

# Tarrant County

## DEVELOPMENT REGULATIONS MANUAL



Final Draft: 8/29/2023



County Judge

Tim O'Hare

Commissioner Precinct 1

Roy Charles Brooks

Commissioner Precinct 2

Alisa Simmons

Commissioner Precinct 3

Gary Fickes

Commissioner Precinct 4

Manny Ramirez

Tarrant County Transportation Services Department

Randall Skinner

Director, Transportation Services

100 E. Weatherford, Room 401

Fort Worth, Texas 76196

Email: [rvskinner@tarrantcountytx.gov](mailto:rvskinner@tarrantcountytx.gov)

Phone: 817-884-1173

[This page is intentionally left blank for double-sided printing.]

## TABLE OF CONTENTS

<b>SECTION 1. GENERAL PROVISIONS .....</b>	<b>1</b>
1.01. Title.....	1
1.02. Authority.....	1
1.03. Severability.....	1
1.04. Purpose .....	1
1.05. Policy Regarding the Subdivision and Development of Land.....	1
1.06. Requirement to Plat.....	2
1.07. Approval by County Required.....	3
1.08. Exemptions to Platting Requirement.....	3
1.09. Compliance with Subdivision Rules Required.....	3
1.10. Commissioners Court Authority, Prohibitions, and Violations.....	4

<b>SECTION 2. APPLICATION SUBMITTAL AND PROCESSING .....</b>	<b>5</b>
2.01. Pre-Application Meeting.....	5
2.02. General Application Processing.....	5
2.03. Approval Procedures.....	7

<b>SECTION 3. PLATTING REQUIREMENTS .....</b>	<b>11</b>
3.01. Final Plat Approval Process.....	11
3.02. Bond Requirements.....	12
3.03. Plat Recordation.....	13

<b>SECTION 4. SUBDIVISION DESIGN STANDARDS ...</b>	<b>15</b>
4.01. General Standards.....	15
4.02. Subdivisions with Gated Entries and Private Roads.....	15
4.03. Lot Standards.....	18
4.04. Easements and Dedications.....	18
4.05. Roadway Design Criteria.....	19

<b>SECTION 5. WATER AND WASTEWATER .....</b>	<b>23</b>
5.01. General Requirements and Applicability.....	23
5.02. Water Utility.....	23
5.03. Wastewater Utility.....	23

<b>SECTION 6. MANUFACTURED HOME RENTAL COMMUNITY .....</b>	<b>25</b>
6.01. Purpose.....	25
6.02. Applicable Subdivision Regulations.....	25
6.03. Infrastructure Development Plan.....	26
6.04. Approval Required Prior to Construction.....	26

<b>SECTION 7. DEVELOPMENT OR USE OF COUNTY PROPERTY OR FACILITY.....</b>	<b>27</b>
7.01. Purpose and Applicability.....	27

<b>SECTION 8. VARIANCES.....</b>	<b>29</b>
----------------------------------	-----------

<b>SECTION 9. DEFINITIONS.....</b>	<b>31</b>
9.01. Terms Beginning With “#-D” .....	31
9.02. Terms Beginning With “E-K” .....	33
9.03. Terms Beginning With “L-O” .....	35
9.04. Terms Beginning With “P-Z” .....	36

<b>SECTION 10. APPENDIX OF APPLICANT INFORMATION .....</b>	<b>41</b>
10.01. Plat Application Form and Checklist.....	41
10.02. Standard Plat Notes.....	49
10.03. Plat Signature Block.....	50
10.04. Development Guidelines in Unincorporated Areas.....	51
10.05. Takings Impact Assessment (TIA) Waiver.....	54
10.06. MHRC Infrastructure Development Plan Checklist.....	55
10.07. Engineering Plan Review Application .....	57
10.08. Construction Bond Q&A.....	65
10.09. Maintenance Bond Q&A.....	66
10.10. Other County Regulations.....	67

[This page is intentionally left blank for double-sided printing.]

## Section 1. General Provisions

### 1.01. Title

These Development Regulations of Tarrant County, Texas (“Tarrant County” or simply the “County”) are called the “Development Regulations” within the remainder of this document.

### 1.02. Authority

The Tarrant County Commissioners Court (the “Commissioners Court”) adopts these Development Regulations through the authority granted to it by the U.S. Constitution, the Texas Constitution, and the laws of the State of Texas, specifically the [Texas Local Government Code \(TLGC\) Chapter 232](#), as amended. If the Commissioners Court enters into an agreement with a municipality to regulate subdivisions within the municipality’s Extra Territorial Jurisdiction (ETJ) under TLGC Chapter 242, subdivision plats and construction plans for property within the ETJ of that municipality must comply with the regulations established by the most recent agreement approved by both the municipality and the Commissioners Court.

### 1.03. Severability

If any portion of these Development Regulations is found to be unconstitutional by a court of competent jurisdiction, such finding will not invalidate the remainder of these Development Regulations, which will continue in full force as if the invalidated portion were not a part thereof.

### 1.04. Purpose

The County adopts these Development Regulations for the following purposes:

- A. To promote the health, safety, and general welfare of the community within the unincorporated areas of the County;
- B. To encourage sensible use and management of natural resources throughout the County;
- C. To ensure the proper and accurate Legal Description and documentation of subdivided land;
- D. To establish clear policies and orderly procedures for the subdivision of property;
- E. To establish reasonable design standards for subdivision and public improvements;
- F. To ensure public improvements have sufficient capacity for every building site and that their use does not come at the expense of future residents and businesses of the County;
- G. To ensure each applicant participates in the dedication and construction of roadways and drainage facilities so that the County does not disproportionately bear the burden of public improvements.

### 1.05. Policy Regarding the Subdivision and Development of Land

All infrastructure and facilities, public and private, must be of at least the capacity necessary to adequately serve the subdivision in conformance with the standards of these Development Regulations.

## 1.06. Requirement to Plat

- A. The following subsections are in agreement with TLGC Section 232.001.
- B. The owner of a tract of land located outside the limits of a municipality must have a plat prepared if the owner divides the tract into two or more parts to lay out:
  - 1. A subdivision of the tract, including an addition;
  - 2. Lots; or
  - 3. Streets, alleys, squares, parks, or other parts of the tract intended to be dedicated to the public for the use of purchasers or owners of lots fronting on or adjacent to the streets, alleys, squares, parks, or other parts.
- C. A subdivision under subsection 1.06.A includes the division of a property by any method.
- D. To be recorded, the plat must:
  - 1. Describe the subdivision by metes and bounds on the face of the plat; replats should reference the recorded original plat.
  - 2. Locate the subdivision in relation to a corner of the original survey of which the subdivision or lot is a part; and
  - 3. State the dimensions of the subdivision and of each lot, street, alley, square, park, or other part of the tract intended to be dedicated to the public for the use of purchasers or owners of lots fronting on or adjacent to the street, alley, square, park, or other part.
- E. The owner or proprietor of the tract, or their designated agent, must acknowledge the plat in the manner required for the acknowledgment of deeds, such as a signature.
- F. The Commissioners Court may require a plat application submittal to include a digital map that is compatible with the mapping systems and georeferencing used by the County.
- G. After approval by the Commissioners Court, the plat must be filed and recorded with the County Clerk of the County.
- H. The plat is subject to the filing and recording provisions listed in [Property Code Section 12.002](#).
  - 1. The map may be required only in a format widely used by common geographic information system software.
  - 2. Any requirement adopted under subsection 1.06.F must provide for an exemption from the requirement if the owner of the tract submits a written statement indicating that the digital mapping technology was not reasonably accessible with the plat application.

### **1.07. Approval by County Required**

- A. In agreement with [TLGC Section 232.002.\(a\)](#), the Commissioners Court or the court's designee ([TLGC Section 232.0025.\(d\)](#)) must approve a plat required by Section 1.06 (reference: [TLGC Section 232.001](#)). The Commissioners Court may refuse to approve a plat if it does not meet the requirements prescribed by the County, or if any bond required under this chapter is not filed with the County.
- B. In agreement with [TLGC Section 232.002.\(b\)](#), the Commissioners Court may not approve a plat unless the plat and other documents have been prepared as required by the County.
- C. In agreement with [TLGC Section 232.002.\(c\)](#), if no portion of the land subdivided under a plat approved under this section is sold or transferred before January 1 of the 51st year after the year in which the plat was approved, the approval of the plat expires, and the owner must resubmit a plat of the subdivision for approval. A plat resubmitted for approval under this subsection is subject to the requirements prescribed by the County at the time the plat is resubmitted.

### **1.08. Exemptions to Platting Requirement**

- A. [TLGC Section 232.0015](#) exempts land from any requirement to plat in one or more scenarios listed in that section.
- B. Exemption under the scenarios listed in [TLGC Section 232.0015](#) does not release the applicant from the responsibility to meet other applicable County regulations.
- C. A property owner claiming an exemption under this subsection must file an affidavit with the County Clerk that identifies and attests to the exemption and deliver a copy of the recorded affidavit to The Department.

### **1.09. Compliance with Subdivision Rules Required**

- A. The County will not approve a plat unless the Application meets the County's requirements for completion.
- B. The property owner is responsible for complying with applicable laws, court orders, County regulations, and plans, including these Development Regulations.
- C. The County is not responsible for enforcing regulations outside of its authority.

## **1.10. Commissioners Court Authority, Prohibitions, and Violations**

### **A. County Authority to Disapprove Plats and Plans**

If a plat does not meet the requirements of these Development Regulations, the Commissioners Court has the authority to disapprove the plat and plans per [TLGC Section 232.0025](#), [TLGC Section 232.0026](#), [TLGC Section 232.0027](#), and [TLGC Section 232.0028](#).

### **B. Regulations of plats and subdivisions in an Extraterritorial Jurisdiction**

In agreement with [TLGC Section 232.0013](#), the authority of the County under [TLGC 232](#) relating to the regulation of plats or subdivisions in the extraterritorial jurisdiction of a municipality is subject to any applicable limitation prescribed by an agreement under Section [242.001](#) or by Section [242.002](#).

### **C. Compliance with Standards Required**

The County will not accept the dedication of any public improvement that does not comply with these Development Regulations and the Engineering Standards Manual.

### **D. Obligation for Maintenance of Public Improvements**

1. Approval of a plat does not impose any obligation upon the County concerning the maintenance of any improvement.
2. After the applicant completes the construction of public improvements to the satisfaction of The Department, the Commissioners Court may formally accept County maintenance of public improvements by Court Order.
3. The Department will issue a Letter of Acceptance to the applicant after formal acceptance of public improvements by the Commissioners Court.
4. The County is not obligated to maintain any public improvement that does not comply with these Development Regulations and the Engineering Standards Manual.



## Section 2. Application Submittal and Processing

### 2.01. Pre-Application Meeting

#### A. Purpose

1. The pre-application meeting is a voluntary meeting that allows for the exchange of non-binding information between the applicant and the County, including requirements and timelines for approval before the applicant submits a plat application.
2. This exchange of information is intended to promote an efficient and orderly review process and is not required if the application is required to be processed through a municipality's development review process.

#### B. Pre-Application Meeting occurs before the Submission of Plans and Applications

1. The applicant is strongly encouraged to consult informally with pertinent County staff and become familiar with the County's development regulations and process.
2. At the pre-application meeting, the applicant may attend in person, by teleconference, by videoconference, or through a representative or development professional such as a licensed engineer, surveyor, or other qualified professionals.
3. A pre-application meeting does not vest a permit, application, or another type of development approval, as defined under [TLGC Chapter 245](#).

### 2.02. General Application Processing

#### A. Application Form

1. In agreement with [TLGC Section 232.0025.\(a\)](#), the County is authorized to create any Application Form necessary and impose requirements for the Determination of Completeness through checklists, plan specifications, standardized requirements for property description and applicant contact information, and any other information necessary to determine compliance with County standards.
2. The Department creates, maintains, and updates the application forms.
3. An application form may not be required for land located in the ETJ of a municipality that has entered into a resolution or agreement with the Commissioners Court under [TLGC Chapter 242](#) that:
  - a. Grants authority to the municipality to regulate platting within the municipality's ETJ, or
  - b. Establishes a set of consolidated regulations.

B. Application Fees

1. The County will not consider an application complete if the applicant has not paid the fees shown in the County's adopted Fee Schedule.
2. Fees are not refundable unless The Department accepted the application in error or unless the Commissioners Court or the Department failed to approve, approve with conditions, or disapprove the plat application.
3. The Commissioners Court may amend the Fee Schedule at any time.
4. In agreement with [TLGC Section 232.0021](#), the following shall apply to application fees and related processes.
  - a. The Commissioners Court may impose an application fee to cover the cost of the County's review of a subdivision plat and inspection of street, road, and drainage improvements described by the plat.
  - b. The fee may vary based on the number of proposed lots in the subdivision, the acreage described by the plat, the type or extent of the proposed street and drainage improvements, or any other reasonable criteria as determined by the Commissioners Court.
  - c. The owner of the tract to be subdivided must pay the fee at the time directed by the County before the County conducts a review of the plat.

C. Plat Application Requirements

Before The Department can review a plat application for Determination of Completeness, the applicant must complete the following, as applicable:

1. The property owner must initiate and sign the application or designate an agent to act on the property owner's behalf.
  - a. If the applicant is a designated agent, the application must include a statement from the property owner authorizing the agent to initiate the application on the owner's behalf.
  - b. The statement must be signed by the property owner and notarized.
  - c. Every application must include evidence of ownership.
2. A will-serve letter from utility providers who will serve the subdivision with water or sewer.
3. If the subdivision will use on-site water wells, a certification of groundwater availability prepared by a licensed Engineer or geoscientist under [TLGC Section 232.0032](#) shall be included.
4. If the subdivision uses On-Site Sewage Facilities (OSSFs), the plat application must include a letter from the Tarrant County Public Health Department stating that the proposed lots will meet the requirements of the Public Health Department.
5. If the property lies within the 100-Year Floodplain as shown on the most recent Flood Insurance Rate Map (FIRM) published by FEMA, a Flood Study approved by The Department may be required.

## 2.03. Approval Procedures

### A. Applicability

In agreement with [TLGC Section 232.0023](#), the plat application approval procedures under [TLGC 232 \(Subchapter A\)](#) apply to the County regardless of whether the County has entered into an interlocal agreement, including an interlocal agreement between a municipality and county under [TLGC Section 242.001\(d\)](#).

