

City of Grapevine, Texas
PLATTING INFORMATION

Updated April 16, 2018
Public Works Department – Engineering Division
200 South Main Street
Grapevine, Texas 76051
Tele: 817.410.3136 – Fax: 817.410.3003

DO YOU NEED A PLAT?

All property located in the City of Grapevine and/or within its Extra-Territorial Jurisdiction (EJT) must be platted in conformance with the current zoning of the property prior to the issuance of any building permits for said property.

IS A CONCEPT PLAN REQUIRED WITH YOUR PLAT?

Submission and approval of a Concept Plan shall be required in connection with any application for platting of land with the following zoning: R-3.5, R-3.75, R-5.0, R-MF-1, R-MR-2, R-TH, R-MH, R-MODH, PO, CN, CC, CBD, HCO, HC, LB or LI. Concept Plans are to be submitted to, and reviewed by, the Planning Division in the Development Services Department. Please contact the Planning Division at (817) 410-3155 for assistance.

WHAT TYPE OF PLAT DO YOU NEED?

A Preliminary Plat is required in addition to a Final Plat or Replat if any of the following apply:

1. The subdivision contains two (2) or more lots.
2. The total acreage of the subdivision is greater than five (5) acres.
3. City owned utility extensions are required.
4. The subdivision requires street improvements.

Approval of the Preliminary Plat expires at the expiration of twelve (12) months unless a Final Plat or Replat has been submitted for approval.

A Final Plat is required if the following applies:

1. The property has never been platted.

A Replat is required if the following applies:

1. Any portion of the property being platted has previously been Final Platted. The Owner/Applicant should consult with the Public Works Department prior to applying for a Replat.

An AMENDED FINAL PLAT shall be approved if one or more of the following apply (Staff must approve prior to application):

1. The Plat corrects an error in any course or distance shown on the prior Plat.
2. The Plat adds any course or distance omitted on the prior Plat.
3. The Plat corrects an error in the description of the real property shown on the prior Plat.
4. The Plat corrects any type of scrivener or clerical error or omission; such errors and omissions may include, but are not limited to: lot numbers, acreage, street names, and identification of adjacent recorded Plats.
5. The Plat is to relocate a lot line in order to cure an inadvertent encroachment of a building or improvement on a lot line or on an easement.
6. The Plat is to relocate one or more lot lines between one or more adjacent lots, where the owner or owners of all such lots join in the application for the Amended Final Plat, providing that such Amended Final Plat does not:
 - a. Attempt to remove recorded covenants or restrictions; or
 - b. Increase the number of lots.
7. The Plat is to make necessary changes to the prior Plat to create six (6) or fewer lots in the subdivision covered by the prior Plat if:
 - a. The changes do not affect applicable zoning and other regulations of the City;
 - b. The changes do not attempt to amend or remove any covenants or restrictions; and
 - c. The area covered by the changes is located in an area that the City Planning & Zoning Commission and the City Council have approved, after a public hearing, as a residential improvement area.

PLEASE CHECK WITH THE CITY OF GRAPEVINE PUBLIC WORKS DEPARTMENT TO CONFIRM WHAT TYPE OF PLAT IS REQUIRED.

WHO PREPARES THE PLAT?

The Plat must be prepared by a Registered Public Land Surveyor (RPLS) licensed to practice surveying in the State of Texas. It is advisable that the RPLS preparing the Plat arrange to meet with the Public Works Department to discuss the Plat prior to preparation of the Plat document. This can save an unnecessary loss of time and effort. Please contact the Public Works Department at (817) 410-3136.

WHAT INFORMATION NEEDS TO BE ON THE PLAT?

A Plat Review Checklist must be included with the initial submittal of all Plats and is available from the Public Works Department. The checklist includes all general information that is required to be shown on the Plat. Other unusual characteristics of the property may require identification on the Plat and will be addressed in the initial review by City Staff.

PRELIMINARY WATER, SANITARY SEWER, AND DRAINAGE PLAN REQUIREMENTS

Property to be platted in the City of Grapevine must have adequate access to public streets and be properly served by utilities. Preliminary plans for these proposed improvements (water, sanitary sewer and drainage) must be submitted to the Public Works Department concurrently with the initial submittal of the Plat. It is recommended that the Engineer preparing the plans arrange to meet with the Public Works Department to discuss preparation of these plans. This can save an unnecessary loss of time and effort. Please contact the Public Works Department at (817) 410-3136. A checklist for the preliminary plans is included in the Plat Review Checklist and is available from the Public Works Department.

Note: All plans shall be submitted on 22" x 34" blackline paper unless permission is obtained from the Public Works Department for a larger or smaller size drawing prior to submittal. All submittals must be folded to a 9" x 12" dimension.

WHAT DEVELOPER FEES ARE REQUIRED TO BE PAID WITH YOUR PLAT?

A Developer Fees handout can be obtained at the Public Works Department. This handout lists fees associated with development of property in Grapevine. Please contact the Public Works Department at (817) 410-3136 concerning fees associated with a development.

HOW DO YOU SUBMIT PLATS TO THE CITY?

1. All Plats shall be submitted on 22" x 34" blackline paper and/or black line mylar unless permission is obtained from the Public Works Department for a larger or smaller size drawing prior to submittal. Fold all blackline paper submittals to 9" x 12" with the addition name showing on the face of the exterior panel.
2. All Final Plat, Replat, and Amended Final Plat submittals shall include a separate Owner's Certificate on letter or legal size paper signed by the Property Owner(s) and notarized in addition to being placed on the face of the Plat. Each signature must be original with the appropriate seal for each Notary. This is a requirement of the Tarrant County Court Clerk.
3. Amendment Plat submittals are handled administratively by the City. Submittals shall be coordinated with the Public Works Department. Please consult with City staff to determine what submittals are required for Amended Final Plats.
4. Three (3) submittals each are required for Preliminary Plats, Final Plats, and Replats. The following is a listing of the information to be submitted:

INITIAL SUBMITTAL:

- a. **One** (1) Plat Application, filled out completely, with original signatures of the applicant and all property owners. A separate application is to be submitted for each property owner.
- b. **One** (1) Plat Fee for each Plat (Please see the Development Fees handout for a complete listing of Plat fees).
- c. **Ten** (10) blackline copies of each Plat folded to 9" x 12". Signatures are not required on the Plat for the initial submittal.
- d. **Three** (3) blackline copies each of the Preliminary Water and Sanitary Sewer Plan, and the Preliminary Drainage Plan showing existing and proposed facilities. (If required)
- e. City Plat Review Checklist.
- f. Computer printout of the traverse of the tract's boundary showing its closure.

SECOND SUBMITTAL:

- a. **Two** (2) blackline copies of the corrected Plat folded to 9" x 12". Signatures are not required on the Plat for the second submittal.
- b. **Forty** (40) 11" x 17" high quality paper reduction of each Plat without signatures.
- c. **One** (1) tax certificate stating city and school taxes are paid to date (Final Plats and Replats).
- d. **One** (1) tax certificate stating that county taxes are paid to date (Final Plats and Replats).
- e. **One** (1) blackline copy each of the revised Preliminary Water & Sanitary Sewer Plan and the revised Preliminary Drainage Plan. (If required).

FINAL SUBMITTAL:

- A. **Two** (2) blackline mylars of each fully executed Plat with all original signatures (**in black ink only**) of each property owner and the notary signatures. Provide the appropriate seals. Signatures are not required on Preliminary Plats. (Note: If requested, the City will execute three (3) mylars in lieu of two (2) if the Applicant wants a reproducible original).
 - Owner's Certificate statement, notarized and in letter size with original signatures (**in black ink only**), on mylars, by the owners.
 - Avigation Release statement, notarized and in letter size with original signatures (**in black ink only**), on mylars, by the owners. (If applicable).
- B. **Open Space Fees** are due at the time of the Final Plat submittal. If public improvements are required, Open Space Fees are due prior to construction plan approval. (If applicable).

