

CITY OF  
**BEDFORD**

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Discover the Center

**REPLAT  
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

## Application for a Replat or Amending Plat

Name of Applicant:

Date:

Fee:

Name of Subdivision:

**Legal Description:** (Previously Unplatted property) \_\_\_\_\_

Lot(s) \_\_\_\_\_, Block(s) \_\_\_\_\_ of the \_\_\_\_\_ Addition,

**Being replatted as:**

Lot(s) \_\_\_\_\_, Block(s) \_\_\_\_\_, Addition(s) \_\_\_\_\_ to the City of Bedford. (include the phase number, if any).

\*I hereby certify that all information provided is true and correct:

<b>Owner*:</b> <i>(Signature)</i>	<b>Developer*:</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>
<b>LandPlanner/Engineer*:</b> <i>(Signature)</i>	<b>Surveyor*:</b> <i>(Signature)</i>
<i>(Company Name)</i>	<i>(Company Name)</i>
<i>(Primary Contact)</i>	<i>(Primary Contact)</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>

**Please indicate sole contact for City purposes with an arrow “⇒”.**

## City of Bedford Processing Procedures for a Replat Application

### **Submittal Requirements: (See Subdivision Regulations: Chapter 4. Replats)**

The subdivider shall submit to the Planning & Community Development Department of the City of Bedford, 2000 Forest Ridge Drive, Building B, Bedford, Texas 76021, by 5:00 p.m. on Tuesday, 30 days prior to the scheduled Planning & Zoning Commission (P&Z) meeting. Meetings are normally held on the 2nd and 4th Thursday nights of each month. (See City of Bedford calendar attached to this information.)

- **Completed application form;**
- Required **application fee** (See below);
- **Twenty (20) black line copies (folded to 8 1/2" by 11")** of the Replat drawing;
- **Current tax certificate;**
- **Engineering plans** (folded to 8 1/2" by 11"); and
- One (1) **reduced 8 1/2" x 11" copy** of the Replat drawing.

**Completeness of Submission:** The Replat 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 indicated below may result in the delay or denial of the Replat.

**Application Fee:** The Replat application fee is **\$100.00, plus \$25.00 per lot, and a Plat filing fee of \$75.00 plus \$3.50 for each additional copy stamped at County.** The payments may be made with cash, check, Visa or MasterCard. Checks are to be made out to the City of Bedford.

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

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

The Community Development Department shall forward a copy of the Final Plat to the members of the Development Review Committee (DRC) – including the City Planner, Chief Building Official, Director of Public Works, City Engineer, Economic Development Manager 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.

**Additional Submittal:** The applicant shall submit the following information in response to the DRC comments **by noon on Wednesday prior to the P&Z meeting:**

- Fifteen (15) copies of the revised Replat drawing (folded to 8 1/2" by 11");
- All additional requested information in appropriate formats; and
- Response letter addressing the DRC comments.

## City of Bedford Processing Procedures for a Replat Application

### Additional Submittal: (continued )

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

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

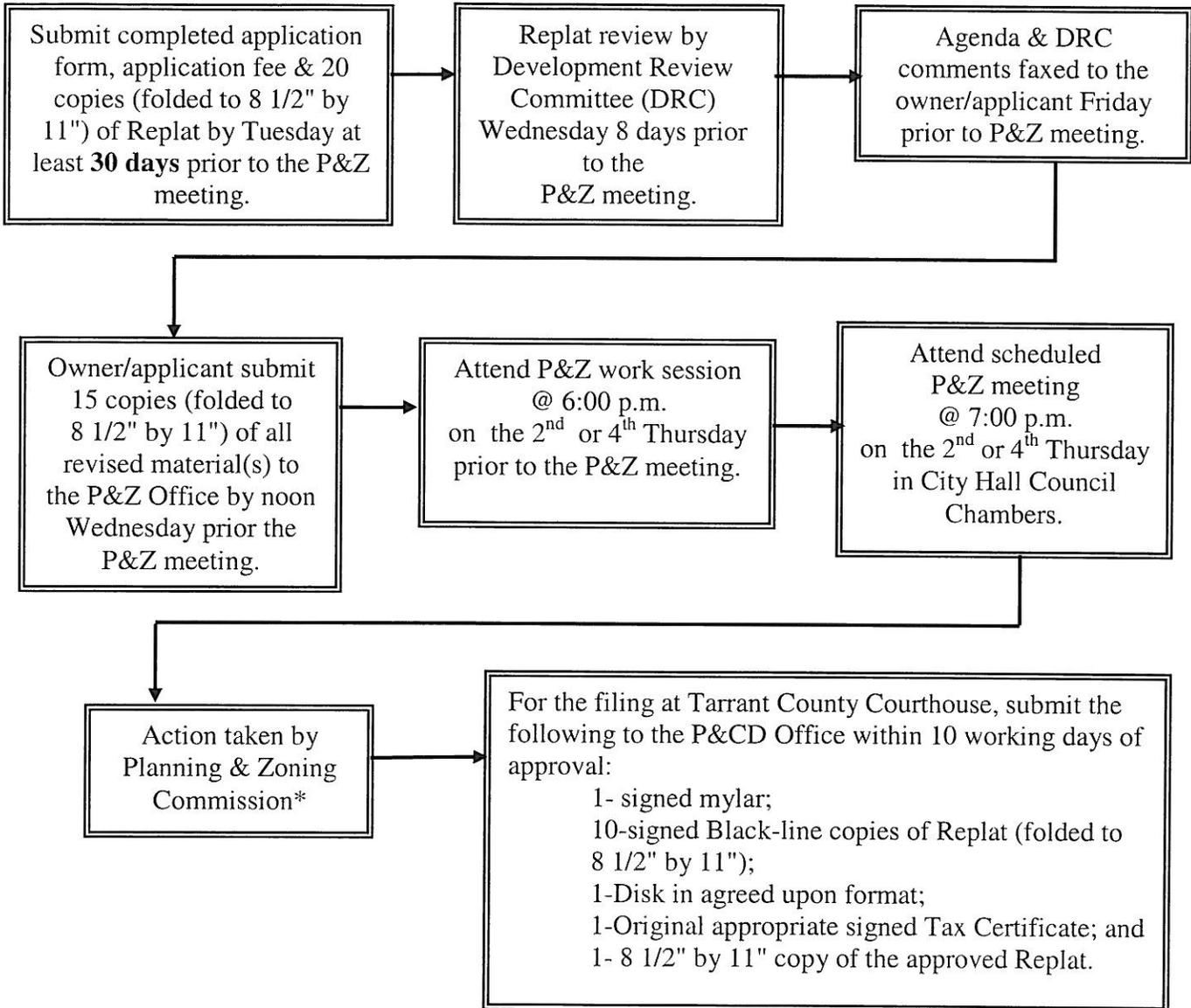
### **Document & Information Exchange:**