### B. Timely Approval of Plats

1. In agreement with [TLGC Section 232.0025.\(b\)](#), if an applicant submits a plat application to The Department that does not include all of the documentation or other information required, The Department shall, not later than the 10th business day after the date The Department receives the incomplete application, notify the applicant of the missing documents or other information. The Department shall allow an applicant to timely submit the missing documents or other information.
2. In agreement with [TLGC Section 232.0025.\(c\)](#), an application is considered complete when all documentation or other information required is received. Acceptance by The Department of a completed plat application with the documentation or other information required shall not be construed as approval of the documentation or other information.
3. In agreement with [TLGC Section 232.0025.\(d\)](#), except as provided by 2.03.B.4 (reference: [TLGC Section 232.0025.\(f\)](#)), the Commissioners Court or the Court's designee shall approve, approve with conditions, or disapprove a plat application not later than the 30th day after the date the application is deemed complete by The Department. An application is approved by the Commissioners Court unless the application is disapproved within that period and in accordance with subsection 2.03.C (reference: [TLGC Section 232.0026](#)).
4. In agreement with [TLGC Section 232.0025.\(f\)](#), the 30-day period under 2.03.B.3 (reference: [TLGC Section 232.0025.\(d\)](#)):
  - a. May be extended for a period not to exceed 30 days, if:
    - i. Requested and agreed to in writing by the applicant and approved by the Commissioners Court or The Department; or
    - ii. [Chapter 2007, Government Code](#), requires the County to perform a takings impact assessment in connection with the plat application unless waived per Section 2.03.B.7 of these Development Regulations; and
  - b. Applies only to a decision wholly within the control of the Commissioners Court or The Department.
5. In agreement with [TLGC Section 232.0025.\(g\)](#), the Commissioners Court or The Department shall make the determination under 2.03.B.4.a (reference: [TLGC Section 232.0025.\(f\)\(1\)](#)) of whether the 30-day period will be extended not later than the 20th day after the date a completed plat application is received by the Commissioners Court.
6. In agreement with [TLGC Section 232.0025.\(h\)](#), the Commissioners Court or The Department may not require an applicant to waive the time limits or approval procedure.
7. In consideration of expediting the approval process for platting, the applicant may voluntarily elect to waive the rights granted under Chapter 2007, Government Code, by executing a "Waiver of Takings Impact Assessment (TIA)." The Waiver must be included with the plat application if the applicant elects to exercise this option.

C. Conditional Approval or Disapproval Requirements

1. In agreement with [TLGC Section 232.0026.\(a\)](#), if the Commissioners Court conditionally approves or disapproves of a Plat Application, then the Commissioners Court shall provide the applicant a written statement of the conditions for the conditional approval or the reasons for disapproval that clearly articulates each specific condition for the conditional approval or reason for disapproval.
2. In agreement with [TLGC Section 232.0026.\(b\)](#), each condition or reason specified in the written statement:
  - a. Must:
    - i. Be directly related to the requirements; and
    - ii. Include a citation to the law, including a statute or order, that is the basis for the conditional approval or disapproval, if applicable; and
  - b. May not be arbitrary.

D. Applicant Response to Conditional Approval or Disapproval

In agreement with TLGC Section 232.0027, after the conditional approval or disapproval of a plat application under subsection 2.03.C (reference: TLGC Section 232.0026), the applicant may submit to the Commissioners Court or The Department that conditionally approved or disapproved the application a written response that satisfies each condition for the conditional approval or remedies each reason for disapproval provided. The Commissioners Court or The Department may not establish a deadline for an applicant to submit the response.

E. Approval or Disapproval of Response

1. In agreement with [TLGC Section 232.0028.\(a\)](#), the Commissioners Court or The Department that receives a response under subsection 2.03.D (reference: [TLGC Section 232.007](#)) shall determine whether to approve or disapprove the Applicant's previously conditionally approved or disapproved plat application not later than the 15th day after the date the response was submitted under subsection 2.03.D (reference: [TLGC Section 232.007](#)).
2. In agreement with [TLGC Section 232.0028.\(b\)](#), the Commissioners Court or The Department that conditionally approves or disapproves a plat application following the submission of a response under subsection 2.03.D (reference: [TLGC Section 232.007](#)):
  - a. Must comply with subsection 2.03.C (reference: [TLGC Section 232.0026](#)); and
  - b. May disapprove the application only for a specific condition or reason provided to the applicant for the original application under subsection 2.03.C (reference: [TLGC Section 232.0026](#)).
3. In agreement with [TLGC Section 232.0028.\(c\)](#), the Commissioners Court or The Department that receives a response under subsection 2.03.D (reference: [TLGC Section 232.007](#)) shall approve a previously conditionally approved or disapproved plat application if the Applicant's response adequately addresses each condition for the conditional approval or each reason for the disapproval.

4. In agreement with [TLGC Section 232.0028.\(d\)](#), a previously conditionally approved or disapproved plat application is approved if:
  - a. The applicant filed a response that meets the requirements of subsection 2.03.E.3; and
  - b. The Commissioners Court or The Department that received the response does not disapprove the application on or before the date required by subsection 2.03.E.1 and in accordance with 2.03.C (reference: [TLGC Section 232.0026](#)).

[This page is intentionally left blank for double-sided printing.]

## Section 3. Platting Requirements

### 3.01. Final Plat Approval Process

#### A. Purpose and Applicability

1. A Final Plat creates a legal record of the property and may dedicate property for public and common use, such as right-of-way and easements.
2. The County shall not require a Preliminary Plat. An applicant may receive approval of a Final Plat before any construction plans are approved, or infrastructure is built or inspected.
3. An applicant may voluntarily submit a Preliminary Plat or phasing plan, or a municipality may require a Preliminary Plat if the municipality has not delegated platting authority to the County under an executed interlocal agreement.

#### B. Application Review and Approval Criteria

1. The plat approval procedures are detailed in subsection 2.03 (Approval Procedures). The following is a synopsis of the subsection 2.03 procedures.
2. Following the filing of a complete Final Plat application, the Commissioners Court will take one of the following actions:
  - a. Approve the Final Plat ([TLGC Section 232.0025](#));
  - b. Approve the Final Plat with conditions ([TLGC Section 232.0026](#)); or
  - c. Disapprove the Final Plat ([TLGC Section 232.0026](#)).
3. If approved with conditions or disapproved, the Commissioners Court will provide a written comment outlining each condition for disapproval or approval, citing all applicable ordinances, laws, statutes, and processes.
  - a. The applicant may respond to resolve all conditions associated with disapproval or conditional approval of a Final Plat application.
  - b. The Commissioners Court will approve, disapprove, or approve a response to the conditions associated with disapproval or conditional approval no later than fifteen (15) calendar days after the response is submitted.
4. The Commissioners Court will use the following criteria to determine whether the Final Plat should be approved or disapproved:
  - a. The Final Plat conforms to the standards of **Section 3**, these Development Regulations, and the adopted Engineering Standards Manual; and
  - b. All conditions of Approval and disapproval are addressed.

### 3.02. Bond Requirements

#### A. Construction Bond

In accordance with [TLGC Section 232.004](#), an applicant is required to submit a Construction Bond along with the Final Plat. The Construction Bond must:

- a. Be executed before subdividing the property controlled by the Final Plat;
- b. Be payable to the County Judge or to the County Judge's successors in office;
- c. Be based on an assessment of 100% of the construction costs deemed to be adequate to ensure proper construction of the roadway paving, drainage, and vegetative cover required for the Subdivision, but not to exceed the estimated cost of construction to meet roadway paving, drainage, and vegetative cover requirements. The Department may require documentation that verifies the estimated cost of construction;
- d. Be executed with sureties by a company authorized to do business as a surety in the State of Texas if the Commissioners Court requires a surety bond executed by a corporate surety; and
- e. Be conditioned that the roads, drainage, and vegetative cover required for the subdivision will be constructed:
  - i. In accordance with the specifications adopted by the Commissioners Court; and
  - ii. Within two years from the date the Commissioners Court approved the Final Plat.
- f. The applicant is responsible for providing all plat elements shown on the Final Plat Checklist, the Standard Plat Notes, and any additional information as may be required by The Department.

#### B. Financial Guarantee In Lieu of Bond

In accordance with [TLGC Section 232.0045](#), in lieu of the bond, an owner may deposit cash, a letter of credit issued by a federally insured financial institution, or other acceptable financial guarantees. If a letter of credit is used, it must:

1. Be executed by the developer before subdividing the property controlled by the Final Plat;
2. Be payable to the County Judge or to the County Judge's successors in office;
3. Be based on an assessment of 100% of the construction costs deemed to be adequate to ensure proper construction of the roadway paving, drainage, and vegetative cover required for the Subdivision, but not to exceed the estimated cost of construction to meet the roadway paving, drainage, and vegetative cover requirements. The Department may require documentation that verifies the estimated cost of construction; and
4. Be conditioned that the roads, drainage, and vegetative cover required for the subdivision will be constructed:
  - a. In accordance with the specifications adopted by the Commissioners Court; and
  - b. Within two years from the date the Commissioners Court approved the Final Plat.



5. The applicant is responsible for providing all plat elements shown on the Final Plat Checklist, the Standard Plat Notes, and any additional information as may be required by The Department.
- C. Maintenance Bond
  1. A two-year (2) Maintenance Bond in an amount equal to one hundred percent (100%) of the Construction Bond must be submitted to The Department upon completion of all public improvements as determined by and to the satisfaction of the Department.
  2. The Maintenance Bond shall include the maintenance of all public improvements, such as road construction, drainage facilities, and related vegetative cover within the right-of-way.
  3. The Maintenance Bond must be executed by a company authorized to do business as a surety in the State of Texas and with sureties as may be approved by the Commissioners Court.
  4. The Maintenance Bond will remain in effect until released by a Court Order of the Commissioners Court.

### **3.03. Plat Recordation**

- A. Recordation (i.e., Filing Plats with the County Clerk)
  1. Timing of Recordation
    - a. Upon approval by the Commissioners Court or The Department, the Department will record the Final Plat with the County Clerk.
  2. Recordation Requires the Plat Applicant to Submit an Additional Plat Recordation Application
    - a. Recording a plat is subject to compliance with [Texas Property Code 12.002](#) filing requirements.
    - b. An applicant shall be required to complete an application for plat recording as part of the plat application.

[This page is intentionally left blank for double-sided printing.]

## Section 4. Subdivision Design Standards

### 4.01. General Standards

#### A. Conformance to Plans and Codes

The design and construction of public improvements must conform to the following standards, criteria, and requirements:

1. Engineering Standards Manual;
2. Federal, state, and local regulations;
3. [Texas Administrative Code](#), [Texas Water Code](#), and [Texas Health and Safety Code](#);
4. Texas Commission on Environmental Quality;
5. Applicable Court Orders; and
6. All other applicable regulations.

#### B. Observation of Construction Work for Public Improvements

The County or its representative has the right to enter and observe subdivision and public improvement construction at any time, including improvements within private subdivisions.

### 4.02. Subdivisions with Gated Entries and Private Roads

#### A. General Requirements

1. The Commissioners Court or the Court's designee may allow or require a private roadway when any of the following are true:
  - a. One or more proposed local roadways within the subdivision will not meet the minimum requirements of these Development Regulations or the Engineering Standards Manual;
  - b. One or more proposed local roadways within the subdivision are of a type not listed in these Development Regulations or in the Engineering Standards Manual;
  - c. One or more proposed local roadways within the subdivision will exceed the requirements in these Development Regulations or in the Engineering Standards Manual to the extent that maintenance of the local roadways will create a maintenance burden for the County;
  - d. One or more proposed roads within the subdivision will contain decorative, ornamental, or functional equipment such as gates, fountains, monummentation, or vegetation within any area that would require the County to maintain them if they were in the public right-of-way; or
  - e. The plat proposes roads within a subdivision as private roadways.

#### B. Private Roadway Construction

1. The County will not be responsible for bearing construction and maintenance costs associated with a private roadway.
2. The County will not be responsible for bearing construction and maintenance costs associated with common lots for private roadways.

3. The developer must provide an infrastructure development plan to The Department prior to the approval of the proposed development.
4. The County or its representative may inspect a private roadway both during and after construction to ensure compliance with the subdivision's construction plans and require any repairs necessary to maintain emergency access.

C. Owner's Responsibility

In constructing one or more private roadways, the applicant waives assurance of certain services and liabilities the County may provide or obligate to itself in the maintenance and patrol of public roadways.

D. Gated Entry

1. Each gate installation in a gated subdivision must conform to the following provisions:
  - a. Approval Required
    - i. The Department must approve the gate dimensions and functional operation before installation.
    - ii. For a new private subdivision, the Fire Marshal must approve the gate design before the Department records the Final Plat (see Section 3).
    - iii. Until the Fire Marshal issues approval, the gate must remain open.
    - (iv) If entry gates are constructed, the applicant must construct entry gates with sufficient paved area to allow a vehicle to turn around if access is denied.

E. Converting Private Roadways to Public Roadways

1. Requirement to Petition

The Homeowners' Association (HOA) or Property Owners' Association (POA), or the owners of lots fronting one or more private roadways created under this subsection ~~4.02~~, may submit a petition to the County to take ownership and maintenance of one or more private roadways.

- a. The Petitioner must submit the petition in writing to The Department along with a survey showing each private roadway subject to the petition.
- b. The petition is not valid unless one hundred percent (100%) of the owners of the lots fronting each private roadway subject to the petition agree to the petition in writing.

2. Review by The Department

If the petition is valid, The Department will:

- a. Inspect the private roadways subject to the request and develop a cost estimate for repairs and maintenance necessary to improve the roadway to a condition acceptable to the Commissioners Court or The Department; and
- b. Schedule the petition for consideration by the Commissioners Court.

3. Assessment for Improvements, if needed

In agreement with the process outlined in [Texas Transportation Code Section 253.03](#), the Commissioners Court may propose to assess all or part of the costs of the improvement pro-rata against the record owners of the real property of the subdivision or a defined part of the subdivision.

4. Action by Commissioners Court

The Commissioners Court is not obligated by these Development Regulations to accept any private roadway and may approve or deny the petition.

5. Effect of Approval

If the Commissioners Court approves the conversion, the following must occur before the County assumes maintenance of the private roadways:

- a. Based on the inspection and cost estimate (see subsection 4.02.E.2.a), the County may assess the record owners of the real property of the subdivision or a defined part of the subdivision (as outlined in [Texas Transportation Code Section 253.03](#)) the cost of needed repairs;
- b. The owners must pay the assessment prior to the date the County assumes maintenance of the private roadway; and
- c. The owners must remove guard booths, gates, landscaping, medians, and other items the County cannot accept for maintenance.