WHERE CAN YOU OBTAIN TAX CERTIFICATES?

A Tax Certificate stating County Taxes have been paid can be obtained at the Tarrant County Courthouse Administration Building located at 100 West Weatherford Street in downtown Fort Worth, Texas. A Tax Certificate stating that both City and School taxes have been paid can be obtained at the Grapevine-Colleyville Independent School District Tax Office located at 3702 Mustang Drive in Grapevine adjacent to Grapevine High School. (See sheet 15 of this packet for more information).

WHEN DO YOU SUBMIT THE PLAT TO THE CITY?

The Planning & Zoning Commission and the City Council meet jointly once a month on the third Tuesday of the month. The initial and final submittal of the Plat must be received by the Public Works Department no later than the date and time indicated on the Plat Review Schedule. A Plat Review Schedule for the current year is attached at the rear of this packet and shows submittal deadlines and meeting dates.

WHAT IS THE REVIEW PROCESS?

1. INITIAL SUBMITTAL:

The Plat Application should be submitted to the Public Works Department in accordance with the initial submittal requirements and the City's deadline (Refer to attached schedule).

2. INITIAL REVIEW:

The Plat is reviewed by the Public Works Department, other City departments, and the public utility companies. A listing of staff comments is returned to the Engineer/Surveyor.

3. REVIEW OF THE SECOND SUBMITTAL:

The second submittal is reviewed by the Public Works Department for compliance with the staff comments. The Applicant will be notified if the Plat is not in compliance with the staff comments or if additional changes are necessary. Otherwise, the Applicant should prepare the Final Submittal.

4. STATEMENT OF FINDINGS:

A Statement of Findings will be mailed to the Applicant notifying the Applicant of the acceptance of the Plat for City Council/Planning and Zoning Commission consideration.

This statement will include the date this Plat is to be considered by the City Council/Planning and Zoning Commission and the relevant City Findings for this Plat.

The following statement is included in the Owner's Certificate:

"I have reviewed the City's findings concerning dedications and I do agree that the statements are true and correct."

A Statement of Findings concerning the dedication of right-of-way, easements, and all other dedications will be mailed to the owner prior to the final submittal of the Plat for City Council/Planning and Zoning Commission consideration. The signed Owner's Certificate acknowledges agreement with the City's findings.

5. CONSIDERATION OF THE PLAT BY THE PLANNING & ZONING COMMISSION:

The Planning and Zoning Commission considers the Plat on the scheduled meeting date. The Plat may be approved, denied, or tabled by the Commission.

The Applicant should be present at the Planning and Zoning Commission/City Council Meeting to represent their application.

6. CONSIDERATION OF THE PLAT BY THE CITY COUNCIL:

The Planning and Zoning Commission presents their action on the Plat to the City Council on the same night that the Planning and Zoning Commission takes action. The City Council takes that recommendation under advisement and considers the Plat. The Plat may be approved, denied, or tabled by the City Council.

WHAT HAPPENS AFTER THE PLAT IS APPROVED?

PRELIMINARY PLATS:

The mylar of the Plat is noted as approved and is retained by the City. Approval of the Preliminary Plat expires twelve (12) months after the date of approval by the City Council unless a Final Plat has been submitted for approval.

FINAL PLATS, REPLATS, AND AMENDMENT PLATS:

Each mylar of a Final Plat or Replat is signed by the Mayor, the City Secretary, the Planning and Zoning Commission Chairman and the Planning and Zoning Secretary.

Each mylar of an Amended Plat is signed by the Mayor and the Planning and Zoning Chairman.

A "Plat Certificate", stating that your Final Plat or Replat has been approved, will be signed by the Mayor and City Secretary and will be mailed to the Applicant. Approval of the Final Plat expires six (6) months after the date of approval by the City Council unless filed at the County Courthouse. City staff will take one (1) original to the Tarrant County Courthouse and file the Plat for public record. This original will be retained by the Tarrant

County Court Clerk's office and is the official record copy.

