



## PLATTING/REPLAT/AMENDED PLATS/FINAL PLATS/SHORT FORM PLATS ISSUANCE

### REQUIREMENTS CHECK LIST

#### SUBMIT THREE COPIES OF THE PLAT TO BE CONSIDERED.

- All plats must be black line originals.
- All plats must have original and legible signatures and seals.
- All plats filed must have an original tax certificate submitted with it from each taxing unit with jurisdiction of the real property, indicating that no delinquent taxes are owed and that taxes for the current year have been paid. After September 1st, a certificate showing that the taxes for that year are paid, but that the taxes for the upcoming year have yet to be calculated is required. (House Bills 1563 & 3101).
- Dedication, legal description, etc. can be on plat or submitted on separate legal or letter-sized sheets with owner or owner's agent signature and proper acknowledgement.

#### REQUIREMENTS ON ALL PLATS:

- |  |  |
|--|--|
| <input type="checkbox"/> Adjacent Property lines, streets, easement          | <input type="checkbox"/> Name, address, telephone of surveyor                  |
| <input type="checkbox"/> Names of owners of property within 100 feet         | <input type="checkbox"/> Seal and signature of registered land surveyor        |
| <input type="checkbox"/> Names of adjoining subdivisions                     | <input type="checkbox"/> Consecutively numbered plat notes and conditions      |
| <input type="checkbox"/> Front building setback lines                        | <input type="checkbox"/> Location and dimensions of public use areas           |
| <input type="checkbox"/> Side setback lines when side street frontage exists | <input type="checkbox"/> Graphic scale of no smaller than 1" = 200'            |
| <input type="checkbox"/> City boundaries where applicable                    | <input type="checkbox"/> All existing and proposed street names                |
| <input type="checkbox"/> Date the drawing was prepared                       | <input type="checkbox"/> Dimensions of all existing and proposed rights-of-way |
| <input type="checkbox"/> Location, width, purpose of all existing easements  | <input type="checkbox"/> Subdivision boundary in bold lines                    |
| <input type="checkbox"/> Location, width, purpose of all proposed easements  | <input type="checkbox"/> Subdivision name                                      |
| <input type="checkbox"/> Consecutively numbered or lettered lots and blocks  | <input type="checkbox"/> Title Block identifying plat type                     |
| <input type="checkbox"/> Map sheet size of 18" X 24" to 24" x 36"            | <input type="checkbox"/> Vicinity location map at 1" = 200'                    |
| North arrow  | <input type="checkbox"/> Surveyor's Certification of Compliance                |
| <input type="checkbox"/> Name, address, telephone of property owner          | <input type="checkbox"/> Trip Generation Data Form                             |
| <input type="checkbox"/> Name, address, telephone of developer               |  |

**ADDITIONAL REQUIREMENTS FOR REPLATS, SHORT FORM PLATS, AMENDED PLATS AND FINAL PLATS:**

- Written metes and bounds description
- Texas NAD83 State Plane Coordinates for at least two corners
- Dimensions of all proposed or existing lots
- Area in square feet for each lot
- Any existing structures which encroach any setback lines
- Location of drainage easements
- Planning & Zoning Certificate of Approval (see attached)
- City Council Approval Certificate (see attached)
- Tarrant County Approval Certificate (see attached)
- Dedication Certificate (see attached)
- Printout of property boundary closure confirmation