### 4.03. Lot Standards

A. Purpose

The purpose of this section is to provide a uniform minimum standard for platted and unplatted lots in the County, to establish predictable development patterns, and regulate the number of driveways impacting public roadways and drainage ways.

B. Building Setback

Every property, whether platted or unplatted, must maintain a building setback of fifty (50) feet from the edge of the right-of-way on state or federal roads and highways, and twenty-five (25) feet on all other roadways, as authorized under [TLGC Section 232.104](#) and [TLGC Section 233.032](#).

C. Lot Frontage

Pursuant to the authority of [TLGC Section 232.103](#), the County may require a minimum lot frontage in order to meet the requirements of the County's Property Access and Culvert Policy.

D. Lot Area Related to Private Sewer Facilities

Every lot that uses an On-Site Sewage Facility (OSSF) must conform to [TAC Title 30, Chapter 285](#) and [285.4](#). Per [TAC Title 30, Rule 285.4](#), subdivisions of single-family dwellings not served by a public water supply and using individual OSSFs shall have lots of at least one acre, net of drainage and floodplain easements.

### 4.04. Easements and Dedications

A. Purpose

The purpose of this section is to identify and provide easements for roads, trails, and stormwater facilities, including detention and retention ponds, floodways, water and wastewater mains, and any other public or private Infrastructure needed to serve the property or subdivision.

B. Utility Easements

1. Utility Easements must be at least ten (10) feet wide for utility construction, service, and maintenance within private property or property the County does not maintain. A utility easement greater than ten (10) feet in width may be necessary in special circumstances.
2. If an applicant or utility provider constructs infrastructure within the public right-of-way, construction must occur according to prepared construction plans and with an approved Encroachment Permit from The Department.
3. The Department may require wider easements along or across lots where engineering design or special conditions make it necessary.
4. Fire Access Easements shall be thirty (30) feet in width and shall be dedicated for fire and emergency vehicle access. The road section shall be designed and constructed by a registered engineer to accommodate the minimum weight required by the most recently adopted Fire Code.

## 4.05. Roadway Design Criteria

### A. General Requirements and Provisions

1. All roadways must conform to specifications included within the Engineering Standards Manual.
2. The alignment and spacing of Collector Roadways and Arterial Roadways within or abutting the proposed subdivision must conform to the alignment of any applicable Thoroughfare Plan.
3. All public and private roadways, driveway approaches, and easements that provide access from a roadway must be maintained to such a standard that will allow access by law enforcement, fire, and emergency service agencies. This, at a minimum, requires a travelable causeway with an all-weather surface capable of supporting the minimum weight required by the most recently adopted Fire Code.
4. Where roads or streets in an adjoining subdivision end at the property line of the new subdivision, the said roads or streets shall be continued throughout the new subdivision.
5. Where abutting areas are unplatted, the arrangement of roads in a proposed subdivision must allow for the reasonable projection of roads needed for effective traffic circulation.
6. The applicant must provide at least two (2) points of ingress and egress for a subdivision with thirty (30) lots or more. However, the Commissioners Court or The Department may require two (2) points of ingress and egress for a subdivision with fewer than thirty (30) lots if certain circumstances may limit access to the subdivision.
7. Roads, both public and private, that are more than one hundred fifty feet (150') in length must connect at both ends to a dedicated road or terminate as a Cul-de-Sac (see subsection ~~4.05.E. Cul-de-Sacs and Dead-End Road~~).
8. No new driveway cuts to single-family residential uses are allowed onto an Arterial Roadway or Collector Roadway without prior approval of The Department.
9. A driveway radius shall not cross onto an adjoining property.
10. Unless approved by the Commissioners Court or The Department, the applicant may not install irrigation, decorative plazas, ornamental trees, landscape islands, or any other obstruction to traffic within the public right-of-way of any road the County maintains.
  - a. ~~Subsection 4.05.A.10~~ above is not intended to serve as a prohibition of these features. However, where these features exist or are installed, the ownership and maintenance of the roadway shall be private.

### B. Arterial Roadway

Arterials shall be provided according to any applicable Thoroughfare Plan and shall be designed based on traffic volumes.

### C. Collector Roadways

Collectors shall provide unhampered circulation through the subdivision.

D. Local Roadways

1. The applicant must design and provide local roadways according to the Engineering Standards Manual.
2. The applicant must extend or stub roads to the subdivision boundary or phase boundary to provide a future connection with abutting unplatted land.
3. The applicant must design the subdivision to connect to existing stub-out streets, if necessary, to provide the minimum number of access points (see subsection A.6 above).

E. Cul-de-Sacs and Dead-End Road

1. Cul-de-Sacs

- a. The applicant must plat and construct any cul-de-sac with the following minimum dimensions:
  - i. A minimum right-of-way radius of sixty (60) feet;
  - ii. A minimum surfaced radius of fifty (50) feet.
- b. A Cul-de-Sac may serve a maximum of fifteen (15) residential lots.

2. Dead-End Roads

- a. A dead-end road that is not a cul-de-sac may not exceed one hundred fifty (150) feet.
- b. If a dead-end road exceeds one hundred fifty (150) feet and is intended to extend to an abutting future subdivision, the applicant must provide a temporary turnaround.
  - i. The turnaround must meet the drainage requirements of this Engineering Standards Manual and the emergency access requirements of the adopted County Fire Code.
  - ii. The Fire Marshal may require an alternate design to a full cul-de-sac, such as a hammerhead turnaround.
  - iii. The applicant may designate a temporary easement to provide access to the turnaround rather than dedicating right-of-way to the County in excess of the dead-end road section.
  - iv. The owner(s) of the property containing the temporary turnaround easement is responsible for keeping the turnaround passable to emergency vehicles and free of any unauthorized improvements, parked vehicles, and other obstructions.
- c. Barricades

The applicant must install an approved barricade at the end of each Dead-End Road.

F. Naming of Roads

1. The applicant must show proposed road names on the plat.
2. Road names must provide continuity with any applicable Thoroughfare Plan and the existing roadway network, including roads in an abutting subdivision that may extend to the proposed subdivision.
3. Names may not duplicate or be similar to the names of existing roads in the County's unincorporated areas or where the County has jurisdiction over maintenance or emergency response.
4. Chosen names are subject to modification or rejection by the County at any time prior to recording the Final Plat.



G. Traffic Control Signs

1. The applicant is responsible for installing road name blades for all areas within the subdivision.
  - a. Road name blades must be double-faced and conform to the following:
    - i. Extruded anodized aluminum construction;
    - ii. Dimensions consisting of a minimum height of nine inches (9") and a length of twenty-four inches (24") to forty-eight inches (48") in length;
    - iii. Six-inch (6") series "C" letters adequately spaced to prevent crowding;
    - iv. High-intensity green reflective sheeting with silver (white) borders and optional three-eighths inch (3/8") silver (white) borders;
    - v. Designations must be free of periods, hyphens, commas, question marks, or similar special characters and meet the standard abbreviations found in **Table 1**.

**Table 1: Standard Roadway Abbreviations**

Roadway Type	Abbreviation
Alley	ALLEY
Avenue	AVE
Boulevard	BLVD
Circle	CIR
Court	CT
Drive	DR
East	E
Freeway	FRWY
Highway	HWY
Hill	HILL
Junction	JCT
Lane	LN
North	N
Northeast	NE
Northwest	NW
Parkway	PKWY
Place	PL
Plaza	PLZ
Road	RD
South	S
Southeast	SE
Southwest	SW
Square	SQ
Street	ST
Terrace	TER
Thruway	TWY
Trail	TR
Way	WAY
West	W

2. The construction plans must include a sign plan for review by The Department.
3. The applicant must provide and install traffic control signs on posts or poles in accordance with the prescribed type in the most recent Texas Manual on Uniform Traffic Control Devices and at sufficient height to allow the placement of a thirty-inch (30") stop sign below the road name blades.
4. The sign assembly must be located two feet (2') behind the curb on curbed roadways or six feet (6') to ten feet (10') beyond the edge of the pavement on roadways without curbs as near as is practicable to the tangent point on the edge of the roadway of lower classification with the radius of the curve at the intersection.

## Section 5. Water and Wastewater

### 5.01. General Requirements and Applicability

A. County Not Responsible for Utilities

The County will not provide maintenance for water or wastewater facilities located on private property.

B. Required Documents

1. The applicant must submit documentation with the construction plans identifying any entity that will supply water to the subdivision or treat wastewater from the subdivision.
2. The applicant must submit to The Department construction plans showing that the subdivision will be furnished with required water and wastewater utilities.
3. The applicant must provide documentation from the water and wastewater utilities showing approval to provide services to the new subdivision.

C. Easements and Maintenance

1. The Commissioners Court, or The Department, must approve water or wastewater utilities within a public right-of-way or County property.
2. Per [TLGC Section 240.907 \(Fee for Cutting a County Road\)](#), the County may impose a fee for each cut of a County road during or as an incident to the installation, maintenance, or repair of any utilities or facilities within the public right-of-way to provide funds for the future inspection, repair, and maintenance of a Cut Road.
3. The applicant or utility must maintain any easement unless the Commissioners Court approves a public easement.

D. Utility Construction Standards

The top of all utility lines must be a minimum of thirty-six inches (36") below the finished grade of where the utility will be located.

### 5.02. Water Utility

A. Fire hydrant locations and spacing requirements will be subject to the Tarrant County Fire Code.

B. Coordination with other Water Utility Providers

1. When no water utility provider serves the area included in the subdivision, the applicant must indicate the source of water on the construction plans and on the plat.
2. If the applicant does not submit construction plans, the source of water must be indicated on the plat.

### 5.03. Wastewater Utility

- A. The plan for sewage disposal should clearly indicate the wastewater provider (i.e., municipal sewer service, privately owned/organized sewage disposal system, private sewage facilities, etc.).
- B. If it is the Owner's intent that each lot purchaser shall provide private sewage facilities, those facilities must meet the requirements of the Tarrant County Public Health Department.

[This page is intentionally left blank for double-sided printing.]

## Section 6. Manufactured Home Rental Community

### 6.01. Purpose

- A. The purpose of this Section is to provide uniform standards for a new Manufactured Home Rental Community.
- B. The regulations in this section are established to protect the health, safety, and general welfare of the residents of the County, especially those residing in a manufactured home.
- C. This section applies only to manufactured homes as defined in these Development Regulations and in [Texas Occupations Code Section 1201.002](#) and [Section 1201.003\(12\)](#).
- D. The term “Applicant,” as used in this Section 6, applies to the owner, developer, or designer of the Manufactured Home Rental Community.

### 6.02. Applicable Subdivision Regulations

- A. Applicability
  - 1. The development of a Manufactured Home Rental Community is subject to [TLGC Section 232.007](#) and Section 6 of these Development Regulations.
  - 2. A Manufactured Home Rental Community is not a subdivision and does not require a plat under [TLGC Section 232.007](#), unless required by a resolution or agreement under [TLGC Chapter 242](#) granting authority to the municipality to regulate platting within the municipality’s ETJ or establishing a set of consolidated regulations.
- B. Conflict Between Regulations

If any requirements conflict with state or federal law, the state or federal law will prevail.
- C. General Development Standards
  - 1. The Manufactured Home Rental Community may access public right-of-way only from paved, community-owned, and maintained interior roadways.
  - 2. Interior roadways within the Manufactured Home Rental Community must be private.
  - 3. The applicant for a Manufactured Home Rental Community must design the private interior roadways to the same standard as a Local Roadway and provide additional width as needed to allow for delivery and removal of manufactured home units (see Section 4 of the Engineering Standards Manual and the Tarrant County Fire Code). Private interior roadways may be designed to a standard different from that found in Section 4 of the Engineering Standards Manual with approval from The Department.
  - 4. A Manufactured Home Rental Community is subject to the adopted Tarrant County Fire Code, specifically as it pertains to the installation of fire hydrants.

### **6.03. Infrastructure Development Plan**

#### **A. Infrastructure Development Plan**

1. The applicant for a Manufactured Home Rental Community must submit an Infrastructure Development Plan.
2. The Infrastructure Development Plan must include the information shown on the Manufactured Home Rental Community Infrastructure Development Plan Checklist (see Appendix of Applicant Information, Section 10.06).

#### **B. Review and Decision by The Department**

1. The Department will review the Infrastructure Development Plan and provide any comments to the applicant.
2. The applicant is responsible for responding to comments before the deadline set by The Department.
3. The Department will make a decision to approve or disapprove no later than sixty (60) days after the Department receives the Infrastructure Plan for review. The Department will notify the applicant in writing no later than ten (10) calendar days after The Department makes the decision to approve or disapprove.

### **6.04. Approval Required Prior to Construction**

#### **A. The Department must approve the Infrastructure Development Plan before construction of the Manufactured Home Rental Community begins.**

#### **B. Inspection**

1. The Department may conduct an inspection of the property.
2. The Department will notify the applicant upon determining whether the Manufactured Home Rental Community conforms to the approved Infrastructure Development Plan.

## Section 7. Development or Use of County Property or Facility

### 7.01. Purpose and Applicability

#### A. Purpose

The purpose of this section is to regulate and provide a standard of approval for construction activity proposed on County property, specifically including right-of-way, and to ensure that activity or objects placed in the right-of-way do not burden the County or cause a public nuisance.

#### B. Applicability

This Section 7 governs all real property owned or operated by the County or held in trust for the public, including but not limited to public roadways, public rights-of-way, and easements.

#### C. Improvements and Encroachments Prohibited Without Encroachment Permit

In agreement with the authority granted in Sections [251.003](#) and [251.016](#) of the Transportation Code, no person or entity may disturb the land or construct a driveway, pedestrian path, culvert, ornamentation, mailbox, landscaping, [irrigation](#), or any other encroachment in a County right-of-way or other County property without first obtaining an Encroachment Permit from the County.

#### D. Utility Work within the County Right-of-Way Requires Encroachment Permit

1. Per [Utility Code 181](#), a gas or electric utility has a right to use the right-of-way. However, the utility is required by the State of Texas to provide notice to the Commissioners Court or The Department of the utility's construction. Subsequently, the Commissioners Court or The Department has the authority to designate the location along the right-of-way where the utility may construct a line. The County may use the Encroachment Permit to manage this process.
2. A utility may install communications equipment to an existing structure without first obtaining an Encroachment Permit under this section when each of the following is true:
  - a. The [Texas Utilities Code](#) regulates the structure;
  - b. The County has issued a Permit for the structure under this ~~Section 7~~; and
  - c. A utility or provider other than the County owns the structure.