If requested, blackline copies of the fully executed Plat may be purchased at the Public Works Department at the standard City of Grapevine reproduction fees.

Open Space Fees are due at the time of the Final Plat submittal. If public improvements are required, open space fees are due prior to construction plan approval.

If no engineering improvements or fees are required, the Development Services Department will be notified the Plat has been approved and that the Public Works Department has no objections to building permits being issued for the subject property.

PLANNING & ZONING COMMISSION AND CITY COUNCIL APPROVAL BLOCK:

The Planning & Zoning Commission and City Council approval certificates shall be at the middle of the right hand side of the plat (between the Owner's Certificate and the title block).

PLANNING & ZONING COMMISSION:

Date Approved: _____

Chairman: _____

Secretary: _____

GRAPEVINE CITY COUNCIL:

Date Approved: _____

Mayor: _____

City Secretary: _____

REPRODUCE
AS SHOWN
(SIZE & FORMAT)

EXAMPLE OF SURVEYOR'S CERTIFICATION:

I, Name of Surveyor , of Name of Company , a Registered Professional Land Surveyor of the State of Texas, do hereby declare that I prepared this plat from an actual and accurate survey on the land and that the corner monuments shown thereon were properly placed under my personal supervision in accordance with the platting rules and regulations of the State of Texas and the City of Grapevine.

 (Signature of Surveyor)

(Printed Name of Surveyor and Registration Number)

RPLS SEAL

(Printed Name of Company)

EXAMPLE OF OWNER'S CERTIFICATE:

The Owner's Certificate shall be placed in the upper right hand corner of the plat.

OWNER'S CERTIFICATE

STATE OF TEXAS §
COUNTY OF TARRANT §

WHEREAS, _____ is the owner of a _____ acre tract of land in the _____ Survey, Abstract _____, situated in the City of Grapevine, Tarrant County, Texas and being that tract described in _____ of the Deed (or Plat) records of Tarrant County, Texas and being more particularly described as follows:

(Provide an accurate metes and bounds description)

NOW, THEREFORE KNOW ALL MEN BY THESE PRESENTS, THAT _____ does hereby adopt this plat of _____, an addition to the City of Grapevine, Tarrant County, Texas, and does hereby dedicate to the public use forever the right-of-way and easements shown hereon. The easements shown hereon are hereby reserved for the purposes as indicated. The utility easements shall be open for all City or franchised public utilities for each particular use. The maintenance of paving on the easements are the responsibility of the property owner. No buildings or auxiliary structures shall be constructed, reconstructed, or placed upon, over, or across the easements as shown. Said easements being hereby reserved for the mutual use and accommodation of all public utilities using, or desiring to use same. Any City or franchised utility shall have the full right to remove and keep removed all or parts of any fences, trees, shrubs, or other improvements or growths which in any way endanger or interfere with the construction, maintenance, or efficiency of its respective system on the easements and all City or franchised utilities shall at all times have the full right of ingress and egress to and from and upon said easements for the purpose of constructing , reconstructing, inspecting, patrolling, maintaining, and adding to or removing all or parts of its respective system without the necessity at any time of procuring the permission of anyone.

I have reviewed the City's Findings concerning dedications and I do agree that the statements are true and correct.

This plat approved subject to all platting ordinances, rules, regulations, and resolutions of the City of Grapevine, Texas.

Witness my hand this the _____ day of _____, 20_____.

(Signature of Owner)

(Title)

STATE OF TEXAS §
COUNTY OF TARRANT §

Before me, undersigned Notary Public in and for said county and state, on this day personally appeared _____, known to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and considerations therein expressed.

Given under my hand and seal of office this the _____ day of _____, 20____.

