

**MINOR SUBDIVISION PLAT APPLICATION**

**SECTION 1. APPLICANT/OWNER INFORMATION**

Please Print or Type

Applicant/Developer: Distinguished Custom Homes  
Street Address: 5601 Bridge St. Suite 300  
City: Fort Worth State: TX Zip: 76112  
Telephone: 817-233-7186 Fax: \_\_\_\_\_ E-mail: jay@dch.llc  
Applicant's Status: (Check One) Owner <sup>2</sup> Tenant <sup>2</sup> Prospective Buyer <sup>2</sup>

**Property Owner must sign the application or submit a notarized letter of authorization.**

Owner: Edward & Shearon Mitchell  
Street Address: P.O. Box 54  
City: Colleyville State: TX Zip: 76034  
Telephone: 469-799-9959 Fax: \_\_\_\_\_ E-mail: em4runner@aol.com  
Signature of Applicant: [Signature] Signature of Owner: Edward Mitchell  
Date: 7/30/21 Date: 7/30/21 Printed Name of Owner

Surveyor: Tucker Surveyors Contact Name: Donny Tucker  
Street Address: P.O. Box 1855  
City: Burleson State: TX Zip: 76097  
Telephone: 817-295-2999 Fax: \_\_\_\_\_ E-mail: txsurveyors@yahoo.com

Engineering Firm: Thomas Hoover Engineering Contact Name: Tom Hoover  
Street Address: P.O. Box 1808  
City: Keller State: TX Zip: 76244  
Telephone: 817-913-1350 Fax: \_\_\_\_\_ E-mail: tom.theng@yahoo.com

**SECTION 2: GENERAL SITE INFORMATION**

Name of Proposed Subdivision: Mitchell Estates  
Land Area/Acres: .56 Number of Lots: 1 Current Zoning: SF36  
Electricity: Check either - Oncor <sup>2</sup> Tri-County <sup>2</sup> Gas: Oncor <sup>2</sup>  
Approved: \_\_\_\_\_ Approved: \_\_\_\_\_  
Telephone: Check either - Verizon <sup>2</sup> SWB <sup>2</sup> Cable: Check either - OneSource <sup>2</sup> Other <sup>2</sup>  
Approved: \_\_\_\_\_ Approved: \_\_\_\_\_

## MINOR SUBDIVISION PLAT APPLICATION

### SECTION 3. CHECKLIST

(Please provide each of the items below & initial next to each item)

<input type="checkbox"/>	The application fee
<input type="checkbox"/>	Seven (7) 24" x 36" copies are needed, collated and folded to 9" x 12" paper size; electronic copy is recommended upon submittal date.
<b>Plat sheet at 24" by 36" and containing the following information:</b>	
<input type="checkbox"/>	<p>Title Block (see Article Nine - Title Blocks Formats) in lower right hand corner of plat to include:</p> <ul style="list-style-type: none"> <li><sup>3</sup> Project's name.</li> <li><sup>3</sup> Address and/or legal description of the project, total number of lots and/or phases, total acreage and zoning.</li> <li><sup>3</sup> Name, address, and telephone number of the applicant.</li> <li><sup>3</sup> Name, address, and telephone number of contact person of the developer.</li> <li><sup>3</sup> Name, address, and telephone number of the preparer (Surveyor).</li> <li><sup>3</sup> Date of preparation and dates of revisions, if any (As plats are revised, add dates of revision to each submittal).</li> </ul>
<input type="checkbox"/>	<p>For all single-family residential subdivisions, a plan summary table to include:</p> <ul style="list-style-type: none"> <li><sup>3</sup> Total number of lots.</li> <li><sup>3</sup> Number of lots per zoning category.</li> <li><sup>3</sup> Total acreage per phase.</li> <li><sup>3</sup> Number of lots per phase.</li> <li><sup>3</sup> Minimum lot size.</li> <li><sup>3</sup> Minimum dwelling unit size.</li> <li><sup>3</sup> Density per acre.</li> </ul>
<input type="checkbox"/>	Graphic Scale labeled with scale used.
<input type="checkbox"/>	North arrow oriented to the top or right of the sheet.
<input type="checkbox"/>	Map of the City Base Map with scale of 1"=1000' with site location shaded
<input type="checkbox"/>	Length and bearing of all straight lines; radii, arc length, tangent length, and central angles of all curves, indicated along the lines of each lot or in tables.
<input type="checkbox"/>	Diagram of a typical corner clip and visibility easement.
<input type="checkbox"/>	Park Dedication requirements.
<input type="checkbox"/>	A list of variances from development requirements, if applicable.
<input type="checkbox"/>	Signature block labeled: "Approved by the City of Keller Community Development Department" or if variance is requested "Approved by the City of Keller City Council" (see Article Nine - Signature Blocks for Plats).
<input type="checkbox"/>	The following statement when City sewer will not be utilized: "This subdivision is subject to all of the terms and conditions of Tarrant County Commissioner Court Order Number 42703 (Sewage Regulations). Prior to the issuance of a building permit, a license must be obtained by the owner for any private sewage facility (septic tank or aerobic system) to be constructed in the subdivision. A sewage disposal plan will be filed with Tarrant County and areas suitable for septic tanks or aerobic systems will be defined."

