

APPLICATION CHECKLIST

Unified Development Code



Please provide each of the items below.

Plat Sheet containing the following information:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Title Block (see <i>Title Blocks Formats</i> in UDC Appendices) in lower right-hand corner of plat to include: <ul style="list-style-type: none"> • Project's name. • Address and/or legal description of the project, total number of lots and/or phases, total acreage and zoning. • Name, address, and telephone number of the applicant. • Name, address, and telephone number of contact person of the developer. • Name, address, and telephone number of the preparer (Surveyor). • Date of preparation and dates of revisions, if any (As plats are revised, add dates of revision to each submittal). |
| <input type="checkbox"/> | For all single-family residential subdivisions, a plan summary table to include: <ul style="list-style-type: none"> • Total number of lots. • Number of lots per zoning category. • Total acreage per phase. • Number of lots per phase. • Minimum lot size. • Minimum dwelling unit size. • Density per acre. |
| <input type="checkbox"/> | Graphic Scale labeled with scale used. |
| <input type="checkbox"/> | North arrow oriented to the top or right of the sheet. |
| <input type="checkbox"/> | Map of the City Base Map with scale of 1" = 1000' with site location shaded |
| <input type="checkbox"/> | Length and bearing of all straight lines; radii, arc length, tangent length, and central angles of all curves, indicated along the lines of each lot or in tables. |
| <input type="checkbox"/> | Diagram of a typical corner clip and visibility easement. |
| <input type="checkbox"/> | Park Dedication requirements. |
| <input type="checkbox"/> | A list of variances from development requirements, if applicable. |
| <input type="checkbox"/> | Signature block labeled: "Approved by the City of Keller Community Development Department" or if variance is requested "Approved by the City of Keller City Council" (see UDC - <i>Signature Blocks for Plats</i>). |
| <input type="checkbox"/> | The following statement when City sewer will not be utilized:
"This subdivision is subject to all of the terms and conditions of Tarrant County Commissioner Court Order Number 42703 (Sewage Regulations). Prior to the issuance of a building permit, a license must be obtained by the owner for any private sewage facility (septic tank or aerobic system) to be constructed in the subdivision. A sewage disposal plan will be filed with Tarrant County and areas suitable for septic tanks or aerobic systems will be defined." |



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<input type="checkbox"/>	An Owner's Certificate, see UDC Article Four for language.
<input type="checkbox"/>	Notary Public's Certificate with a signature line, see UDC Article Four for language.
<input type="checkbox"/>	Surveyor's Certificate with a signature line, see UDC Article Four for language.
<input type="checkbox"/>	Names and boundary lines of abstracts and surveys of the land being platted.
<input type="checkbox"/>	Lines delineating the proposed phases of development, if applicable.
<input type="checkbox"/>	The layout and exact dimensions of proposed lots and blocks, with: <ul style="list-style-type: none">• Front building setback lines and a note that reads, "All setbacks shall be in accordance with the zoning district, as described in the Keller Unified Development Code."• Lot number and block letter designations.• Acreage or square footage of each lot and minimum finished floor elevation (minimum finished floor elevation is required only if lot is located within 100-year floodplain or near natural drainage feature).
<input type="checkbox"/>	Land proposed for dedication to public use or for reservation for the common use of property owners, labeled with a separate lot and block designation. Also include a list of the conditions of or limitations on the use of this land.
<input type="checkbox"/>	Deed restrictions or other encumbrances that impact development of the property.
<input type="checkbox"/>	Rights-of-way and public property to be abandoned should be identified on the plat, but information is to be provided separately for the creation of an abandonment certificate
<input type="checkbox"/>	Existing and/or proposed streets and alleys, showing street names and the widths of rights-of-way and pavement. Where a development abuts a street shown on the City's Thoroughfare Plan, the Final Plat must include the dedication of rights-of-way in accordance with the requirements of the Thoroughfare Plan.
<input type="checkbox"/>	Location and size of all existing and proposed utility, access, and/or drainage easements for electric, telephone, gas, cable, and solid waste disposal, with a note regarding responsibility for maintenance.
<input type="checkbox"/>	Delineation of the 100-year floodplain, if applicable.
<input type="checkbox"/>	Names and recording information of adjoining subdivisions, municipalities, counties, special districts, and parcels of unsubdivided land, including: <ul style="list-style-type: none">• Names of owners of record.• Boundary lines.• Zoning designations.• Names and accurate location of all adjacent streets.• Dimensions of all abutting lots.• Reference ties to courses and distances of at least one recognized land corner.