Notary Public, State of Texas
My Commission Expires _____

NOTARY SEAL

FILING INFORMATION BLOCK:

The Filing Information Block shall be placed at the bottom right hand of the corner of the plat (below the Title Block):

This plat filed on _____, _____ Instrument # D_____.

PERPETUAL FLOWAGE EASEMENTS:

The following note shall be placed on the face of each plat when any portion of the property is within or adjacent to Grapevine Lake below the land contour of 572.00 feet above mean sea level.

Perpetual flowage easement estates, such as those the government holds over property owned by others in the Grapevine Lake area, grant to the government full, complete, and perpetual right, power, privilege, and easements to occasionally overflow, flood, and submerge land in connection with the operation and maintenance of the lake. Flowage easement lands are defined as those lands below the land contour of 572.00 feet mean sea level. No fill shall be placed below the contour of 572.00 feet. All lot grading operations must be coordinated with the Corps of Engineers' Grapevine Lake office. No habitable structure shall be constructed below the land contour of 572.00 feet.

AVIGATION RELEASE

THE STATE OF TEXAS §
COUNTY OF TARRANT §

WHEREAS, _____,
hereinafter called "Owner" (whether one or more), is the owner of that certain parcel of land situated in the City of Grapevine, Tarrant County, Texas, being more particularly described as shown on this plat.

NOW THEREFORE, in consideration of the sum of ONE AND 00/100 (\$1.00) DOLLAR and other good and valuable consideration, the receipt and sufficiency of which is hereby fully acknowledged and confessed, Owner does hereby waive, release, remise and quitclaim to the City of Grapevine, Tarrant County, Texas, the Dallas-Fort Worth International Airport Board, the Cities of Dallas, Texas and Fort Worth, Texas, their successors and assigns, hereinafter called "Cities", for the use and benefit of the public and its agencies, any and all claims for damages of any kind to persons or property that Owner may suffer by reason of the passage and flight of all aircraft in the air space above Owner's property above the height restriction as presently established by Ordinance No. 73-50 for the City of Grapevine, known as the Airport Zoning Ordinance of the Dallas-Fort Worth International Airport, to an infinite height above same, whether such damage shall originate from noise, vibration, fumes, dust, fuel and lubricant particles, and all other effects that may be caused by the operation of aircraft, landing at, or taking off from, or operating at or on the Dallas-Fort Worth International Airport.

This instrument does not release the owners or operators of aircraft from liability for damage or injury to person or property caused by falling aircraft or falling physical objects from aircraft, except as stated herein with respect to noise, fumes, dust, fuel, and lubricant particles.

It is agreed that this Release shall be binding upon said owner and his heirs and assigns, and successors in interest to said property; and it is further agreed that this instrument shall be a covenant running with the land, and shall be recorded in the Deed Records of the county or counties in which the property is situated.

EXECUTED at _____, Texas, this ____ day of _____, 20__.

OWNER: _____

TITLE: _____

AVIGATION RELEASE (CONT.):

The State of _____

County of _____

Before me _____ on this day personally appeared _____ known to me (or proved to me on the oath of _____ or through _____ (description of identity card or other document) to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this _____ day of _____, A.D. 20_____.

SEAL

Notary Signature

TAX CERTIFICATES

The OWNER and/or APPLICANT shall submit to the CITY OF GRAPEVINE receipts stating that all property taxes have been paid to date on the property in question. This submittal is a requirement of the City of Grapevine's Code of Ordinances, Appendix B - Subdivisions, due at the time of final submittal of the plat documents. Plat documents will be considered incomplete if tax receipts are not received with the final submittal of the final plat or replat.