# ARTICLE NINE

## Unified Development Code

Adopted: July 7, 2015



<input type="checkbox"/>	An Owner's Certificate, see section 4.07 of the UDC for language.
<input type="checkbox"/>	Notary Public's Certificate with a signature line, see section 4.07 of the UDC for language.
<input type="checkbox"/>	Surveyor's Certificate with a signature line, see section 4.07 of the UDC for language.
<input type="checkbox"/>	Names and boundary lines of abstracts and surveys of the land being platted.
<input type="checkbox"/>	Lines delineating the proposed phases of development, if applicable.
<input type="checkbox"/>	The layout and exact dimensions of proposed lots and blocks, with: <ul style="list-style-type: none"> <li><sup>3</sup> Front building setback lines and a note that reads, "All setbacks shall be in accordance with the zoning district, as described in the Keller Unified Development Code."</li> <li><sup>3</sup> Lot number and block letter designations.</li> <li><sup>3</sup> Acreage or square footage of each lot and minimum finished floor elevation (minimum finished floor elevation is required only if lot is located within 100-year floodplain or near natural drainage feature).</li> </ul>
<input type="checkbox"/>	Land proposed for dedication to public use or for reservation for the common use of property owners, labeled with a separate lot and block designation. Also include a list of the conditions of or limitations on the use of this land.
<input type="checkbox"/>	Deed restrictions or other encumbrances that impact development of the property.
<input type="checkbox"/>	Rights-of-way and public property to be abandoned should be identified on the plat, but information is to be provided separately for the creation of an abandonment certificate (see Section 4.11).
<input type="checkbox"/>	Existing and/or proposed streets and alleys, showing street names and the widths of rights-of-way and pavement. Where a development abuts a street shown on the City's Thoroughfare Plan, the Final Plat must include the dedication of rights-of-way in accordance with the requirements of the Thoroughfare Plan.
<input type="checkbox"/>	Location and size of all existing and proposed utility, access, and/or drainage easements for electric, telephone, gas, cable, and solid waste disposal, with a note regarding responsibility for maintenance.
<input type="checkbox"/>	Delineation of the 100-year floodplain, if applicable.
<input type="checkbox"/>	Names and recording information of adjoining subdivisions, municipalities, counties, special districts, and parcels of unsubdivided land, including: <ul style="list-style-type: none"> <li><sup>3</sup> Names of owners of record.</li> <li><sup>3</sup> Boundary lines.</li> <li><sup>3</sup> Zoning designations.</li> <li><sup>3</sup> Names and accurate location of all adjacent streets.</li> <li><sup>3</sup> Dimensions of all abutting lots.</li> <li><sup>3</sup> Reference ties to courses and distances of at least one recognized land corner.</li> </ul>

**Other Documents**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Exhibit of Existing Conditions sheet showing existing and proposed systems, including: <ul style="list-style-type: none"><li><sup>3</sup> Location of all existing above-ground structures, driveways, sheds, fences, etc., if applicable.</li><li><sup>3</sup> Location and size of all existing and proposed utility, access, and/or drainage easements, with a note regarding responsibility for maintenance.</li><li><sup>3</sup> Location and size of all other utilities existing and/or proposed, underground or overhead, including private transmission lines.</li><li><sup>3</sup> Location and size of all public and private service lines and meters for water and sanitary sewer or septic tanks, if applicable.</li><li><sup>3</sup> Location and distance of nearest existing fire hydrant.</li><li><sup>3</sup> Proposed grading, and a description of the extent to which any watercourse or natural drainage will be altered or relocated as a result of the proposed development.</li><li><sup>3</sup> Delineation of the 100-year floodplain, if applicable.</li></ul> |
| <input type="checkbox"/> | A drainage study shall be provided for each development in accordance with Article Five - Design and Technical Construction Standards (DTCS). The study shall be provided to ensure that all upstream and downstream watershed components are accounted for and will not be adversely impacted. The study shall include a pre-development versus post development runoff analysis and a storm water runoff routing analysis designed to predict the post development runoff rate and the downstream drainage system ability to accommodate post development runoff.   |
| <input type="checkbox"/> | Tree survey and aerial photo with overlay of plan in accordance with Article Eight - Tree Preservation, as applicable.  |
| <input type="checkbox"/> | UDC Variance Request as described in Section 2.08 - Procedures for Variances from the Regulations of the Code, if applicable  |
| <input type="checkbox"/> | The Planning Manager, Planning and Zoning Commission, or City Council may require additional information or drawings, operations data, or expert evaluation when considering the application, including traffic studies and drainage studies.   |