#### E. Fee for Cutting the Road

Per [TLGC Section 240.907 \(Fee for Cutting a County Road\)](#), the County may impose a fee for each cut of a County road during or as an incident to the installation, maintenance, or repair of any utilities or facilities within the public right-of-way to provide funds for the future inspection, repair, and maintenance of a cut road.

#### F. County Property Excluded

1. These Development Regulations do not apply to County-owned properties or facilities wholly under the operational control of the federal or state government or a special district or entity established by the state.
2. Activities conducted by authorized law enforcement, public safety, and emergency service agencies and officers operating within the scope of their duties during an emergency condition on County property do not require authorization under this Section 7.

[This page is intentionally left blank for double-sided printing.]



## Section 8. Variances

In certain specific cases, variances may be considered, provided the overall performance standards are met as determined by the County. It should not be inferred, however, that specific requirements may be ignored. The applicant must provide a written request for a variance(s) as part of the plat application submittal. Variances must be approved by the Commissioners Court or The Department prior to Final Plat approval. Approved variances remain effective in perpetuity unless rescinded by the Commissioners Court or The Department.

[This page is intentionally left blank for double-sided printing.]

## Section 9. Definitions

### 9.01. Terms Beginning With “#-D”

1. Abut

Adjoining at a border or boundary; to share a common boundary.

2. Access

A means of approaching or entering a property or the ability to traverse a property.

3. Alley

A public or private right-of-way typically not intended to provide the primary means of access to abutting lots and used primarily for vehicular service access to the back or sides of properties otherwise abutting on a roadway.

4. Amending Plat

See Plat, Amending

5. Applicant

The person or entity responsible for the submission of an application. The applicant must be the actual owner of the property for which an Application is submitted or shall be a duly authorized representative of the property owner.

6. Application

The completed form that begins the process to authorize a plat and the required package of materials, such as planning documents, survey, completed checklist, Evidence of Ownership evidence of ownership , construction plans, drawings, studies, and other informational materials The Department may require.

7. Application Form

The written form (as provided by and as may be amended by The Department) that is filled out and executed by the applicant and submitted to the County along with other required materials as a part of an Application.

8. Approval

A determination by a County official, board, commission, or the Commissioners Court that an application complies with the minimum provisions of these Development Regulations. Such approval does not constitute approval of the engineering or surveying contained in the plans, as the design Engineer or Surveyor that sealed the plans is responsible for the adequacy of such plans.

9. Arterial Roadway

See Roadway, Arterial

10. Block

A unit of land, typically subdivided into a group of lots or tracts, that is bounded by a segment of roadway on each side.

11. Building

Any structure built for support, shelter, or enclosure of persons, animals, personal property, records, or other movable property, and when separated in a manner sufficient to prevent fire, each portion of such building shall be deemed a separate building.

12. Building Setback

The minimum required distance between the right-of-way line or property line and the nearest face of a building (see subsection 4.03.B).

13. Cancellation of a Subdivision

A recorded instrument approved by Court Order that reestablishes a subdivision or platted property as acreage tracts.

14. Collector Roadway

See Roadway, Collector.

15. Commissioners Court

The governing body of Tarrant County, Texas.

16. Common Lot

Designated lot(s) in a subdivision that a Homeowners’ Association (HOA) or Property Owners’ Association (POA) owns and maintains for the common use of Homeowners’ Association (HOA) or Property Owners’ Association (POA) members.

17. Construction Bond

A type of Fiscal Security used to guarantee the completion of public improvements if the applicant fails or refuses to complete construction or cure defects or deficiencies in construction.

18. Construction Plans

A set of drawings detailing public improvements associated with a subdivision, including paving, water, wastewater, drainage, and other required plans. Submittal of construction plans does not authorize construction to begin.

19. County

Tarrant County, Texas. Also used to refer collectively to the authority of the Commissioners Court, County Judge, Criminal District Attorney, The Department, and other officials designated in these Development Regulations or in the Engineering Standards Manual.

20. County Clerk

The person(s) designated to provide clerical and official services for the County.

21. County Judge

The constitutional County Judge of Tarrant County, Texas.

22. Court Order

An order of the Tarrant County Commissioners Court.

23. Criminal District Attorney

The Commissioners Court appointee responsible for providing legal advice to the County, or any licensed attorney the Criminal District Attorney designates.

24. Cul-de-Sac

A Roadway having only one vehicular Access to another roadway and terminated on the opposite end with a vehicular turnaround.

25. Cut Road

The act of excavating or cutting the surface of a County road.

26. Dead-End Road

See Roadway, Dead-End.

27. *The Department*

The responsible Tarrant County department authorized to administer these Subdivision Regulations.

28. *Determination of Completeness*

Written determination from the County that an applicant has provided all items necessary for review and that the submitted application is administratively complete under [TLGC Section 232.0025](#) and [TLGC Section 245.002](#). A Determination of Completeness does not mean approval of an application.

29. *Determination of Proportionality*

A determination of the equitable cost to provide public improvements based on the calculated impact of a proposed subdivision. Payment of cost may come in the form of dedications, the payment of fees, or the payment of construction costs, or as agreed to by the Commissioners Court and the applicant.

30. *Development Agreement*

An agreement between the County and an applicant under [TLGC Chapter 232.105](#) that includes a Determination of Proportionality and creates terms for the equitable share and participation in the cost of constructing public improvements.

31. *Development Regulations*

The Development Regulations of Tarrant County adopted under [TLGC Chapter 232](#) for the purpose of regulating subdivisions and land use within the County, and any amendments to these Development Regulations. The Development Regulations may also be referred to as the Development Regulations Manual.

32. *Driveway Approach*

The area between a roadway and private property intended to provide access for vehicles from the roadway to a definite area of the private property (e.g., parking area or driveway) and is used for ingress and egress of vehicles.

## 9.02. Terms Beginning With “E-K”

33. *Easement*

a. Public Easement

An area established for public purposes on private property evidenced by an instrument or plat filed with the County Clerk upon which the County shall have the right to remove and keep removed all or part of any buildings, fences, trees, shrubs, or other improvements or growths that in any way endanger or interfere with the construction, maintenance, or efficiency of County systems.

b. Private Easement

An area established for private or commercial purposes on private property evidenced by an instrument or plat filed with the County Clerk, by which a part of the owner's property is designated for a specified purpose or use. Among other things, private easements may be used to install and maintain utility lines, drainage ditches or channels, or for other County or public services.

34. *Engineer*

A person duly authorized under the provisions of the Texas Engineering Practice Act, as heretofore or hereafter amended, to practice the profession of engineering and who is specifically qualified to design and prepare Construction Plans and specifications for public works improvements.

35. *Engineering Standards Manual*

The technical manual containing roadway and drainage standards applicable to subdivisions as described in these Development Regulations. The Engineering Standards Manual works in concert with these Development Regulations and for similar purposes by providing minimum standards for the design and construction of public facilities.

36. Evidence of Ownership

One or more of the following documents:

- a. A current title commitment issued by a title insurance company authorized to do business in Texas;
- b. A title opinion letter from an attorney licensed to practice in Texas;
- c. Warranty Deed; or
- d. Some other acceptable documentation identifying all Persons or entities having an ownership interest in the property, including all lienholders.

37. Extraterritorial Jurisdiction (ETJ)

The unincorporated area outside of a municipality but contiguous to and extending outward from its corporate limits over a distance specified in [TLGC Chapter 42.021](#), in which a municipality may control certain planning and platting activities.

38. Fee Schedule

The listing of fees approved by the Commissioners Court for various County applications.

39. Final Plat

See Plat, Final.

40. Fiscal Security

A guarantee by an applicant, often through the purchase of a Construction Bond, that gives the County funding if the applicant cannot complete the public improvements or other obligations identified in the construction plans.

41. Floodplain

The area subject to inundation by water from a flood having a one (1) percent chance of being equaled or exceeded in any given year.

42. Frontage

All the property abutting on one (1) side of a roadway, or between two (2) or more intersecting roadways, measured along the roadway or right-of-way line.

43. Homeowners' Association (HOA) or Property Owners' Association (POA)

As defined in [Texas Property Code Chapter 209](#), an incorporated or unincorporated association that:

- a. Is designated as the representative of the owners of property in a residential subdivision;
- b. Has a membership primarily consisting of the owners of the property covered by the dedicatory instrument for the residential subdivision; and
- c. Manages or regulates the residential subdivision for the benefit of the owners of property in the residential subdivision.

44. HUD-Code Manufactured Home

Means a structure:

- a. Constructed on or after June 15, 1976, according to the rules of the United States Department of Housing and Urban Development;
- b. Built on a permanent chassis;
- c. Designed for use as a dwelling with or without a permanent foundation when the structure is connected to the required utilities;
- d. Transportable in one or more sections;
- e. In the traveling mode, at least eight body feet in width or at least 40 body feet in length or, when erected on site, at least 320 square feet;

- f. Includes the plumbing, heating, air conditioning, and electrical systems of the home; and
- g. Does not include a Recreational Vehicle (RV) as defined by [24 C.F.R. Section 3282.8\(g\)](#).  
(See [Texas Occupations Code Chapter 1201.003\(12\)](#))

45. Infrastructure

Roadways, alleys, sidewalks, stormwater facilities, water, and wastewater facilities, utilities, and other similar facilities.

### 9.03. Terms Beginning With “L-O”

46. Land Use

The primary use of a tract or lot based on the existing or planned structures or activities. The County does not regulate land use except under [TLGC Chapter 232](#), [TLGC Chapter 233](#), and [TAC Chapter 285](#).

47. Legal Description

The physical boundaries of a property, usually described in metes and bounds or by lot and block:

a. Metes and Bounds

The territorial limits of real property as measured by distance and direction from designated landmarks in relationship to adjoining properties.

b. Lot and Block

A description of the lot number and block number followed by a reference to a tract within a subdivision plat recorded with the County.

48. Letter of Acceptance

A notification from The Department to the applicant indicating that the Commissioners Court formally accepts the public improvements for ownership and maintenance.

49. Local Roadway

See Roadway, Local.

50. Lot

A lot is land identifiable by legal description. These Development Regulations generally use the term “lot” to describe land divided for constructing a building, establishing or expanding a land use, or for use as open space.

51. Lot Frontage

See, Frontage.

52. Lot of Record

A lot that is part of a recorded subdivision or plat.

53. Maintenance Bond

A type of fiscal security used to guarantee the performance of public improvements before the County accepts the public improvements.

54. Manual on Uniform Traffic Control Devices

The Manual on Uniform Traffic Control Devices, or MUTCD defines the standards used by road managers nationwide to install and maintain traffic control devices on all public streets, highways, bikeways, and private roads open to public traffic. The MUTCD is published by the Federal Highway Administration (FHWA) under 23 Code of Federal Regulations (CFR), Part 655, Subpart F.

55. Manufactured Home

Manufactured Home or “manufactured housing” means a HUD-Code Manufactured Home or a Mobile Home.

56. Manufactured Home Park or Subdivision

A parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

57. Manufactured Home Rental Community

Land that is separated into two or more spaces or lots for rent or lease for a term of less than 60 months without a purchase option, for the installation of manufactured homes for use and occupancy as residences (see Section 6 Manufactured Home Rental Community; [TLGC Section 232.007](#)).

58. Mobile Home

A Structure:

- a. Constructed before June 15, 1976;
- b. Built on a permanent chassis;
- c. Designed for use as a dwelling with or without a permanent foundation when connected to the required utilities;
- d. Transportable in one or more sections;
- e. In the traveling mode, at least eight body feet in width or at least 40 body feet in length or, when erected on site, at least 320 square feet; and
- f. Includes the plumbing, heating, air conditioning, and electrical systems of the home (see [Texas Occupations Code Chapter 1201.003\(20\)](#)).

59. Official Submittal Date

The date The Department determines that a plat application is complete.

60. Official Vesting Date

The date the applicant submits the application for review of administrative completeness.

61. On-Site Sewage Facility (OSSF)

A facility or system, commonly classified as aerobic or anaerobic, designed to treat no more than 5,000 gallons of sewage per day and operates within or on a portion of the property from which the sewage originates.

62. Open Space

An area without a building that may include facilities for outdoor recreation, stormwater management, beautification, buffering of uses, or trees, bushes, and sod.

## 9.04. Terms Beginning With “P-Z”

63. Permit

Authorization to begin an activity such as construction.

64. Person

An individual, firm, association, organization, partnership, trust, foundation, company, or corporation.

65. Plat

- a. *When used as a noun*, a scaled map that a Surveyor prepares for an applicant to divide property into one (1) or more lots. A plat also contains the owner’s signature and attestation, information about the applicant’s property and neighboring



properties, public right-of-way and easement dedication, and notes about the intended function of the subdivision and infrastructure constructed to serve the subdivision.

- b. *When used as a verb*, the act of creating a plat to be filed in the Tarrant County Plat Records.

66. *Plat, Amending*

A plat filed for one or more of the following purposes (See [TLGC Section 232.011](#)):

- a. To correct an error in a course or distance shown on the preceding plat;
- b. To add a course or distance that was omitted on the preceding plat;
- c. To correct an error in a real property description shown on the preceding plat;
- d. To show the location or character of a monument that has been changed in location or character or that is shown incorrectly as to location or character on the preceding plat;
- e. To correct any other type of scrivener or clerical error or omission of the previously approved plat, including lot numbers, acreage, street names, and identification of adjacent recorded plats; or
- f. To correct an error in courses and distances of lot lines between two adjacent lots if:
  - i. Both lot owners join in the application for amending the plat;
  - ii. Neither lot is abolished;
  - iii. The amendment does not attempt to remove recorded covenants or restrictions; and
  - iv. The amendment does not have a material adverse effect on the property rights of the other owners of the property that is the subject of the plat.

67. *Plat, Final*

The legal record of land, including a subdivision, prepared from actual field measurements and staking of identifiable points by a Surveyor to a location referenced to a survey corner. The Final Plat also establishes and records lots, right-of-way, and easements.

68. *Plat, Preliminary*

A scaled planning document that lays out the boundary, roadways, lots, topography, and infrastructure in a proposed subdivision and that provides the County with a basis for reviewing construction plans and the Final Plat (see [Section 3.01.A](#)).

69. *Plat, Revision*

A revision to a recorded subdivision that revises lots, right-of-way, or easements.

70. *Platted*

Property described in a recorded subdivision or plat.

71. *Pre-Application Meeting*

An informal meeting between County staff and an applicant that allows for the exchange of non-binding information before the applicant submits an application.

72. *Preliminary Plat*

See Plat, Preliminary.

73. *Private Improvement*

A facility, service, or utility and its associated private right-of-way, easement, or other property necessary for the operations of private development.

74. *Private Road*

See Roadway, Private.

75. Progress Toward Completion

An application for a Final Plat or plan is submitted to the County where the applicant demonstrates the following has occurred within the time period designated within [TLGC Section 245.005](#):

- a. A good-faith attempt is made to file with the County an Application for a permit necessary to begin or continue towards completion of the project;
- b. Costs have been incurred for developing the project including, without limitation, costs associated with roadway, utility, and other infrastructure facilities designed to serve, in whole or in part, the project (but exclusive of land acquisition) in the aggregate amount of five percent (5%) of the most recent appraised market value of the real property on which the project is located; or
- c. Fiscal security is posted with the County to ensure the performance of an obligation required by the County.

(See [TLGC Section 245.005](#))

76. Proportionality

See Determination of Proportionality.

77. Public Improvement

A facility or service and its associated public right-of-way, easement, or other property necessary to provide roadways for transportation of persons or goods or storm drainage.

78. Public Road

See Roadway, Public.

79. Registered Professional Land Surveyor

A person duly authorized under the provisions of the Texas Administrative Code, as amended, to practice the profession of surveying in the State of Texas.

80. Right-of-Way

- a. Public Right-of-Way

An area of land described on a plat or deed record that the County or the State owns or maintains and that the public may use as a roadway, drainage way, or sidewalk if the use is consistent with County or State law. Utilities or other entities may use the public right-of-way with the approval of the Commissioners Court (see Section 7 Development or Use of County Property or Facility).

- b. Private Right-of-Way

An area of land described on a plat or deed record for private use.

- c. Right-of-Way also refers to parkways and medians outside of a paved roadway.

81. Roadway

The paved or improved portion of a Right-of-Way that allows for the passage of vehicles between properties or between intersecting Roadways.

82. Roadway, Arterial

A roadway designed to provide primary access to nonresidential properties and to allow the passage of large volumes of primarily commercial traffic between freeways and other Arterial Roadways or Collector Roadways.

83. Roadway, Collector

A roadway designed to allow the passage of moderate to large volumes of mixed traffic between roadways, including arterials and local roadways.

84. Roadway, Dead-End

A roadway having one point of access from an intersecting roadway with the other end terminating or transitioning to a private driveway.

85. Roadway, Local

A roadway designed to provide primary access to residential properties and to allow the passage of residential traffic to a Roadway of higher classification.

86. Roadway, Private

A roadway that functions as a local roadway but is under private ownership and maintenance.

87. Roadway, Public

A public-access roadway owned or maintained by a public agency (e.g., County or the State).

88. Stormwater Facilities

a. Channels

Open ditches, depressions, or flumes designed for the linear conveyance of water from a certain area to another facility, stream, or creek.

b. Detention Pond or Retention Pond

Facilities designed to collect and hold water to a certain capacity for release into another facility, stream, or creek.

c. Inlets

Structures designed for the intake of stormwater.

d. Outfall

Structures designed to transfer stormwater into another facility, stream, or creek at a designed rate and velocity.

e. Pipes

Enclosed drainage channels or drainage lines.

89. Structure

Anything constructed or erected that requires location on the ground or attached to something having a location on the ground.,

90. Subdivision

The division or platting of a tract or parcel of land into two or more parts or lots. The term includes "Addition" and Re-Subdivision through replat and other subdivisions and re-subdivisions of land defined and regulated under [TLGC Chapter 232](#).

91. Surveyor

See Registered Professional Land Surveyor.

92. Tarrant County Fire Code

The fire guidelines that the Commissioners Court adopts by Court Order.

93. Thoroughfare

a. A road designated as a Thoroughfare within a Thoroughfare Plan.

b. A principal traffic-way more or less continuous across the County or areas adjacent thereto acting as a principal connecting roadway with highways as indicated in a Thoroughfare Plan.

94. Thoroughfare Plan

The plan that the Commissioners Court adopts to guide the development of adequate circulation within the County and connects the County roadway system to regional traffic carriers. In the absence of a County-adopted Thoroughfare Plan, a municipality's Thoroughfare Plan may be considered in the administration of these Development Regulations.

95. Tract

A property identifiable by legal description but typically described in abstract or with boundaries divided from an original land grant or division of a land grant.

96. Unplatted

Property that is not described in a recorded subdivision or plat.

97. Utility Easement

See Easement.

98. Variance

A waiver of a particular standard or requirement of the Development Regulations.

99. Vested Right

A right of an applicant requiring the County to review an application under the standards in effect prior to the effective date of these Development Regulations according to [TLGC Chapter 245](#).

100. Violation

Failure to comply with the standards of these Development Regulations.

101. Waiver of 30-Day Decision

A request by the applicant for an extension of the deadline for a plat decision under [TLGC Section 232.0025\(f\)](#). A Waiver of 30-Day Decision delays the date the Commissioners Court approves or disapproves a plat for up to thirty (30) calendar days.

102. Water Surface Elevation


The height, in relation to a National Geodesic Vertical Datum (NGVD) (or other datum, where specified), of floods of various magnitudes and frequencies in a floodplain.

## Section 10. Appendix of Applicant Information

The following sections contain information for the applicant related to the development process.

### 10.01. Plat Application Form and Checklist

The Department is authorized to establish, update, and maintain a Plat Application Form and Checklist. The following template is for informational purposes only. To view the current version of the Plat Application Form and Checklist, applicants may either visit the County's website or contact The Department to receive the current Plat Application Form and Checklist. The Department, at its discretion, may modify the Plat Application Form and Checklist at any time to manage the application process.



### Tarrant County | Plat Application Form and Checklist

100 E Weatherford Street | Fort Worth, TX 76196 | 817-884-1111 | [www.tarrantcountytx.gov](http://www.tarrantcountytx.gov)

**PLAT APPLICATION FORM**

**General Information**

Subdivision Name: \_\_\_\_\_ Total # of Lots Established: \_\_\_\_\_

Nearest Cross Streets: \_\_\_\_\_ Tarrant County Appraisal #: \_\_\_\_\_

**Required Fee Information**

Please refer to the County's Fee Schedule for current fees. Call or visit the County's website to obtain the schedule.

**Required Documentation**

A complete subdivision application will consist of the documents and content listed below. The submission of a complete application does not constitute the approval of the said application. The Department will notify the property owner and their designated representative when the application has passed the Determination of Completeness process per the County's Development Regulations Manual. The Department will issue initial staff comments after the Determination of Completeness in accordance with the County's development review schedule. The County will review and act on a subdivision application within 30 days from the date the application is determined complete.

Following approval of the plat application, the plat shall be filed in accordance with Section 3.03 of the County's Development Regulations Manual.

No.	✓	Requirement
1.	<input type="checkbox"/>	All applicable application fees have been paid in full.
2.	<input type="checkbox"/>	A completed and correct Subdivision Application Form (including all completed fields, checklists, signatures, and notarizations) has been provided.
3.	<input type="checkbox"/>	A completed (meaning all checks have been marked) Subdivision Review Checklist has been provided.
4.	<input type="checkbox"/>	A Letter of Intent (a brief description of the project scope) has been provided.
5.	<input type="checkbox"/>	A Title Commitment or Warranty Deed has been provided, proving ownership of the property.
6.	<input type="checkbox"/>	A certificate from each tax collector of a political subdivision in which the property is located has been provided, showing all taxes are paid and not delinquent.
7.	<input type="checkbox"/>	Notarized proof of signatory authority has been signed and provided by the property owner for any applicants/agents acting on their behalf. If the property is owned by a company or corporation, notarized proof of signatory authority is also required for the individual signing on behalf of the owning company or corporation.
8.	<input type="checkbox"/>	A certification of groundwater availability prepared by a licensed engineer or geoscientist has been provided if the subdivision is intended to be served by on-site water wells.
9.	<input type="checkbox"/>	A letter from the Tarrant County Public Health Department certifying that the proposed Lots will meet the requirements of the Public Health Department has been provided if the subdivision is intended to be served by On-Site Sewage Facilities (OSSFs).
10.	<input type="checkbox"/>	A Flood Study has been provided if the property lies within the 100-Year Floodplain as shown on the most recent Flood Insurance Rate Map (FIRM) published by FEMA.
11.	<input type="checkbox"/>	The Construction Bond, or a financial guarantee in lieu of the bond, has been provided if the plat is to be recorded.
12.	<input type="checkbox"/>	A Will-Serve Letter has been provided from utility providers who will serve the plat with water and sewer.
13.	<input type="checkbox"/>	A 24" by 36" electronic copy of the subdivision sheet(s) has been provided. Once approved, 24" by 36" physical copies will be required for signatures and filing with the County Clerk's office.

PLAT APPLICATION FORM

1

DATE: August 29, 2023

Figure 1: Plat Application Form and Checklist (Page 1 of 8)



## Tarrant County | Plat Application Form and Checklist

100 E Weatherford Street | Fort Worth, TX 76196 | 817-884-1111 | [www.tarrantcountytx.gov](http://www.tarrantcountytx.gov)

**Property Information**

Site Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_ Total Acres: \_\_\_\_\_

Proposed Use of the Property: \_\_\_\_\_ Total Existing Lots: \_\_\_\_\_

Water Provider: \_\_\_\_\_ Wastewater Provider: \_\_\_\_\_

**Property Owner Information**

Property Owner (Name and Company, if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant/Agent Information (If different than Property Owner)**

Applicant/Agent: (Name and Company, if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_


Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

PLAT APPLICATION FORM

2

DATE: August 29, 2023

Figure 2: Plat Application Form and Checklist (Page 2 of 8)



## Tarrant County | Plat Application Form and Checklist

100 E Weatherford Street | Fort Worth, TX 76196 | 817-884-1111 | [www.tarrantcountytx.gov](http://www.tarrantcountytx.gov)

**Takings Impact Assessment (TIA) Waiver** (See Section 2.03.B.7. of the Development Regulations Manual for applicability)

I (we) have been informed that I (we) have certain rights under a law that went into effect September 1, 1997, for county governments in Texas called The Private Real Property Rights Preservation Act, which is codified in Chapter 2007 of the Government Code of Texas.

I (we) understand county governments are now required to expressly consider or assess whether their governmental actions may result in "takings" of private property. I (we) further understand that the act also provides a remedy for an owner of a legal or equitable interest in private real property to seek a judicial determination of whether a governmental action constitutes a "taking" and, if so, to ask for invalidation of the governmental action if the County fails to pay the damages assessed.

I (we) further understand that a "taking" is any county action that affects an owner's private real property, whether in whole or in part, temporarily or permanently. Any county action, ordinance, or regulation that affects my rights as owner of the property that would otherwise exist in the absence of any action by the County is actionable. If the action of the County would reduce the value of my private real property by 25 percent or more, I (we) understand that the County is required to do a study called a "Takings Impact Assessment" (TIA). If such TIA is done, the County is required to provide at least 30 days' notice of its intent to engage in any such proposed actions. The notice must be published in a newspaper of general circulation in Tarrant County, and it must include a reasonably specific summary of the TIA.

I (we) understand that any action is void if such an assessment is not prepared and that, as the owner of the land affected by a county action for which a TIA should be prepared, I (we) have the right for 180 days after I (we) know or should have known about the "taking" to bring a suit against the County. If I (we) chose to bring such a suit, I (we) would be awarded reasonable and necessary attorney's fees, costs of court, and even damages, especially if the action of the County had reduced the value of my land by 25 percent or more. I (we) could also have the county action declared void.

In consideration of expediting and shortening the approval process for the platting of the above-described property so that my property may be placed on the market for sale as soon as possible, and understanding that I (we) have the aforementioned rights and possibly others, I (we) hereby freely and voluntarily waive these rights and any and all other rights that I (we) may have under the Private Real Property Right Preservation Act, and I (we) may have under the Private Real Property Right Preservation Act, and I (we) specifically request the Tarrant County Commissioners Court to proceed to consider and approve the final plat on the above-described property.


Owner's Signature	Date
Owner's Printed Name	Holder of Equitable Interest
State of Texas County of _____	
BEFORE ME, the undersigned authority appeared _____, who swore on their oath the above and foregoing SWORN STATEMENT OF OWNERSHIP was true and correct.	
Personalized Seal	Notary Public's Signature

PLAT APPLICATION FORM

3

DATE: August 29, 2023

Figure 3: Plat Application Form and Checklist (Page 3 of 8)



## Tarrant County | Plat Application Form and Checklist

100 E Weatherford Street | Fort Worth, TX 76196 | 817-884-1111 | [www.tarrantcountytx.gov](http://www.tarrantcountytx.gov)

**Engineer's Verification Letter**

I hereby confirm that the above-detailed information, as required by the checklist, is complete and accurate to the best of my knowledge. I understand that proper County staff review of this application depends on the accuracy of the information provided and that any inaccurate or inadequate information provided may delay the proper review of this application.

\_\_\_\_\_  
Applicant's Engineer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Engineer's Firm

State of Texas  
County of \_\_\_\_\_

BEFORE ME, the undersigned authority appeared \_\_\_\_\_, who swore on their oath the above and foregoing SWORN STATEMENT OF OWNERSHIP was true and correct.


\_\_\_\_\_  
Personalized Seal

\_\_\_\_\_  
Notary Public's Signature

PLAT APPLICATION FORM 4 DATE: August 29, 2023

Figure 4: Plat Application Form and Checklist (Page 4 of 8)





## Tarrant County | Plat Application Form and Checklist

100 E Weatherford Street | Fort Worth, TX 76196 | 817-884-1111 | [www.tarrantcountytx.gov](http://www.tarrantcountytx.gov)

**Applicant's Verification Letter**

I hereby certify that the above-stated information is included with the accompanying submission materials. Furthermore, I have reviewed and met the standards contained in the *Tarrant County Development and Land Use Regulations* and *Tarrant County Engineering Standards Manual*.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

State of Texas  
County of \_\_\_\_\_


BEFORE ME, the undersigned authority appeared \_\_\_\_\_, who swore on their oath the above and foregoing SWORN STATEMENT OF OWNERSHIP was true and correct.