**PLATTING & ZONING FEES**

Filing fee for special use permit application	\$350.00
Filing fee for planned development application plus \$5 per lot or 10 per acre whichever is larger	\$450.00
Filing fee for site plan review application	\$200.00
Filing fee for zoning variance request	\$200.00
Annexation petition	\$500.00
<b>SUBDIVISION PLATTING FEES:</b>	
Filing fee for preliminary plat application plus \$5 per residential lot or \$10 per acre whichever is larger	\$300.00
Filing fee for replat application plus \$5 per lot or 10 per acre whichever is larger	\$250.00
Filing fee for Amended/Minor plat application	\$250.00
Filing fee for Final plat application plus \$5 per or \$10 per acre whichever is larger	\$300.00
Plat recording fee (24 x 36) based on county charge	\$67.00
Covenants, per page	\$6.00
Street vacation	\$113.00
Easement vacation	\$57.00
Zoning verification letters	\$18.00
Inspection Fees (5% infrastructure costs)	
All expenses incurred by the City in connection with the review of such plans by engineering consultants of the City	TBD
<b>BOARD OF APPEALS FILING FEE</b>	\$150.00
<b>CITY COUNCIL APPEALS FILING FEE</b>	\$150.00



**APPLICATION FOR  
PLATTING OR REPLATTING  
PERMIT**

TOWN OF LAKESIDE  
9830 CONFEDERATE PARK ROAD  
LAKESIDE, TEXAS 76108  
817-237-1234 EXT 307  
Blythe.murphy@lakesidetexas.us

**TYPE OF PLAT**

Preliminary    Final    Replat    Amendment

**PROPERTY DESCRIPTION**

NAME OF ADDITION:

LOCATION OF ADDITION:

NUMBER OF NEW STREET INTERSECTIONS:

NUMBER OF LOTS:

GROSS ACREAGE:

ZONING:

**PROPERTY OWNER INFORMATION**

COMPANY NAME:

HOMEOWNER/AGENT:

MAILING ADDRESS:

CITY:

STATE:

ZIP:

PHONE #:

EMAIL:

PROPERTY OWNER(S) SIGNATURE:

**SURVEYOR INFORMATION**

COMPANY NAME:

SURVEYOR NAME:

MAILING ADDRESS:

CITY:

STATE:

ZIP:

PHONE #:

EMAIL:

SURVEYOR SIGNATURE:

**ENGINEER INFORMATION**

COMPANY NAME:

ENGINEERNAME:

MAILING ADDRESS:

CITY:

STATE:

ZIP:

PHONE #:

EMAIL:

ENGINEER SIGNATURE:

**NOTICE**

**Please make sure all required items are included with your application for platting or the application will not be accepted.**

I have carefully examined the completed application and required support documentation and know the same to be true and correct. I hereby agree to comply with all provisions set forth by the Town of Lakeside and the State of Texas wherein specified otherwise. I am the owner of the property, or his or her duly authorized agent. **The issuance of a permit neither exempts nor modifies any covenants, deed restrictions, Town ordinances or State or Federal Laws, whether herein specified or not.**

SIGNATURE OF APPLICANT:

DATE:

**OFFICE USE ONLY**

DATE RECEIVED:

PERMIT FEE: \$

PERMIT NUMBER:

DATE ISSUED:

PERMIT EXPIRES:

APPROVED:  YES  NO\*

\* COMMENTS ATTACHED

**(ANY COMMENTS OR MARK-UPS WILL BE DISTRIBUTED ONLY TO THE DESIGNATED PRINCIPAL CONTACT)**

PRINCIPAL CONTACT:

**TOWN ADMINISTRATOR APPROVAL**

SIGNATURE:

DATE:

**PLANNING & ZONING APPROVAL**

PLANNING & ZONING MEETING DATE:

SIGNATURE OF PLANNING & ZONING CHAIRMAN:

DATE:

**COUNCIL APPROVAL**

COUNCIL MEETING DATE:

SIGNATURE OF MAYOR OR CITY SECRETARY:

DATE:



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**PLANNING AND ZONING CERTIFICATE OF APPROVAL:**

Preliminary, Final Plat, Replat, Amended Plat:

WHEREAS The Planning and Zoning Commission of the Town of Lakeside, 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 & Zoning Commission

**CITY COUNCIL CERTIFICATE OF APPROVAL:**

WHEREAS The City Council of the Town of Lakeside, Texas voted affirmatively on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to approve this Plat for filing of record.

\_\_\_\_\_  
Mayor, Town of Lakeside

\_\_\_\_\_  
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

\_\_\_\_\_  
My printed name: