



MINOR PLAT REQUIREMENTS

Following the review and classification of the Sketch Plat by the City Planner as a Minor Plat, the applicant shall submit twelve (12) blueline or blackline copies of the Minor Plat together with dedication instruments and written application for Final Plat approval, meeting all requirements as to Form and Content listed below:

The Final Plat shall be accompanied by the following:

1. The required review and filing fees for Final Plat Approval as set by the City Fee Schedule
2. One copy of the private deed restrictions, if any, as filed in the records of Tarrant County
3. Three copies of Preliminary Drainage Plan, as described in Section 16.20.005 of the Subdivision Ordinance.

Upon approval by City Staff, the applicant shall submit two (2) mylars with original seals and signatures in black ink, two (2) blueline or blackline copies of the revised Final Plat, and two (2) original executed dedication instruments suitable for filing with the County.

It shall be the duty of the City Planner having received the Final Plat, to:

1. Check the Final Plat for completeness and for conformity to the specifications as provided herein.
2. Inform the applicant of the completeness of the Final Plat and of its conformity to the specifications as provided herein.
3. An application shall not be accepted until all materials are considered complete by the City Staff.

Conditions for Minor Plat approval by the City Planner shall be as follows:

1. The City Planner may approve a Minor Plat involving four or fewer lots fronting on an existing street that does not require the creation of any new street or the extension of municipal facilities that would require the expenditure of City funds.
2. All other Final Plat requirements are met.
3. The City Planner may, for any reason, present the plat to the Commission for approval and shall refer the plat to the Commission if he or she refuses to approve the plat.

The Commission shall act on a formally accepted Minor Plat within thirty days (30) of the date of acceptance of the Final Plat for processing. If said Plat is not approved, conditionally disapproved, or disapproved within thirty days (30) from the date of acceptance, it shall be deemed to have been approved and a certificate, showing said acceptance date and the failure to take action thereon within thirty days (30) from said acceptance date, shall on demand be issued by the Commission and said certificate shall be in lieu of the endorsement herein required.

Any applicant aggrieved by a decision or condition imposed by the City Staff may appeal to the Planning and Zoning Commission. In such event, the applicant shall file the number of copies required for a Minor Plat, along with a written appeal of the requirement by the City Staff.