\_\_\_\_\_  
Personalized Seal

\_\_\_\_\_  
Notary Public's Signature

PLAT APPLICATION FORM 5 DATE: August 29, 2023

Figure 5: Plat Application Form and Checklist (Page 5 of 8)



## Tarrant County | Plat Application Form and Checklist

100 E Weatherford Street | Fort Worth, TX 76196 | 817-884-1111 | [www.tarrantcountytx.gov](http://www.tarrantcountytx.gov)


**PLAT REVIEW CHECKLIST**

**General Plat Information and Content**

No.	✓	Requirement
1.	<input type="checkbox"/>	A complete Title Block in the lower right corner of all plat sheets has been provided with the following information: <ul style="list-style-type: none"> <li>Type of plat application</li> <li>Name of the subdivision, including the number of lots and blocks arranged in systematic order</li> <li>Gross and net acreages of the subdivision</li> <li>Proposed street names (as applicable)</li> <li>The name and number of the existing survey, abstract, and tract number the subject property is within</li> <li>Date the plat was prepared, with an up-to-date revision log, if applicable</li> </ul>
2.	<input type="checkbox"/>	The name, address, phone number, and email of the property owner(s), applicant or agent, surveyor, engineer, and commercial developer (as appropriate) have been provided near the Title Block.
3.	<input type="checkbox"/>	A north arrow and scale have been provided, with north oriented to the top or right of the sheet. The scale should be written and in graphic format, and shall be no larger than 1" = 200' unless otherwise determined legible by the County.
4.	<input type="checkbox"/>	A vicinity map has been provided showing the location of the subdivision in relation to nearby thoroughfares and incorporated areas.
5.	<input type="checkbox"/>	A key identifies all unique symbols, abbreviations, and lines used on the plat document.
6.	<input type="checkbox"/>	A metes and bounds description (titled "Legal Description") of the limitations of the subdivision starting from the Point of Beginning (POB) is provided on the face of the plat. The POB must be related to a corner of the original survey of which the plat or lot is a part.
7.	<input type="checkbox"/>	The Point of Beginning (POB) is clearly identified and uses the National Geodetic Survey for bearing. At least two other benchmarks are provided at subdivision corners with geographic coordinates.
8.	<input type="checkbox"/>	The accurate location, material, and size of all monuments and benchmarks have been provided.
9.	<input type="checkbox"/>	Sufficient data to reproduce all streets, blocks, lots, and easements on the ground using currently acceptable surveying methods has been provided
10.	<input type="checkbox"/>	All abstract lines, survey lines, county lines, or other corporate boundaries within 100 feet of the limits of the subdivision are shown and represented with a light line, intermittent with two dashes.
11.	<input type="checkbox"/>	All property lines, rights-of-way, ownership information, easements, and recording information within 100 feet of the limits of the subdivision are provided. Surrounding property and right-of-way lines are represented with a light weight, solid line.
12.	<input type="checkbox"/>	All streets are named and labeled as "public" or "private" rights-of-way.
13.	<input type="checkbox"/>	All existing easements, with recording information, that impact the subject property within 100 feet of the limits of the subdivision are shown and represented with a light weight, dashed line.
14.	<input type="checkbox"/>	The boundary of the subdivision is represented with a bold line, intermittent with two dashes, and is provided with bearings and distances corresponding to the Legal Description.
15.	<input type="checkbox"/>	Internal lot lines, including rights-of-way, are represented with a medium-weight, solid line.
16.	<input type="checkbox"/>	All proposed easements and setbacks within the subdivision are represented with a medium-weight, dashed line.
17.	<input type="checkbox"/>	All proposed easement and lot lines are provided with bearings and distances. Lines that are identical in bearing and length to another that have already been specified are indicated as such.
18.	<input type="checkbox"/>	All unique curved lines are assigned a number that corresponds to a curve table containing the following: <ul style="list-style-type: none"> <li>Chord and direction</li> <li>Delta and Radius</li> <li>Tangent length and offset</li> <li>Arc length</li> </ul>

PLAT REVIEW CHECKLIST
6
DATE: August 29, 2023

Figure 6: Plat Application Form and Checklist (Page 6 of 8)



## Tarrant County | Plat Application Form and Checklist

100 E Weatherford Street | Fort Worth, TX 76196 | 817-884-1111 | [www.tarrantcountytx.gov](http://www.tarrantcountytx.gov)

No.		Requirement
19.	<input type="checkbox"/>	All proposed rights-of-way are named and dimensioned and specified as either private or public.
20.	<input type="checkbox"/>	Any 100-year flood hazard area within the subdivision has been identified, and the finished-floor elevation of all lots lying wholly or partially within the area have been provided.
21.	<input type="checkbox"/>	Easement and right-of-way dedication language is provided and specifies the body responsible for maintenance in perpetuity.
22.	<input type="checkbox"/>	The locations of existing gas, oil, and water wells are identified.
23.	<input type="checkbox"/>	All lots and blocks have been assigned a legible, intuitive number and letter. Open space and utility lots have been designated with an "X" following the lot number.
24.	<input type="checkbox"/>	All lots are recorded in a lot tabulations table, grouped by systematic order, containing the following information: <ul style="list-style-type: none"> <li>Lot number</li> <li>Block letter</li> <li>Gross and net acreages and square feet</li> <li>Purpose (e.g., residential, open space, utility)</li> </ul>

**Standard Plat Notes and Certifications**

No.		Requirement
1.	<input type="checkbox"/>	The following notes have been provided on the face of the plat: <ul style="list-style-type: none"> <li>Development in unincorporated Tarrant County shall be subject to applicable municipal regulations, the current Tarrant County Development Regulations Manual, and the Tarrant County Fire Code.</li> <li>Tarrant County permits required prior to development within this subdivision, as applicable, include, but are not limited to, construction within the public rights-of-way, driveway access to public roads, development within a designated floodplain, salvage yards, stormwater mitigation, and on-site sewage systems.</li> <li>All drainage easements shall be kept clear of fences, buildings, foundations, plantings, and other obstructions to the operation and maintenance of the drainage facility.</li> <li>The siting and construction of water wells shall be subject to the regulations of the Northern Trinity Groundwater Conservation District.</li> <li>Tarrant County is not responsible for confirming or ensuring the availability of groundwater.</li> <li>Any existing creek, stream, river or drainage channel traversing along or across portions of this addition will remain unobstructed at all times and will be maintained by the adjacent property owner, or the Home Owners Association, if applicable. The County will not be responsible for the maintenance, erosion control, and/or operation of said drainage ways. The homeowners shall keep the adjacent drainage ways traversing their property clean and free of debris, silt or other substances which would result in unsanitary conditions, and the County shall have the right of entry for the purposes of inspecting maintenance work by the property owners. The drainage ways are occasionally subject to stormwater overflow damages resulting from the stormwater overflow and/or bank erosion that cannot be identified. The County shall not be liable for any damages resulting from the occurrence of these phenomena, nor the failure of any structures within the drainage ways. The drainage way crossing each lot is contained within the floodplain/drainage easement line as shown on the plat.</li> <li>Tarrant County shall not be responsible for the maintenance of private streets, drives, emergency access easements, recreation areas, and open spaces; and the owners shall be responsible for the maintenance of private streets, drives, emergency access easements, recreation areas, and open spaces, and said owners agree to indemnify and save harmless Tarrant County from all claims, damages, and losses arising out of or resulting from the performance of the obligations of said owners set for in this paragraph.</li> <li>Tarrant County does not enforce subdivision deed restrictions.</li> <li>Landowners and subsequent owners of lots or parcels within this subdivision are encouraged to contact Tarrant County's Transportation Services Department prior to conducting any development activities.</li> <li>Any public utility, including the County, shall have the right to remove and keep clear all or part of any building, fences, trees, overgrown shrubs or improvements that in any way endanger or interfere with the construction, maintenance, or efficiency of its respective systems on any of the easement or right-of-way shown on the plat (or filed by a separate instrument that is associated with said property); and any public utility, including the County, shall have the right at all times an ingress and egress to and from upon said easements for the purpose of construction, reconstruction,</li> </ul>

PLAT REVIEW CHECKLIST

7

DATE: August 29, 2023

Figure 7: Plat Application Form and Checklist (Page 7 of 8)

**Figure 8: Plat Application Form and Checklist (Page 8 of 8)**

## 10.02. Standard Plat Notes

The Department is authorized to establish, update, and maintain Standard Plat Notes. The following template is for informational purposes only. To view the current version of the Standard Plat Notes, applicants may either visit the County's website or contact The Department. The Department, at its discretion, may modify the Standard Plat Notes at any time to manage the application process.

<p style="text-align: center;"><b>TARRANT COUNTY STANDARD PLAT NOTES</b></p> <ol style="list-style-type: none"><li>1. Development in unincorporated Tarrant County shall be subject to applicable municipal regulations, the current Tarrant County Subdivision and Land Use Regulations and the Tarrant County Fire Code.</li><li>2. Tarrant County permits required prior to development within this subdivision, as applicable, include, but are not limited to, construction within the public rights-of-way, driveway access to public roads, development within a designated floodplain, salvage yards, stormwater mitigation, and on-site sewage systems.</li><li>3. All drainage easements shall be kept clear of fences, buildings, foundations, plantings, and other obstructions to the operation and maintenance of the drainage facility.</li><li>4. The siting and construction of water wells shall be subject to the regulations of the Northern Trinity Groundwater Conservation District.</li><li>5. Any existing creek, stream, river or drainage channel traversing along or across portions of this addition will remain unobstructed at all times and will be maintained by the adjacent property owner, or the Home Owners Association, if applicable. The County will not be responsible for the maintenance, erosion control, and/or operation of said drainage ways. The home owners shall keep the adjacent drainage ways traversing their property clean and free of debris, silt or other substances which would result in unsanitary conditions, and the County shall have the right of entry for the purposes of inspecting maintenance work by the property owners. The drainage ways are occasionally subject to storm water overflow damages resulting from the storm water overflow and/or bank erosion that cannot be identified. The County shall not be liable for any damages resulting from the occurrence of these phenomena, nor the failure of any structures within the drainage ways. The drainage way crossing each lot is contained within the floodplain/drainage easement line as shown on the plat.</li><li>6. Tarrant County shall not be responsible for the maintenance of private streets, drives, emergency access easements, recreation areas, and open spaces; and the owners shall be responsible for the maintenance of private streets, drives, emergency access easements, recreation areas, and open spaces, and said owners agree to indemnify and save harmless Tarrant County from all claims, damages, and losses arising out of or resulting from performance of the obligations of said owners set for in this paragraph.</li><li>7. Tarrant County does not enforce subdivision deed restrictions.</li><li>8. Land owners and subsequent owners of lots or parcels within this subdivision are encouraged to contact Tarrant County's Transportation Services Department prior to conducting any development activities.</li></ol>
---

Figure 9: Standard Plat Notes Template



### 10.03. Plat Signature Block

The Department is authorized to establish, update, and maintain a Plat Signature Block. The following template is for informational purposes only. To view the current version of the Plat Signature Block, applicants may either visit the County's website or contact The Department. The Department, at its discretion, may modify the Plat Signature Block at any time to manage the application process.

<p style="text-align: center;"><b>COMMISSIONERS COURT TARRANT COUNTY, TEXAS</b></p> <p>PLAT APPROVAL DATE:_____</p> <p>_____</p> <p>BY:_____</p> <p style="text-align: center;">CLERK OF COMMISSIONERS COURT</p> <p><b>NOTE:</b> CONSTRUCTION NOT COMPLETED WITHIN 2 YEARS OF THE RECORDING DATE SHALL BE SUBJECT TO CURRENT COUNTY SUBDIVISION STANDARDS AND REGULATIONS.</p>
--

Figure 10: Plat Signature Block Template

#### 10.04. Development Guidelines in Unincorporated Areas

The Department is authorized to establish, update, and maintain Development Guidelines in Unincorporated Areas. The following template is for informational purposes only. To view the current version of the Development Guidelines in Unincorporated Areas, applicants may either visit the County's website or contact The Department. The Department, at its discretion, may modify the Development Guidelines in Unincorporated Areas at any time to manage the application process.

### **TARRANT COUNTY TRANSPORTATION SERVICES DEPARTMENT**

#### **Guidelines for Development in the Unincorporated Areas of Tarrant County** Updated: August 2021

##### No Zoning Regulations

Tarrant County does not have the authority under state law to implement or enforce zoning. This letter serves as written verification that zoning regulations are not applicable to the unincorporated areas outside of any city limits.

##### Fire Code Requirements

The Tarrant County Fire Code applies to all new construction or substantial improvements of commercial buildings, public buildings and multifamily dwellings consisting of four or more units. Any building that is to be built after August 1, 2018 in the unincorporated areas of Tarrant County will be required to have a Construction Permit before the project can begin.

No person may begin construction or make substantial improvements to a building in the unincorporated area of Tarrant County unless and until that person obtains a construction permit issued in accordance with the Tarrant County Fire Code.

Projects requiring inspections for State Licensing also fall under the Tarrant County Fire Code. For more information you can contact the Tarrant County Fire Marshal's Office at 817-838-4660, email [firemarshal@tarrantcountvtx.gov](mailto:firemarshal@tarrantcountvtx.gov) or visit our web site at <http://www.tarrantcountv.com/en/fire-marshall.html>.

##### Reporting Forms for Residential Construction and Renovation

Tarrant County does not issue Building Permits or Certificates of Occupancy for residential homes. All new residential structures and improvements to existing residential structures that increase the square footage or value by more than fifty percent (50%) shall be constructed to the International Residential Code (IRC) published as of May 1, 2008, or the version of the IRC applicable to City of Fort Worth.

Since Tarrant County does not have the authority to perform building inspections or charge inspection fees, any builder is required to:

1. complete a [Notice of Residential Construction in Unincorporated Area](#) form and email it to [ammackev@tarrantcountv.com](mailto:ammackev@tarrantcountv.com)
2. obtain three inspections during different phases of the construction; and
3. complete a [Notice of Residential Construction Inspection Compliance in Unincorporated Area](#) form and email it to [ammackev@tarrantcountv.com](mailto:ammackev@tarrantcountv.com)

These reporting requirements are only applicable to any builders who are constructing a residential home for resale and do not apply to any property owners who are building a residential home to live in it. Failure to obtain the inspections is a Class C misdemeanor and Tarrant County may also file for an injunction against a builder who does not file the required reports.

##### Floodplain Construction

All development and new construction within a FEMA designated floodplain will require a floodplain permit prior to any work commencing. For more information you may call 817-884-1153. Floodplain Permit requests may require a flood study, depending on the individual situation: [Floodplain Permits](#)

Figure 11: Guidelines for Development in Unincorporated Areas Template (Page 1 of 3)

#### Drainage Standards

Development of a subdivision or a plat that is located within the Extra Territorial Jurisdiction (ETJ) of the City of Fort Worth will be reviewed by the City according to drainage standards set forth by the City of Fort Worth.

