION CONTAINS: (Please be specific)

Land Use	# of Lots or Units	Acres (for each use)	Sq. Footage Building Space
Single Family	_____	_____	_____
Garden/ Patio/ Zero-Lot Line	_____	_____	_____
Duplex	_____	_____	_____
Townhouses	_____	_____	_____
Triplex/ Quadplex	_____	_____	_____
Multi-Family Condominiums	_____	_____	_____
Multi-Family Apartments	_____	_____	_____
Office	_____	_____	_____
Retail/ Restaurant	_____	_____	_____
Commercial	_____	_____	_____
Warehouse	_____	_____	_____
Industrial	_____	_____	_____
Public Street R.O.W.	_____	_____	_____
Parks, Public Facilities	_____	_____	_____
Other Land Uses	_____	_____	_____
Total	_____	_____	_____

- C. Submit 3 prints** of the plat. The plat should be drawn to a scale of 1" = 100" or larger on a sheet of 24" X 36".
- D. Submit 1 CD** containing all in PDF format. All plans must be on State Plan surface coordinate system, if possible use NAD83.
- E. Submit** all applicable Tax Certificates.
- F.** The following items are required to be shown on the plat or submitted with the plat for consideration. Please fill in the spaces at the left to verify the completeness of the information submitted.

PLAT CHECKLIST

Indicate if Date is:

On Plat	Sheet #	I. BASIC INFORMATION
<input type="checkbox"/>	_____	A. Subdivision Name
<input type="checkbox"/>	_____	B. City
<input type="checkbox"/>	_____	C. County
<input type="checkbox"/>	_____	D. State
<input type="checkbox"/>	_____	E. Name & Address of Owner

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
On Plat	Sheet #
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

- F. Appropriate Plate Title (*Preliminary, Final, or Amended*)
- G. Name & Address of Engineer, Planner, and/or Surveyor Responsible for Design
- II. IDENTIFICATION**
 - A. Names of Adjacent Subdivisions
 - B. Names of Streets (New & Old)
 - C. Lot and Block Numbers
- III. SURVEYING**
 - A. Boundary Survey of Plat
 - B. Reference to Original Survey or Previous Subdivision
 - C. Location, Names, Widths of Adjacent and/or Intersecting Streets, Alleys, & Easements
 - D. Reference & Location of All Surrounding Subdivisions, Tracts, Etc.
 - E. Field Notes & Metes and Bounds Description of Plat
 - F. Jurisdictional Boundaries
- IV. INTERIOR DETAILS**
 - A. Dimensions & Locations of All Lots, Streets, Easements, Parks, Etc.
 - B. Existing Natural & Artificial Physical Features of Property (*Ditches, Creeks, Woods, Bridges, Culverts, Etc.*)
- V. CONSTRUCTION PLANS (*submit three (3) sets plus 1 CD*)**
 - A. Water Distribution System (*off-site & on-site*)
 - B. Sewage Collection System (*off-site & on-site*)
 - C. Streets, Sidewalks, & Drive Approaches
 - D. Drainage Facilities (*off-site & on-site*)
 - E. Topographic Map
- VI. LEGAL STIPULATIONS**
 - A. Copy of All Deeds Restrictions Pertaining to the Subject Property
- VII. CERTIFICATION**
 - A. Plat Represents Survey by *Licensed Surveyor*
- VIII. DRAFTING DETAILS**
 - A. Date
 - B. Scale
 - C. North Arrow
 - D. Small Scale Location Map

F. REASON FOR AMENDING PLAT UNDER LGC 212.016:

Signature: _____	<input type="checkbox"/> Owner <input type="checkbox"/> Developer
Print Name: _____	Phone #: _____
Signature: _____	<input type="checkbox"/> Owner <input type="checkbox"/> Developer
Print Name: _____	Phone #: _____
Signature: _____	<input type="checkbox"/> Owner <input type="checkbox"/> Developer
Print Name: _____	Phone #: _____