



**CITY OF  
BEDFORD**

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Discover the Center

**PRELIMINARY PLAT  
APPLICATION**

FOR

PLANNING & ZONING COMMISSION

AS AUTHORIZED BY THE BEDFORD SUBDIVISION ORDINANCE  
(ORD. NO. 2325) & AS AUTHORIZED BY  
THE TEXAS LOCAL GOVERNMENT CODE, CHAPTER 212

March 2012

<http://www.bedfordtx.gov>

# City of Bedford

## Processing Procedures for a Preliminary Plat

**Submittal Requirements:** The following items must be submitted to the Development Department Office, 2000-B Forest Ridge Drive, Building B, Bedford, Texas, to initiate action on the application:

- **Completed application form;**
- Required **application fee;**
- **Twenty (20) black-line** copies of the Final Plat, **folded** to 8 ½ x11;
- **Current Tax Certificate** showing no outstanding taxes on the property;
- **Engineering plans;** and
- One **reduced 11x17 copy** of the Preliminary Plat drawing.

**Application Fee:** The Preliminary Plat application fee is \$100.00, plus \$25.00 per lot. Payment may be made with cash, check, Visa or MasterCard. Checks are to be made to the City of Bedford.

*The application fee is not refundable to the owner/applicant regardless of the action taken on the Preliminary Plat by the Planning & Zoning Commission.*

**Completeness of Submission:** The Preliminary Plat shall not be placed on an agenda for consideration until:

- The application fee is paid; and
- All information, drawings, plans and attachments are deemed to be complete.

Failure to provide any necessary revised material by the deadlines listed on the attached calendar will likely result in the Preliminary Plat being tabled or denied.

**Processing:** *The owner/applicant shall also submit (on the same submittal day) a copy of the Preliminary Plat to all franchise utility companies that will potentially be serving the subdivision for their comments regarding utility easements needed.*

The Development Department shall forward a copy of the Preliminary Plat to the members of the Development Review Committee (DRC) – including the City Planner, Chief Building Official, Director of Public Works, City Engineer, and Fire Marshal for their review and comments. These comments will be summarized after the DRC meeting and faxed to the owner/applicant on the Friday prior to the P&Z meeting.

### **Revised Materials:**

The following items are to be submitted to the Development Office:

- Fifteen (15) **blackline** copies of the revised Preliminary Plat drawing;
- One (1) 11x17 size copy of the revised Preliminary Plat;
- One Cd depicting the graphic data, special provisions, general notes and/or specifications of the approved parcels. If in AutoCad format, please include the “world file”. (The applicant shall coordinate with staff regarding the specific format requirements for digital data.)
- Additional information requested; and
- A response letter addressing the DRC comments.

If all requirements are completed and corrections made, the P&Z shall act on the Preliminary Plat at the regularly scheduled meeting as specified in the Subdivision Regulations *Section 3.6 Approval Procedures*. Failure to attend the regularly scheduled meeting will likely result in the item being either tabled or denied.