Developments, both in and outside the ETJ of the City of Fort Worth, will be reviewed by Tarrant County for drainage standards according to the Tarrant County Subdivision and Land Use Regulations Manual. Although Tarrant County hasn't officially adopted the iSWM manual, we strongly recommend you follow the procedures and standards set forth within the manual. Additional information about iSWM can be found at [iSWM Information](#)

In instances where individual property owners are disputing drainage modifications or alterations that affect each other, Tarrant County will provide a contour map and a copy of the Texas Water Code, which may be utilized to initiate conversations between the two property owners to resolve the dispute. Tarrant County has no authority in these types of situations as they are deemed civil issues between two private property owners.

#### On-Site Sewage Facilities (OSSF)

The installations of new or modification of existing On-Site Sewage Facilities will require coordination with the Tarrant County Public Health Department for a permit 817-321-4960. There are separation requirements between water wells and On-Site Sewage Facilities, regardless of property lines, so careful preplanning, including consideration of facilities on neighboring properties, may be required: [Health Department Link](#)

#### Storm Water Permits

Texas Commission on Environmental Quality (TCEQ) requires a Construction Storm Water Permit for construction projects that disturbs at least one acre of land and where the storm water discharge flows into unincorporated Tarrant County. A copy of the Construction Site Notice or Notice of Intent must be mailed to Robert Berndt, Tarrant County Transportation Services Department, 100 E. Weatherford St, Suite 401, Fort Worth, Texas, 76196. For more information about permit requirements visit TCEQ's website at [www.tceq.texas.gov](http://www.tceq.texas.gov). Questions regarding the rules and regulations as they pertain to unincorporated Tarrant County properties, contact Robert Berndt 817-884-2634.

#### Water Wells

The Northern Trinity Groundwater Conservation District (NTGCD) has jurisdiction over groundwater in Tarrant County. Well registration, permitting, and drilling requirements can be viewed on the NTGCD website: [Northern Trinity Groundwater Conservation District](#) or call 817-249-2062.

#### Alarm Permits

If a residential home is located in the unincorporated area of Tarrant County, an alarm permit is required and can be obtained by contacting Josh Douglas with the Sheriff's office at 817-884-1323 or on the web at [Sheriff's Office Alarm Permit Information](#). Homes located in a municipality other than the unincorporated area of Tarrant County will need to coordinate with that jurisdiction for their regulations and requirements.

#### Building Setbacks from County Roads and State Highways

Tarrant County does have building setback requirements so any building or structure should not be located within 25 feet from the edge of the right-of-way of any County road or within 50 feet from the edge of the right-of-way of any State highway.

#### Driveway Permits

Driveways adjacent to a State maintained roadway require State review and approval. Please contact the Texas Department of Transportation (TxDOT) at 817-370-6500 for any proposed improvements on State ROW.

Driveways adjacent to a County maintained roadway require County review and approval. Please contact Tarrant County at 817-884-1250 for any proposed improvements on County ROW. The driveway permit can be accessed at the following link: [Driveway Permit](#)

Figure 12: Guidelines for Development in Unincorporated Areas Template (Page 2 of 3)



Work in County Right of Way

Any property owners, utility companies, or contractors performing any work within Tarrant County right of way (ROW) will be required to obtain a permit from the following link or contact 817-884-1176 for more information: [Utility Permit](#)

Development in Proximity to the Naval Air Station Joint Reserve Base Fort Worth

Companies or individuals desiring to develop property and/or build in the unincorporated areas of Tarrant County within the Air Installations Compatible Use Zones (AICUZ) should review the information pertaining to compatible development around the military base, which can be found at: [Military-Community Planning](#)

No Authority over Deed Restrictions and HOA/POA Rules

Some properties in the unincorporated areas of Tarrant County may be subject to deed restrictions and/or home or property owner association (HOA or POA) rules which may limit what can be done on the property. Tarrant County does not have the authority to enforce deed restrictions and HOA/POA rules. Tarrant County does not get involved in civil disputes between private property owners, HOAs/POAs, and developers related to deed restrictions or HOA/POA rules.

Additional Questions and Contacts

The issues listed above are not exhaustive of all requirements or regulations enforced by Tarrant County but are representative of typical inquiries that we receive. For more information, please visit our webpage [Tarrant County Transportation Services Department](#).

Please direct any other development or planning related questions to:

Mike Galizio, Planning Manager  
817-884-1653  
[migalizio@tarrantcountv.com](mailto:migalizio@tarrantcountv.com)

Please address any other construction or engineering related questions to:

Joseph Jackson, County Engineer / Assistant Director  
817-884-1153  
[jjackson@tarrantcountv.com](mailto:jjackson@tarrantcountv.com)

Figure 13: Guidelines for Development in Unincorporated Areas Template (Page 3 of 3)

## 10.05. Takings Impact Assessment (TIA) Waiver

The Department is authorized to establish, update, and maintain a Takings Impact Assessment Waiver (Takings Impact Assessment (TIA) Waiver). The following template is for informational purposes only. To view the current version of the Takings Impact Assessment (TIA) Waiver, applicants may either visit the County's website or contact The Department. The Department, at its discretion, may modify the Takings Impact Assessment (TIA) Waiver at any time to manage the application process.

<b><u>WAIVER OF "TAKINGS IMPACT ASSESSMENT (TIA)</u></b> <small>Under the Private Real Property Rights Preservation Act</small>							
Comes now _____ owner(s) of the property, located in Pct. _____							
described as _____ of Tarrant County, Texas.							
<p>I(we) have been informed that I (we) have certain rights under a law that went into effect September 1, 1997, for county governments in Texas called The Private Real Property Rights Preservation Act which is codified at Chapter 2007 of the Government Code of Texas.</p> <p>I(we) understand that county governments are now required to expressly consider or assess whether their governmental actions may result in "takings" of private property. I (we) further understand that the act also provides a remedy for an owner of a legal or equitable interest in private real property to seek a judicial determination of whether a governmental action constitutes a "taking" and, if so, to ask for invalidation of the governmental action if the county fails to pay the damages assessed.</p> <p>I(we) further understand that a "taking" is any county action that affects an owner's private real property whether in whole or in part, temporarily or permanently. Any county action, ordinance or regulation that affects my rights as owner of the property, that would otherwise exist in the absence of any action by the county, is actionable. If the action of the county would reduce the value of my private real property by 25 percent or more, I(we) understand that the county is required to do a study called a "Takings Impact Assessment" (TIA). If such TIA is done, the county is required to provide at least 30 days notice of its intent to engage in any such proposed actions. The notice must be published in a newspaper of general circulation in Tarrant County, and it must include a reasonably specific summary of the TIA.</p> <p>I(we) understand that any action is void if such an assessment is not prepared and that, as the OWNER of the land affected by a county action for which a TIA should be prepared, I(we) have the right for 180 days after I(we) know or should have known about the "taking" to bring a suit against the county. If I(we) should choose to bring such a suit, I(we) would be awarded reasonable and necessary attorney's fees, costs of court, and even damages, especially if the action of the county had reduced the value of my land by 25 percent or more. I(we) could also have the county action declared void.</p> <p>In consideration of expediting and shortening the approval process for the platting of the above described property so that my property may be placed on the market for sale as soon as possible, and understanding that I(we) have the aforementioned rights and possibly others, I(we) hereby freely and voluntarily waive these rights and any and all other rights that I(we) may have under the Private Real Property Right Preservation Act, and I(we) may have under the Private Real Property Right Preservation Act, and I(we) specifically request the Tarrant County Commissioners Court to proceed to consider and approve the final plat on the above described property.</p> <p>This Waiver is signed on the _____ day of _____, _____.</p> <table style="width: 100%;"><tr><td style="width: 50%; text-align: center;">_____ Owner</td><td style="width: 50%; text-align: center;">_____ Owner</td></tr><tr><td style="width: 50%; text-align: center;">_____ _____, Owner Printed Name</td><td style="width: 50%; text-align: center;">_____ Printed Name</td></tr><tr><td colspan="2" style="text-align: center;">_____ Holder of Equitable Interest</td></tr></table> <p>STATE OF TEXAS COUNTY OF TARRANT</p> <p>BEFORE ME, the undersigned authority appeared _____</p> <p>Who swore on his oath the above and foregoing SWORN STATEMENT OF OWNERSHIP was true and correct.</p> <p style="text-align: center;">_____</p> <p>Notary Public in and for the State of Texas</p>		_____ Owner	_____ Owner	_____ _____, Owner Printed Name	_____ Printed Name	_____ Holder of Equitable Interest	
_____ Owner	_____ Owner						
_____ _____, Owner Printed Name	_____ Printed Name						
_____ Holder of Equitable Interest							

Figure 14: TIA Waiver Template

## 10.06. MHRC Infrastructure Development Plan Checklist

The Department is authorized to establish, update, and maintain a Manufactured Home Rental Community Development (MHRC) Plan Checklist. The following template is for informational purposes only. To view the current version of the MHRC Infrastructure Development Plan Checklist, applicants may either visit the County's website or contact The Department. The Department, at its discretion, may modify the MHRC Infrastructure Development Plan Checklist at any time to manage the application process.


MHRC Infrastructure Development Plan Checklist Template		
Item	Applicant	Staff
Completed Application Form.	<input type="checkbox"/>	<input type="checkbox"/>
Site Boundary Survey includes the following information:		
Title Block on the bottom right corner of the page with:	<input type="checkbox"/>	<input type="checkbox"/>
Name of the proposed development.	<input type="checkbox"/>	<input type="checkbox"/>
Subdivision name with lot, block and recording information (if platted).	<input type="checkbox"/>	<input type="checkbox"/>
Survey name and abstract number.	<input type="checkbox"/>	<input type="checkbox"/>
Gross acreage.	<input type="checkbox"/>	<input type="checkbox"/>
Date of preparation.	<input type="checkbox"/>	<input type="checkbox"/>
The name of the property owner.	<input type="checkbox"/>	<input type="checkbox"/>
The name of the surveyor or engineer that prepared the plans.	<input type="checkbox"/>	<input type="checkbox"/>
Sign and seal of the licensed professional engineer or registered professional land surveyor.	<input type="checkbox"/>	<input type="checkbox"/>
The location of proposed and existing manufactured homes/RVs.	<input type="checkbox"/>	<input type="checkbox"/>
FEMA-designated floodways (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
The location of existing or proposed easements.	<input type="checkbox"/>	<input type="checkbox"/>
The name and width of existing and proposed interior streets (all interior streets shall be private and shall be designated as such on the associated plat).	<input type="checkbox"/>	<input type="checkbox"/>
The name and right-of-way width of County roads that access to the development will be taken.	<input type="checkbox"/>	<input type="checkbox"/>

Water Utility Plan (if applicable)		
Existing and proposed water lines intended to serve the site.	<input type="checkbox"/>	<input type="checkbox"/>
Provisions for adequate public or community water supply in accordance with Texas Health and Safety Code Chapter 341 and the Tarrant County Subdivision Regulations for Water Utility requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Wastewater Utility Plan (if applicable)		
Provisions for adequate sanitary sewer facilities, including sanitary sewer lines or an On-Site Sewage Facility (OSSF) in accordance with of the Health and Safety Code Chapter 366, and the Tarrant County Subdivision Regulations Section for Wastewater Utility requirements.	<input type="checkbox"/>	<input type="checkbox"/>
Existing and proposed sewer (including the location septic systems) intended to serve the site.	<input type="checkbox"/>	<input type="checkbox"/>
Approved TCEQ Community Wastewater Treatment System (if applicable) This applies to a manufactured home rental community with a density of more than one house per acre.	<input type="checkbox"/>	<input type="checkbox"/>
Drainage Plan		
Adequate drainage Structures in accordance with the Engineering Standards Manual;	<input type="checkbox"/>	<input type="checkbox"/>
Proposed management of areas within the 100-Year Storm Event Floodplain in accordance with the Engineering Standards Manual;	<input type="checkbox"/>	<input type="checkbox"/>
Roadway and Paving Plan		
Specifications for interior Roadways in accordance with the Engineering Standards Manual.	<input type="checkbox"/>	<input type="checkbox"/>
All interior streets inside the manufactured home rental community park shall be private.	<input type="checkbox"/>	<input type="checkbox"/>

Figure 15: MHRC Infrastructure Development Plan Checklist Template

## 10.07. Engineering Plan Review Application

The Department is authorized to establish, update, and maintain an Engineering Plan Review Application. The following template is for informational purposes only. To view the current version of the Engineering Plan Review Application, applicants may either visit the County's website or contact The Department. The Department, at its discretion, may modify the Engineering Plan Review Application at any time to manage the application process.

	<b>Department of Transportation Services</b> Tarrant County, Texas 100 E. Weatherford St. Fort Worth, TX 76196 P: 817-884-1250   F: 817-884-1178	<b>FOR OFFICE USE ONLY</b> Received by: _____ Fees: _____ Parcel ID: _____ Complete Application: YES NO
---	--	---

ENGINEERING PLAN REVIEW APPLICATION		
<b>PROJECT SCOPE</b>		
<input type="radio"/> Subdivision (without new roads) _____ lots <input type="radio"/> Commercial <input type="radio"/> Subdivision (with new roads) _____ lots <input type="radio"/> Other _____ Subdivision or Development Name: _____		
<b>PROPERTY INFORMATION</b>		
Subdivision Name: _____		
Site Address/General Location: _____		
Legal Description: _____		
Proposed Use of Property: _____	Acres: _____	Lots: _____
Current Water Provider: _____	Waterline Size: _____	
<b>APPLICANT &amp; OWNER INFORMATION</b>		
Applicant Name: _____	Company Name: _____	
Mailing Address: _____		
Main Phone: _____	Email: _____	
Property Owner Name: _____		
Mailing Address: _____		
Main Phone: _____	Email: _____	
<input type="radio"/> I will represent the application myself; or <input type="radio"/> I hereby designate the above applicant to act as my agent for submittal, processing, representation, and/or presentation of this application. The designee shall be the primary contact person for this application.		

Applicant Signature	Date
Owner Signature	Date

Page 1 of 8

Figure 16: Engineering Plan Review Application (Page 1 of 8)



**Department of Transportation Services**  
Tarrant County, Texas  
100 E. Weatherford St.  
Fort Worth, TX 76196  
P: 817-884-1250 | F: 817-884-1178

**ENGINEERING  
PLAN REVIEW  
APPLICATION**

**SUBMITTAL CHECKLIST**

*NOTE: INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED.*

**First Plan Submittal Requirements**

- ☐ Completed and signed application.
- ☐ One complete electronic copy of the Site Plan.