A Tax Statement stating county taxes have been paid to date can be obtained at the following address:

June Garrison, Assessor-Collector
Tarrant County Administration Building
100 West Weatherford Street
P.O. Box 961018
Fort Worth, TX 76161-0018

Hours: 8 a.m. to 4:30 p.m., Monday through Friday
Telephone Number: (817) 884-1100

A Tax Statement stating that both city and school taxes have been paid to date can be obtained at the following address:

Tax Assessor-Collector
Grapevine-Colleyville I.S.D.
3072 Mustang Drive
Grapevine, TX 76051

Hours: 8 a.m. to 4:30 p.m., Monday through Friday
Telephone Number: (817) 481-1242

APPLICATION FOR PLATTING
CITY OF GRAPEVINE, TEXAS

TYPE OF PLAT: Preliminary Final Replat Amendment

PROPERTY DESCRIPTION:

Name of Addition: _____

Number of Lots: _____ Gross Acreage: _____ Proposed Zoning: _____

Location of Addition: _____

PROPERTY OWNER:

Name: _____ Contact: _____

Address: _____

City / State: _____ Zip: _____ Phone: () _____

Fax: () _____

Signature: _____ Email: _____

APPLICANT:

Name: _____ Contact: _____

Address: _____

City / State: _____ Zip: _____ Phone: () _____

Fax: () _____

Signature: _____ Email: _____

SURVEYOR:

Name: _____ Contact: _____

Address: _____

City / State: _____ Zip: _____ Phone: () _____

Fax: () _____

Email: _____

***** FOR OFFICE USE ONLY *****

Application Received: ___ / ___ / ___

Fee Amount: \$ _____

By: _____

Check Number: _____

Section 45. Concept Plans

- A. **PURPOSE:** The Concept Plan is intended to provide the Planning and Zoning Commission and the City Council with the information and data that is necessary to assess the merits of requests for rezoning.
- B. **WHEN REQUIRED:** Approval of a Concept Plan shall be required in connection with a request for rezoning of any specific parcel of land when requesting zoning for the following zoning districts: R-3.5, R-3.75, R-5.0, R-MF-1, R-MF-2, R-TH, R-MH, R-MODH, P-O, C-N, C-C, CBD, G-V, HCO, HC, LB, LI, or when a plat, preliminary, final or replat) is filed unless one has been approved with a zone change request.
- C. **CONTENT OF CONCEPT PLAN:** A Concept Plan shall include all of the following information in graphic representation or written document as appropriate, and shall be prepared by a registered architect, registered engineer or registered surveyor.
 - 1. Legal description and a survey or plat certified by a registered land surveyor, showing date, scale, north point, property boundary lines, dimensions and easements.
 - 2. Applicant's name and address and their legal interest in the subject property.
 - 3. Owner's name and address, if different from applicant, with owner's signed consent to the filing of the application.
 - 4. Zoning classification and present use of subject property.
 - 5. Land use designation as contained in the Comprehensive Master Plan.
 - 6. Conceptual representation of proposed use.
 - 7. Conceptual representation of vehicular circulation within the subject site.
 - 8. Conceptual representation of points of connection to the public right-of-way.
 - 9. Computation of proposed number of dwelling units and the total acreage for residential use and the approximate square footage of building, by type, for non-residential use.
 - 10. Conceptual landscaping and buffer plan.
 - 11. Description of how essential public services, including water, sewer, drainage and solid waste, will be provided.

12. Description of any proposed grading, regrading or fill that is proposed on the subject site.
13. Maximum number of parking spaces.
14. Other information the applicant and/or owner might wish to include.
15. The names, addresses and telephone numbers of all professional consultants, if any, advising the applicant with respect to the proposed rezoning.
16. Street address (or common description) of the property.
17. A graphic rendering of the existing site conditions, which depicts all significant natural, topographical and physical features of the subject property including contours; location and extent of tree cover; location and extent of water courses, marshes and flood plains on the subject property; and existing drainage patterns.
18. Vicinity map indicating the area in which the property is located.

Each applicant shall file one (1) mylar and two (2) blackline copies of all conceptual or graphical representations required herein, in a size sufficient to clearly show all information required, and a copy reduced to 8 1/2" x 11", and two (2) copies of written documents.

D. EFFECT OF CONCEPT PLAN: All subsequent site plans shall conform to the Concept Plan approved with the zoning application or plat.