
Community Development Department

The subdivider(s) should avail themselves of the advice and assistance of the City officials, and should consult early and informally with the Director of Planning before preparing a land study or any type of plat (e.g., a preliminary plat, final plat, development plat, amended plat, replat, etc.) in order to save time, money and to avoid unnecessary delays. Prior to formal application for approval of any land study or plat (e.g., preliminary, final, amending, replat, development, etc.), the subdivider(s) shall request and attend a pre-application conference with the City Planner and any other pertinent City official(s) in order to become familiar with the City's development regulations and the development/subdivision process. At the pre-application conference, the developer/subdivider may be represented by his land planner, engineer and/or surveyor.

The final plat shall be in accordance with the preliminary plat, as approved, and shall reflect/incorporate all applicable conditions, changes, directions and additions imposed by the Planning and Zoning Commission and City Council upon the preliminary plat. The final plat shall not be approved by the City until detailed engineering and construction plans for all required public improvements have been prepared by the applicant and submitted to the City for reviewed/approval by the City Engineer. The final plat shall not be submitted prior to approval of the preliminary plat. At the time the developer files a final plat application with the City, he shall also file a certificate showing that all taxes have been paid on the property to be subdivided, and that no delinquent taxes exist against the property.

Each application shall contain the following (all required items/information must be received by the Community Development Department in order for any type of plat to be considered complete – incomplete submissions will not be reviewed until all deficient items and information have been received).

- An application form available in the Community Development Department.
- Verification that all taxes and assessments on the subject property have been paid.
- Payment of the appropriate fee.

SUBMISSION REQUIREMENTS:

- **20 FOLDED** copies of the final plat on an 18" x 22" sheet, and drawn to a scale of 1" = 100'.
- **2** copies each (11" x 17" and 8.5" x 11") of the final plat.
- **1** electronic copy (disk or CD) in **DWF** of the final plat.
- **4** sets of the final engineering/construction plans.

(NOTE: WHEN ALL COMMENTS ARE ADDRESSED YOU WILL BE NOTIFIED ABOUT THE ADDITIONAL COPIES REQUIRED FOR THE P & Z AND CITY COUNCIL PACKETS).

Complete engineering/construction plans of all public improvements to be constructed with the development (including streets, water and sewer lines, drainage structures, screening or retaining walls, required landscaping, etc.) shall be submitted along with the final plat application. Failure to submit complete construction plans shall cause the final plat application to be incomplete.

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Engineering/Construction Plans

Along with the final plat application, the developer shall cause to be prepared and shall submit the required copies of the complete engineering/construction plans for streets, alleys, storm sewers/drainage structures, water and sanitary sewer facilities, screening and/or retaining walls, landscaping/irrigation, and any other required public improvements for the area covered by the final plat. Cost estimates shall also be submitted with the construction plans. Prior to construction of any public improvements, a set of construction plans marked "Approved" (by the City Engineer) must be on file at the City. A full set of the City-approved engineering/construction plans must also be available for inspection on the job site at all times.

The developer shall have these plans prepared by their own professional engineer(s), subject to approval of the plans by the City of Forney. The City Manager (or his/her designee) shall review, or cause to be reviewed, the plans and specifications and if approved, shall mark them "Approved" and shall return one set to the developer. If not approved, one set shall be marked with the objections noted and returned to the applicant or developer for correction. Once the construction plans are approved by the City, the owner/developer shall provide additional sets of the approved plans to the City, as specified by the City Manager (or his designee), for use during construction.

After approval of the final plat, construction plans and specifications by the City of Forney, the developer shall cause a contractor to install/construct the public improvements in accordance with the approved plans and the City's standard specifications, and at the developer's expense. The developer shall employ engineers, surveyors and/or other professionals as necessary to design, stake, supervise and perform the construction of such improvements, and shall cause his contractor to construct the said improvements in accordance with these regulations and with the City's design standards.

Construction plans shall be prepared by or under the direct supervision of a professional engineer registered in the State of Texas, as required by State law governing such professions and in accordance with this Ordinance and the City's Engineering Design Standards (EDS). All construction plans submitted for City review shall be dated and shall bear the responsible engineer's registration number, his designation of "professional engineer" or "P.E.", and the engineer's seal. Construction plans shall be approved by the City Engineer when such plans meet all of the requirements of this Ordinance and the City's EDS.

Engineering and construction plans shall be in conformance with the City's EDS and with the requirements set forth herein. Engineering/construction plans showing paving and design details of streets, alleys, culverts, bridges, storm sewers, water mains, sanitary sewers, perimeter sidewalks, screening walls, landscape/irrigation plans (if appropriate), and other engineering details of the proposed subdivision at a scale of one inch equals 40 or 50 feet (1" = 40' or 50') horizontally and one inch equals 4, 5, or 10 feet (1" = 4', 5' or 10') vertically shall be submitted to the City Manager (or his/her designee) along with a copy of the final plat of the subdivision. The number of copies as specified by the City shall be submitted along with the final plat submittal.

As part of the engineering/construction plans, a drainage plan showing how the drainage of each lot relates to the overall drainage plan for the plat under consideration shall be submitted. The drainage plan shall be made available to each builder within the proposed subdivision and all builders shall comply with the drainage plan.

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The engineering/construction plans shall be valid for a period of one (1) year after approval by the City. The City Manager (or designee) may grant a one (1) year extension, after which they are subject to re-approval by the City if no construction has occurred.