



PLATTING PROCEDURE SUMMARY

Any owner or developer of any lot, tract, or parcel of land located within the corporate limits of the City of Benbrook or within its jurisdiction, who may wish to effect a subdivision of such land, shall conform to the general procedure described below.

PRELIMINARY CONFERENCE

Prior to the official filing of a Preliminary Plat for Planning and Zoning Commission consideration, the subdivider should consult with and present a proposed plan (Sketch Plat) of subdivision to the City Planner for comments and advice of the procedures, specifications, and standards required by the City for the subdivision of land.

SKETCH PLAT REVIEW

Sketch Plat review will normally be accomplished by a conference with the City Planner. The City Planner will provide comments identifying compliance or non-compliance with applicable ordinances and standards, elements of the Comprehensive Plan, and suggestions for improvement in design to either comply with the applicable ordinances and standards or to improve circulation, drainage, or compatibility with adjacent neighborhoods. The applicant should make every effort to comply with the suggested changes or to respond in writing to the City Planner as to why the changes will not be made.

These suggestions and responses will be made a part of the Staff report on any future Plat submittal where the discrepancy remains. Conflicts with the Comprehensive Plan shall be resolved by requesting an amendment to the Comprehensive Plan before proceeding with the Plat. Appeals on suggested design changes will remain the discretion of the Planning and Zoning Commission. Approval of the Sketch Plat does not constitute acceptance of the subdivision, but is merely a review procedure prior to submittal of the formal Preliminary Plat for Planning and Zoning Commission consideration.

PROJECT REVIEW TEAM

Representatives of the Planning Department, City Engineer, Building Inspections Department, Fire Department, and Benbrook Water Authority, will be available to review your project with you and answer any questions or concerns you may have. To schedule a Project Review Team meeting, return the application with all requested information to the Development Coordinator, no later than 5:00 p.m. on any Wednesday for the following Wednesday, 9:30 a.m. meeting.

WRITTEN REQUEST REQUIRED

Every proposal submitted for Planning and Zoning Commission action shall be made in writing on application forms provided by the City (See Applications to print out the forms needed), shall be accompanied by all prescribed fees, and shall be complete in all respects before being accepted for filing.

FILING DEADLINE

Every proposal shall be filed with the Development Coordinator no later than noon Wednesday, thirty-(30) days prior to the regular meeting date of the Commission. When the filing deadline falls on a City holiday, the following workday will be observed as the filing deadline. Failure to submit a complete application on time will result in the rejection of the application unless undo hardship can be demonstrated.

NOTICE

Public notice of proposals to amend the boundaries of zoning districts, Preliminary Plats, or residential Replats shall be sent, at the minimum, to the applicant and/or his agent and to the owners of all properties within two-hundred feet (200') of the property in question, as said ownership appears on the last approved City Tax Roll. Notice shall be given in writing, deposited in the United States Mail, postage prepaid, not less than ten (10) days prior to the date of the Planning and Zoning Commission hearing. The notice of a Public Hearing shall advise that a specific proposal has been submitted, shall state the date, time and place of hearing, and shall state that further information may be obtained relative to the proposal at the office of the City Planner.

SUBMISSION OF SUPPORTING INFORMATION

Information supporting a recommendation to approve or disapprove any proposal before the Planning and Zoning Commission shall be submitted only through the City Planner or to the Commission in a public meeting.

WITHDRAWAL OF PROPOSAL

When any applicant desires to withdraw any proposal, he or she may do so by filing a written request to that effect with the City Planner. Such request shall not be effective unless, and until approval of the withdrawal by the Planning and Zoning Commission at the public meeting. Application fees are nonrefundable.

PRELIMINARY PLAT

The subdivider shall prepare and submit to the City Planning and Zoning Commission a Preliminary Plat of a Standard Plat for its study and recommendation.

FINAL PLAT

Upon approval of the Preliminary Plat by the Planning and Zoning Commission, the subdivider may then prepare a Final Plat of all of the land included in the Preliminary Plat, or all of the phases when such phases were approved on the Preliminary Plat, for submission to and approval by the Staff. The Final Plat shall be accompanied by required engineering plans.

REVIEW OF ENGINEERING PLANS FOR PUBLIC IMPROVEMENTS

Concurrent with the review of the Final Plat, the City Planner and City Engineer shall review the engineering plans and specifications for all required public improvements for conformance with City standards. The Final Plat application shall be considered incomplete, and processing suspended, until the engineering plans and financial assurance instruments are approved and accepted.

Upon acceptance of such plat and public properties by the Planning and Zoning Commission, the City Planner or designee shall cause such plat to be recorded in the Plat Records of Tarrant County, Texas.