The applicant shall provide the following to the Planning & Community Development Office within 10 working days of the replat approval by the P&Z:

- One (1) Black-line original copy folded to 8 ½ x 11 of the approved Replat with all revisions and signatures required.
- Ten (10) **Black-line** copies folded to the 8 ½” X 11” size of the approved Replat with all revisions required by P&Z and all required signatures.
- One (1) Disk in DXF format 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.)
- One (1) 8 ½” X 11” copy of the approved Replat.
- One (1) *Original* tax certificate, **officially signed for the approved parcels identified above.**
- One (1) 8 ½” x 11” legal description of the above identified parcels.

# City of Bedford Replat /Amending Plat

**It is crucial that a representative of this application be present at all P&Z meetings when this case is considered.**



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

## City of Bedford Processing Procedures for a Replat Application

Items listed in this checklist must be provided by the applicant, signed and returned to the Planning and Community Development Department along with 20 copies of the completed Replat for approval (also see Processing Procedures for Replats "Submittal Requirements". The Replat 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 4 – "Replats". 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.)

- \_\_\_\_\_ **Title** or name of the subdivision preceded by the words "**FINAL PLAT**" and to include the location of the plat by the City, County, and State.
- \_\_\_\_\_ Written and graphic **scale**, **North arrow**, **date** of preparation and **Vicinity Map**.
- \_\_\_\_\_ Subdivision **boundary lines**, indicated by heavy lines, a number or letter to identify each lot or site and each block, and the computed gross **acreage** of the subdivision.
- \_\_\_\_\_ Name of **contiguous property owners** (parcels of unsubdivided/subdivisions) and lot lines, streets, lot and block numbers of the **adjacent subdivision(s)** or unplatted parcels.
- \_\_\_\_\_ **Label** the name and/or purpose of all lots, streets, alleys, easements, emergency access easements, parks and other such features. All lots, streets and easements must be **accurately dimensioned** in feet and decimals of a foot and accurate bearings, showing the length of radii, deflection angles, and of all curves, tangent distance and tangent bearings. All such data shall be complete and precise enough to permit accurate location upon the ground.
- \_\_\_\_\_ The boundary of the area being subdivided shall be shown in heavy lines, and shall include all **necessary bearings and distances** and curve data to describe the exact limits of the subdivision.
- \_\_\_\_\_ The location of all permanent **monuments** and control points to which all dimensions and bearing shall be referred.
- \_\_\_\_\_ Owner's certificate/**dedication statement** - The dedication must be provided on both the Final Plat and a separate 8 1/2" x 11" or 8 1/2 x 14" sheet. Both copies must contain original notarized **signatures**.
- \_\_\_\_\_ **Surveyor's certification statement** & seal by RPLS responsible for surveying the subdivision & preparing the Final Plat.
- \_\_\_\_\_ **Approval block** in the form provided in the Chapter 3, Section 3.5, Bedford Subdivision Regulations.
- \_\_\_\_\_ Minimum **building setback lines** adjacent to all street frontages.
- \_\_\_\_\_ **Tax certificate** showing that all taxes have been paid on the tract to be subdivided, and that no delinquent taxes exist against the property.
- \_\_\_\_\_ All existing **easements** on the land being subdivided and on the adjoining tracts and subdivisions.
- \_\_\_\_\_ If adjacent to a creek, channel, or any other form of a tributary, the final plat shall establish and show on the face of the drawing, the **minimum finished floor elevation** for each tract or lot adjacent to the creek, channel, or tributary.
- \_\_\_\_\_ If desired by the subdivider and approved by the Commission, the Final Plat may constitute only a portion/phase of the approved Preliminary Plat which the developer proposes to immediately develop. However, the configuration of the portions selected for such incremental final platting shall not affect adjacent land, whether owned by the subdivider or others, in such a way as to render said land undevelopable in accordance with its current Zoning District classification.

\_\_\_\_\_ A letter fully outlining any alterations from the Preliminary Plat approved under this Ordinance must accompany the Final Plat.