*\*Additional submittals and fees may be required after initial review. Staff will contact the applicant if additional submittals and/or fees are required.*

**Site Plan Requirements**

- ☐ Property location, existing roads, proposed subdivision lot lines, lot sizes, and road frontage lengths shown.
- ☐ Existing drainage structures/facilities (ponds, culverts, dams, etc.) shown.
- ☐ Any other necessary information for a complete engineering review included.
- ☐ For Subdivisions which include detention facilities, the following notes shall be included on the Site Plan and in the restrictive covenants for the Subdivision:
  1. *The Owner(s) of the Lot(s), parcel(s), or property(s) encompassing the Detention Pond are responsible for all maintenance of the facility.*
  2. *Detention Pond shall be mowed at least twice per year or more frequently when needed to control weeds and inhibit woody growth.*
  3. *Debris, litter, and sediment shall be removed from all, culverts, and outfall structures at least twice per year and after each storm event with more than two (2) inches of rainfall in a twenty-four (24) hour period, with particular attention given to the removal of debris, litter, and sediment around outlet structures, trash racks, and pilot channels.*
  4. *A maintenance log shall be kept and shall be made available for review by the County upon request.*

**Requirements for all Civil Plan Sheets**

- ☐ Title block with engineering firm information, registration number, engineer's seal, sheet title, and page numbers clearly shown.
- ☐ Minimum of two benchmarks on all pertinent sheets.
- ☐ North arrow and scale clearly shown on all plan sheets.
- ☐ Legend (relevant to each sheet) showing all special symbols, line types and hatch used.
- ☐ Street names labeled on all existing, proposed and future streets.
- ☐ Lot and Block numbers and/or ownership information shown for all lots.
- ☐ Caution notes shown when working next to any existing utilities (public and franchise).

Figure 17: Engineering Plan Review Application (Page 2 of 8)



**Department of Transportation Services**  
Tarrant County, Texas  
100 E. Weatherford St.  
Fort Worth, TX 76196  
P: 817-884-1250 | F: 817-884-1178

**ENGINEERING  
PLAN REVIEW  
APPLICATION**

Criteria	Yes	No	N/A	Reviewer Comment
<b><u>ORDER OF SHEETS</u></b>				
Cover Sheet				
Site Plan				
Erosion Control Plan				
Grading Plan				
Drainage Plan				
Water Plan				
Paving Plan				
Signage Plan				
Traffic Control Plan (if required)				
Standard Construction Details				
<b><u>EROSION CONTROL PLAN</u></b>				
Existing and proposed contours clearly shown/labeled.				
Existing and proposed channels shown.				
List the total disturbed acreage including offsite and delineate limits of construction.				
Appropriate BMPs used and identified.				
BMP details provided.				
Stockpile area and batch plant areas shown and labeled.				
Areas to be sodded or seeded shown and specified with permanent perennial vegetation.				
Areas of permanent erosion control (other than vegetation) clearly shown.				
SWPPP and NOI submitted and approved, as required.				

Figure 18: Engineering Plan Review Application (Page 3 of 8)



**Department of Transportation Services**  
Tarrant County, Texas  
100 E. Weatherford St.  
Fort Worth, TX 76196  
P: 817-884-1250 | F: 817-884-1178

**ENGINEERING  
PLAN REVIEW  
APPLICATION**

Criteria	Yes	No	N/A	Reviewer Comment
<b><u>GRADING PLAN</u></b>				
Both onsite and offsite existing/proposed contours shown clearly labeled.				
Drainage clarified by flow arrows, high points, sags, ridges, and valley gutters.				
Minimum finished floor elevations shown adjacent to floodplains, ponds, creeks/channels, etc.				
Cross sections and flow data for all swales and open channels provided.				
Typical lot grading plans used.				
<b><u>DRAINAGE PLAN</u></b>				
Existing/proposed contours clearly shown for entire drainage basin, both onsite and offsite. Aerial topography or similar is acceptable for offsite areas with major contour labels shown.				
Existing/proposed drainage areas delineated and labeled.				
Flow arrows for surface drainage shown.				
Existing/ proposed drainage structures/facilities (including open channels) shown with design and check flows and velocities.				
Outlet designation labels shown with existing/proposed design flows and velocities.				
Existing/proposed drainage easements shown and labeled.				
Existing/proposed peak runoff computations shown.				
Existing/proposed time of concentration and weighted runoff coefficient calculations shown as needed.				
Existing/ proposed 100-year floodplains delineated.				
List proposed total site impervious area (Commercial Projects).				

Page 4 of 8

Figure 19: Engineering Plan Review Application (Page 4 of 8)





**Department of Transportation Services**  
Tarrant County, Texas  
100 E. Weatherford St.  
Fort Worth, TX 76196  
P: 817-884-1250 | F: 817-884-1178

**ENGINEERING  
PLAN REVIEW  
APPLICATION**

Criteria	Yes	No	N/A	Reviewer Comment
Driveway culvert sizes for each proposed lot shown.				
Detention pond shown and labeled.				
<b><u>DETENTION POND DESIGN AND HYDRAULIC CALCULATIONS</u></b>				
Detention pond design calculations shown, method used specified.				
Provide pond volume sizing calculations and or computation table.				
Provide stage-discharge table and/or curve information.				
Provide weir and/or orifice sizing calculations for outfall structure.				
Cross section of pond including side slopes, normal pool elevation (if applicable); show design water surface elevations.				
Detail of pond outfall structure showing all elevations, as necessary.				
Overflow spillway location and design information provided (as needed).				
Show and label all existing/proposed utilities and easements.				
<b><u>STORM DRAIN PLAN (AS NEEDED)</u></b>				
<b><u>Plan View</u></b>				
Show and label all existing and proposed utilities.				
Dimension location/spacing of utilities.				
Label inlet type, inlet block-outs, size, paving station, and top of curb elevation at a minimum.				
Label type and size of existing/proposed structures (i.e. headwalls, manholes/junction boxes).				
Label type, size and dimensions of all permanent outfall erosion protection.				

Figure 20: Engineering Plan Review Application (Page 5 of 8)



**Department of Transportation Services**  
Tarrant County, Texas  
100 E. Weatherford St.  
Fort Worth, TX 76196  
P: 817-884-1250 | F: 817-884-1178

**ENGINEERING  
PLAN REVIEW  
APPLICATION**

Criteria	Yes	No	N/A	Reviewer Comment
Show centerline stationing for pipe with PC & PT stations and curve data.				
Label centerline stations for lateral connections, manhole and junction box locations, pipe size changes, headwalls, and future stub out connections.				
Design gutter flows and bypass shown at each inlet along public streets and fire lanes.				
100-year floodplain shown.				
Provide applicable construction details for all drainage structures.				
<b>Profile View</b>				
Existing and proposed ground line at centerline of pipe shown and labeled correctly.				
Show all hydraulic data including design flow, full flow capacity, friction slope, velocity, and velocity head. For partial flow conditions show design flow, full flow capacity, normal depth, normal velocity, and velocity head.				
Label station and flowline elevation information for all structures, crossings, laterals, etc.				
Label flowlines at every 50-foot station.				
Indicate length, type/class, slope and size of all storm pipes.				
Show and label design and check flow HGL, label HGL elevations at all junctions.				
All utility crossings and parallel sewer lines shown in profile.				
100-year WSE shown at outfall for ponds, creeks, and channels.				
Open channel cross section shown with all hydraulic data.				

Page 6 of 8

Figure 21: Engineering Plan Review Application (Page 6 of 8)



**Department of Transportation Services**  
Tarrant County, Texas  
100 E. Weatherford St.  
Fort Worth, TX 76196  
P: 817-884-1250 | F: 817-884-1178

**ENGINEERING  
PLAN REVIEW  
APPLICATION**

Criteria	Yes	No	N/A	Reviewer Comment
<b><u>WATER PLAN</u></b>				
Approved by water provider.				
Show water line notes.				
Show fire hydrant locations.				
Include appropriate legend for clarification.				
<b><u>PAVING PLAN</u></b>				
<b><u>Plan View</u></b>				
Site-specific geotechnical evaluation and concrete mix design submitted with plans for all new roads.				
Typical road section details shown (fire lane, parking areas, streets, subgrade, etc.).				
Centerline stationing at every 100 feet; project beginning/end, PCs, PTs, and curve data labeled.				
Label ROW, pavement and parkway widths.				
Identify existing utilities in ROW.				
Show cul-de-sac radii (ROW and paved portion)				
<b><u>Profile View</u></b>				
Existing ground line for left, right, and center or ROW shown.				
Pavement elevations labeled at every 50-foot stations.				
Vertical curve stationing and elevations including PVC, PVI, PVT, crest/sag location, curve length, algebraic grade difference and "K" values shown at a minimum.				
Road grades shown to the nearest 0.01 feet.				

Figure 22: Engineering Plan Review Application (Page 7 of 8)



**Department of Transportation Services**  
Tarrant County, Texas  
100 E. Weatherford St.  
Fort Worth, TX 76196  
P: 817-884-1250 | F: 817-884-1178

**ENGINEERING  
PLAN REVIEW  
APPLICATION**

Criteria	Yes	No	N/A	Reviewer Comment
Show "compacted fill" callout/note for all areas of fill.				
Show left and right ditch flowlines (one profile will suffice if they are the same).				
Show road crossing culverts.				
<b><u>SIGNAGE PLAN</u></b>				
Show all stop signs and traffic related signage locations.				
Verification of fire hydrant placement relative to stop signs (3-foot clear zone).				
Include appropriate legend for clarification.				
<b><u>TRAFFIC CONTROL PLAN (AS NEEDED)</u></b>				
TxDOT standard or site-specific traffic control plan provided if needed.				
Indicate posted speed limit or design speed, and include table with taper lengths, channelizing device/sign spacing.				
Show all sign designations, sign graphics and sign sizes.				
Show channelization device type, locations and spacing.				
Show all traffic barricades and indicate type.				
Show all detour routes and detour signage.				
Show flagger locations where applicable.				
Show message boards with text for two phases.				
Show flashing arrow boards where applicable.				

Figure 23: Engineering Plan Review Application (Page 8 of 8)

## 10.08. Construction Bond Q&A

The following questions and answers are for informational purposes only and highlight the Construction Bond.

### 1) What is a Construction Bond?

A Construction Bond is a type of Fiscal Security used to guarantee the completion of Public Improvements if the Applicant fails or refuses to complete construction or cure defects on deficiencies in construction.

### 2) When is the Construction Bond required?

In accordance with [TLGC Section 232.004](#) and 3.02.A (Construction Bond), an Applicant must submit a Construction Bond with the Final Plat application.

### 3) Why is the Construction Bond Required?

In 2019, the Texas Legislature passed legislation (i.e., HB 3167) that prevents the County from requiring an Applicant to submit a Preliminary Plat and Construction Plans. HB 3167 allows an applicant to receive approval of a Final Plat before any Construction Plans are designed, or infrastructure is built or inspected. However, in order to ensure the required infrastructure is built, the Texas Legislature in [TLGC Section 232.004](#) allows counties to require Construction Bonds.

### 4) What does the Construction Bond cover or include?

The Construction Bond ensures that all road pavement and drainage infrastructure required by the County will be constructed.

### 5) How long is the Construction Bond required to be in effect?

The Construction Bond must be in effect until completion of all road pavement and drainage infrastructure construction activity and upon release of the Construction Bond by order of the Commissioners Court.

### 6) Who are the different entities involved in the Construction Bond?

The following are the three parties involved in a Construction Bond.

- **Principal:** The principal is the purchaser of the Construction Bond and would typically be the property owner or the owner's agent developing the property.
- **Obligee:** The obligee is the County, who is requiring there to be a Construction Bond with the plat application.
- **Surety:** The surety is a third party (typically a surety company) that will provide the Construction Bond with Power of Attorney granted to an Attorney In Fact.

## 10.09. Maintenance Bond Q&A

The following questions and answers are for informational purposes only and highlight the Maintenance Bond.

### 1) **What is a Maintenance Bond?**

A Maintenance Bond is a type of Fiscal Security used to guarantee the performance after completion and before the County accepts the Public Improvements.

### 2) **When is the Maintenance Bond required?**

A Maintenance Bond is submitted after the completion of Public Improvements as determined by the County. The owner or developer is responsible for requesting that The Department perform a final inspection upon completion of the construction of Public Improvements.

### 3) **Why is the Maintenance Bond Required?**

A Maintenance Bond is required to ensure that any defects in newly constructed Public Improvements will have a funding source other than County tax dollars to repair any deficiencies.

### 4) **What does the Maintenance Bond cover or include?**

A Maintenance Bond covers all County Public Improvements, such as road construction, drainage facilities, and related vegetation cover within the Right-of-Way.

### 5) **How long is the Maintenance Bond required to be in effect?**

A Maintenance Bond must be in effect for two years from the date of completion of all Public Improvements as determined by the County and until released by order of the Commissioners Court.

### 6) **Who are the different entities involved in the Maintenance Bond?**

The following are the three parties involved in a Maintenance Bond.

- **Principal**: The principal is the purchaser of the Maintenance Bond and would typically be the property owner or the owner's agent developing the property.
- **Obligee**: The obligee is the County, who is requiring there be a Maintenance Bond with the plat application.
- **Surety**: The surety is a third party (typically a surety company) that will provide the Maintenance Bond with Power of Attorney granted to an Attorney In Fact.

### 10.10. Other County Regulations

In addition to these Development Regulations, development within the unincorporated areas of Tarrant County is subject to additional regulations including, but not limited to, the following.

- A. Fire Code;
- B. Game Rooms;
- C. Authorized Use Regulations per Texas Alcoholic Beverage Code Chapter 109.
- D. Property Access and Culvert Policy (Court Order No. 93976)
- E. Flood Damage Prevention Rules (Court Order No. 111021)
- F. Regulation of Communication Facilities (Court Order No. 95702)
- G. Ordinance Licensing Junkyards and Automotive Wrecking and Salvage Yards in Unincorporated Tarrant County (Court Order No. 59890)
- H. Policy and Specifications for Installation/Repair of a Utility in County Right-of-Way (Court Order No. 74123);  
and
- I. Regulations for Sexually Oriented Businesses in the Unincorporated Areas of Tarrant County (Court Order No. 140973)

More information regarding development regulations within the unincorporated areas of Tarrant County can be found at <https://www.tarrantcountytx.gov>.