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## GENERAL NOTES:

1. **For each submittal, please include the following:**
  - a. Page 1 of this document
  - b. Page 4 of this document with appropriate boxes checked
  - c. For each box checked (Page 4), add appropriate checklists
2. All plan sets should be submitted on a 24" x 36" (ARCH D) paper.
3. Borders should not exceed 22" x 34". This is for scalability purposes to allow for ½ size printing and scaling on 11" x 17".
4. All plan sets must be bound and in order according to the table of contents. At a minimum, plans can be bound with staples on the left side of the pages.
5. When submitting **preliminary plan** sets or plats for review, twelve (12) full size bound paper copies are required.
6. When submitting **final plan** sets or plats for review, two (2) copies of each set are required. Submissions of more than two (2) copies will not be accepted.
7. For **submittals at time of recording**, two (2) signed mylars and a tax certificate must be included.
8. For engineering plans, do NOT attach the "Standard Details". These are to be referenced only. The current copy can be found [here](#).
9. If designing an entrance (public or private) onto your tract, you will need to adhere to the City of Hurst's 'Visibility Easement' document. It can be found [here](#).
10. A cover sheet is not required when submitting only plats. Plats and replats can stand alone without a City of Hurst cover sheet. City of Hurst cover sheets are required when submitting construction plans.



## ENGINEERING CONSTRUCTION PLANS CHECKLIST

Not all pages listed are applicable. This is a recommendation only.

Pages that are applicable should be in this order if possible:

		Included	N/A	Explanation for "N/A" Items
1.	<a href="#">Cover Sheet</a> (City of Hurst standard only)	<input type="checkbox"/>	<input type="checkbox"/>	
2.	General Notes	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Preliminary or Final Plat / Replat	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Topographic Survey Plat	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Dimensional Control Plan	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Site Plan	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Utility Plan	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Drainage Area Map	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Drainage Calculations	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Grading Plan	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Erosion Control Plan	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Landscape Plan	<input type="checkbox"/>	<input type="checkbox"/>	
13.	Paving Plan & Profile	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Storm Drain/Flume Plan & Profiles	<input type="checkbox"/>	<input type="checkbox"/>	
15.	Water Line Profiles (12" and larger)	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Sewer Profiles	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Street Light & Mail Box plan	<input type="checkbox"/>	<input type="checkbox"/>	



# COVERSHEET FOR CONSTRUCTION PLANS

City of Hurst cover sheet:

(Email [dwaite@hursttx.gov](mailto:dwaite@hursttx.gov) for latest AutoCAD copy)

- A. On the “Location City Map” an arrow with the word “SITE” should be shown.
- B. SPECIAL NOTE: IN ORDER TO PROVIDE THE MOST CURRENT CITY STANDARD DETAILS TO THE CONSTRUCTION AND DESIGN INDUSTRY, STANDARD DETAILS CAN BE DOWNLOADED FROM THE CITY OF HURST WEBSITE [www.hursttx.gov](http://www.hursttx.gov) OR PURCHASED FROM THE CITY OF HURST PUBLIC WORKS DEPARTMENT - ENGINEERING DIVISION AT 1505 PRECINCT LINE ROAD, HURST, TEXAS 76054, (817) 788-7076.  
IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO CONTACT THE CITY OF HURST TO VERIFY THEY HAVE THE LATEST VERSION OF THE STANDARD DETAILS BEFORE THEY BEGIN WORK.
- C. Sheet numbers and index need to correspond to with attached sheets.
- D. Owner company or name, address & phone number.
- E. Engineer company or name, address & phone number.
- F. Surveyor company or name, address & phone number.

1505 Precinct Line Road • Hurst, Texas 76054  
Phone 817.788.7076 • Fax 817.788.7097



## PRELIMINARY PLAT CHECKLIST

### General Items:

1.	<input type="checkbox"/>	Twelve (12) prints of the plat, sheet paper size of 24" x 36", borders not to exceed 22" x 34"
2.	<input type="checkbox"/>	One (1) legible print of the plat, sheet paper size of 11"x17"
3.	<input type="checkbox"/>	Bar scale, scale (not to exceed 100 feet), north arrow
4.	<input type="checkbox"/>	Vicinity map labeled "N.T.S.", orientated north and showing at least two (2) nearby major thoroughfares
5.	<input type="checkbox"/>	Legend to identify abbreviations
6.	<input type="checkbox"/>	Page number noted
7.	<input type="checkbox"/>	Taxes and liens paid certificate from the <a href="#">Tarrant county appraisal district</a>
8.	<input type="checkbox"/>	Preliminary <a href="#">plat application</a>

### Plat Naming & Title Block:

6.	<input type="checkbox"/>	The words ' <b>PRELIMINARY PLAT</b> ' listed above the plat name
7.	<input type="checkbox"/>	Plat / addition name with Lot & Block
8.	<input type="checkbox"/>	Identification of survey name and abstract number
9.	<input type="checkbox"/>	Total acreage
10.	<input type="checkbox"/>	Engineer or surveyor's company name, address and firm registration number
11.	<input type="checkbox"/>	Date of survey and / or preparation date