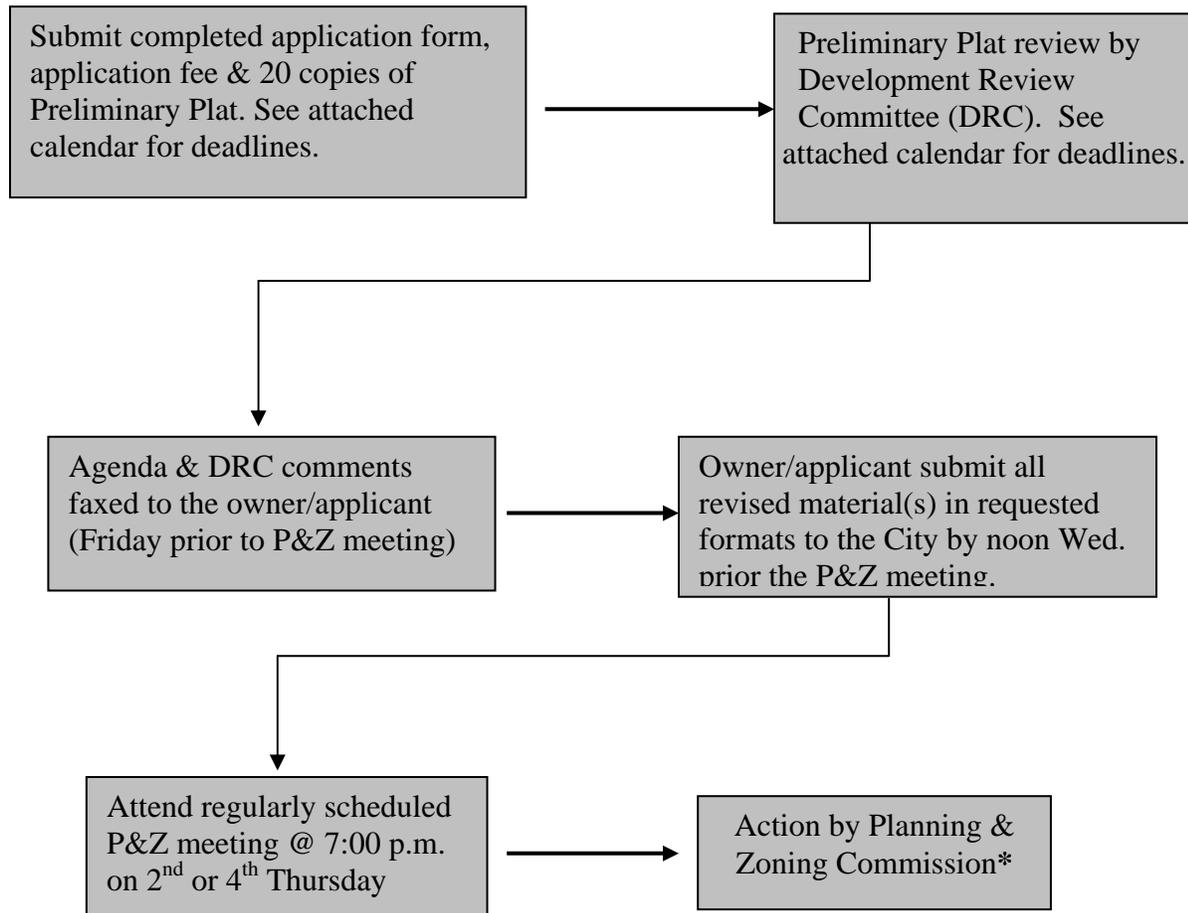
**Approval:** The approval of the Preliminary Plat by the P&Z does not constitute official acceptance of the drainage, streets, water, sewer or other public improvements of the proposed subdivision by the City. This approval authorizes the applicant to proceed with the preparation of final engineering plans and the Preliminary Plat of the subdivision for review and approval.

**The infrastructure improvements are subject to further engineering review and inspections of the constructed facilities.**

**Document & Information Exchange:**

The applicant shall provide the following to the Development Department Office within 10 working days of the Preliminary Plat approval by the P&Z:

- 20 - **Black-line** copies folded to the 8 ½x11 of the approved Preliminary Plat with all revisions required by P&Z and all required signatures.
- 1 - Cd depicting the graphic data, special provisions, general notes and/or specifications of the approved parcels. If in AutoCAD format, please include the “world file”. (The applicant shall coordinate with staff regarding the specific format requirements for digital data.)
- 1 - 11x17 copy of the approved Preliminary Plat.



\* Plats are acted upon by the P&Z and no action by the City Council is necessary

# City of Bedford

## Application for a Preliminary Plat

Applicant name \_\_\_\_\_ Date: \_\_\_\_\_ Fee Paid: \_\_\_\_\_  
 (Please print):

**Legal Description:** (Previously Unplatted property) \_\_\_\_\_ acres  
 Tract(s) \_\_\_\_\_ out of the \_\_\_\_\_ Survey, Abstract # \_\_\_\_\_,  
**Being platted as:** Lot(s) \_\_\_\_\_, Block(s) \_\_\_\_\_ of the  
 \_\_\_\_\_ Addition to the City of Bedford. (include phase number).  
**Street address of property:** \_\_\_\_\_

**\*Signatures indicate that all information provided is true and correct.**

<b>Property Owner</b> <i>(Signature):</i>	<b>Applicant</b> <i>(Signature):</i>
<i>(Printed name)</i>	<i>(Printed name)</i>
<i>(Company name)</i>	<i>(Company name)</i>
<i>(Street Address)</i>	<i>(Street Address)</i>
<i>(City, state &amp; zip code)</i>	<i>(City, state &amp; zip code)</i>
<i>(Telephone number)</i> <i>(FAX number)</i>	<i>(Telephone number)</i> <i>(FAX number)</i>

**Land Planner/Engineer/Surveyor** *(Printed Name):* \_\_\_\_\_  
 \_\_\_\_\_  
*(Company Name)*  
 \_\_\_\_\_  
*(Street Address)*  
 \_\_\_\_\_  
*(City, state & zip code)*  
 \_\_\_\_\_  
*(Telephone number)*                      *(FAX number)*

**Please indicate sole contact for the City with an arrow ⇨.**

# City of Bedford

## Preliminary Plat Checklist

Name of Subdivision: \_\_\_\_\_

Date: \_\_\_\_\_

Items listed in this checklist must be provided by the applicant, signed and returned to the Development Department along with 20 copies of the completed Preliminary Plat for approval (also see Processing Procedures for Preliminary Plats "Submittal Requirements". The Preliminary Plat shall be submitted on sheets 36" by 24" at a scale of 1" = 100' or 1" = 50' unless prior approval for a variation in size or scale is obtained from the City. (This is a summary of the information that shall be provided. For a complete listing of required elements see the Bedford Subdivision Regulations Chapter 2 – "Preliminary Plat Preparation & Approval". This summary is provided for the applicants benefit however fulfilling the requirements of this summary checklist does not relieve the applicant or his/her agent from the responsibility of satisfying all the requirements of the Zoning Ordinance, Subdivision Regulations, and other development related ordinances of the City of Bedford.)

- \_\_\_\_\_ Name of **subdivider**, record and volume and page of record ownership in the Tarrant County Deed Records
- \_\_\_\_\_ Name of Registered Public **Surveyor** preparing the plat documents
- \_\_\_\_\_ **Proposed name** of the Subdivision- The word "Addition" shall follow the plat name in the main title. The form of the title shall follow the form provided in Subdivision Regulations Section 2.5 – Form & Content
- \_\_\_\_\_ **Vicinity map** (including nearest subdivision), **date** of preparation, **scale**, **north arrow**
- \_\_\_\_\_ Subdivision **boundary line** indicated by heavy lines & the computed gross **acreage** of the subdivision.
- \_\_\_\_\_ Name of **contiguous property owners** (parcels of unsubdivided/subdivisions) & lot patterns, lot and block numbers of these parcels and/or subdivisions shown by dashed or dotted lines
- \_\_\_\_\_ Location of **City Limit** lines (if applicable).
- \_\_\_\_\_ The location, dimension, name, & description of all existing or recorded public & private **right-of-way** including easements, within the subdivision as well as those contiguous with its boundaries or forming such boundaries.
- \_\_\_\_\_ The location, dimensions, identification or name of all existing or recorded residential **lots**, parks, & public areas within the subdivision.
- \_\_\_\_\_ Permanent **structures & uses** within the subdivision including location of houses, barns, walls, wells, tanks, & other significant features that will remain.
- \_\_\_\_\_ The location, dimensions, description & flow lines of all existing drainage structures and the location and projected high water elevations of the **flood plain** and **floodway** as defined by FEMA (or "Note" if not in floodway or floodplain).
- \_\_\_\_\_ Existing & proposed **utilities** on the tract, specifying size of mains, and those that are transmission mains.
- \_\_\_\_\_ The location, dimensions, description and purpose of all proposed alleys, drainage ways, parks, open space, other **public areas**, emergency access & utility easements, or other right-of-way, blocks, lots, & other sites within the subdivision
- \_\_\_\_\_ **Topography** shown by contour lines on a basis of 5' vertical intervals in terrain with a slope of 2% or more, and on a basis of 2' vertical intervals in terrain with a slope of less than 2%. Any proposed major changes in topography shall be indicated with proposed contour lines.
- \_\_\_\_\_ A **lot number & block letter** to identify each lot or site
- \_\_\_\_\_ If there is no adjacent subdivision, the vicinity map shall show the **nearest subdivision** in each direction.
- \_\_\_\_\_ **Data** specifying the gross area of the subdivision, the proposed number of residential lots, the area designated to each land use proposed.
- \_\_\_\_\_ Front **building setback lines** on all lots & tracts & side setback lines abutting streets. All side and rear building setback lines on all multi-family, commercial or industrial lot or tracts.
- \_\_\_\_\_ A **Preliminary Drainage Study** shall be submitted to the City Engineer
- \_\_\_\_\_ **Approval block** in the form provided in the Subdivision Regulations Article 2 Section 2.5 Form & Content
- \_\_\_\_\_ Where subdivision is portion of a larger tract it shall be accompanied by a layout of the **entire area** showing the tentative proposed layout of streets, blocks, drainage, water, sewer & other improvements for such areas.
- \_\_\_\_\_ Description of subdivision by **metes & bounds & locate the subdivision** with respect to a corner of the survey or tract or an original corner of the original survey of which it is a part.