### Required Notes:

12.	<input type="checkbox"/>	Identification of zoning district (found <a href="#">here</a> )
13.	<input type="checkbox"/>	Owner's name and address
14.	<input type="checkbox"/>	Consecutively numbered surveyor notes (basis of bearing, datum & state plane zone, grid or surface distances with combined scale factor, U.S. survey feet)
15.	<input type="checkbox"/>	Specify if a parcel is in/out of flood zone and reference FEMA FIRM map number and date (found <a href="#">here</a> )
16.	<input type="checkbox"/>	Surveyor's statement note with surveyor name and RPLS number Add " <b>PRELIMINARY – NOT TO BE FILED FOR ANY REASON</b> " on signature line
17.	<input type="checkbox"/>	Owners dedication certificate (found <a href="#">here</a> ) Add " <b>PRELIMINARY</b> " on signature line
18.	<input type="checkbox"/>	Planning and zoning and city council certificate of approval note (found <a href="#">here</a> )

### Legal Description:

20.	<input type="checkbox"/>	Survey name, abstract number, county name, state
21.	<input type="checkbox"/>	Parent tract reference & recording info (....and being a portion of that tract described in deed....)
24.	<input type="checkbox"/>	Bearings and distances that match the map
25.	<input type="checkbox"/>	Attached sheet showing closure report



## PRELIMINARY PLAT CHECKLIST (Con't.)

### Map Details:

26.	<input type="checkbox"/>	Subject boundary in a bold line weight
27.	<input type="checkbox"/>	Measured bearings and distances shown on all tract lines and interior lot lines
28.	<input type="checkbox"/>	Show state plane coordinates for two (2) corners on the subject tract in N.A.D. 1983, Texas North Central Zone 4202 Example: N: 1234567.89 E: 1234567.89
29.	<input type="checkbox"/>	Identify and label items used for block & boundary corners / monuments
30.	<input type="checkbox"/>	Lot lines and adjoining property lines clearly shown
31.	<input type="checkbox"/>	Sequential lot and block numbering
32.	<input type="checkbox"/>	Names of owners of property within 100 feet (Owner name; Volume, Page or Instrument Number; Recording location) Note: If adjoiner is platted, include addition name and label lots
33.	<input type="checkbox"/>	Adjoining properties' easements shown with recording information
34.	<input type="checkbox"/>	Right-of-way lines clearing shown with widths noted
35.	<input type="checkbox"/>	City limits clearly shown when applicable
36.	<input type="checkbox"/>	Location and dimensions of public use area
37.	<input type="checkbox"/>	New lot and block names, acreage, square footage shown
39.	<input type="checkbox"/>	Front building setback lines – typically 35 feet
40.	<input type="checkbox"/>	Side setback lines when side street frontage exists – typically 25 feet
41.	<input type="checkbox"/>	Existing easements shown noting width, purpose and recording information
42.	<input type="checkbox"/>	Proposed easements shown
43.	<input type="checkbox"/>	Line tables are sequential
44.	<input type="checkbox"/>	Curve tables include radius, delta angle, arc length and chord bearing & distance
45.	<input type="checkbox"/>	A minimum of two (2) monuments across a public street are tied and shown to verify R.O.W. width
46.	<input type="checkbox"/>	Scale of plot matches graphic scale
47.	<input type="checkbox"/>	Existing natural and artificial physical features on property (i.e. wells, creeks, bridges, etc.)



## FINAL PLAT / REPLAT CHECKLIST

- Final Plat
- Replat - Most recent plat recorded in:

Volume / Page :	
Instrument No. :	

**General Items:**

1.	<input type="checkbox"/>	Two (2) prints of the plat, sheet paper size of 24" x 36", borders not to exceed 22" x 34"
2.	<input type="checkbox"/>	Bar scale, scale (not to exceed 100 feet), north arrow
3.	<input type="checkbox"/>	Vicinity map labeled "N.T.S.", orientated north and showing at least two (2) nearby major thoroughfares
4.	<input type="checkbox"/>	Legend to identify abbreviations
5.	<input type="checkbox"/>	Page number noted
6.	<input type="checkbox"/>	Taxes and liens paid certificate from the <a href="#">Tarrant county appraisal district</a>
7.	<input type="checkbox"/>	Final <a href="#">plat application</a>

**Plat Naming & Title Block:**

8.	<input type="checkbox"/>	The words ' <b>FINAL PLAT</b> ' listed above the plat name
9.	<input type="checkbox"/>	Plat / addition name with Lot & Block, city name, county name, state
10.	<input type="checkbox"/>	General land office survey name and abstract number
11.	<input type="checkbox"/>	Total acreage
12.	<input type="checkbox"/>	Engineer or surveyor's company name, address, phone number and firm registration number
13.	<input type="checkbox"/>	Date of survey and / or preparation date

**Required Notes:**

14.	<input type="checkbox"/>	Identification of zoning district (found <a href="#">here</a> )
15.	<input type="checkbox"/>	Owner's name and address (add lien holder's info if applicable)
16.	<input type="checkbox"/>	Consecutively numbered surveyor notes (basis of bearing, datum & state plane zone, grid or surface distances with combined scale factor, U.S. survey feet)
17.	<input type="checkbox"/>	Specify if a parcel is in/out of flood zone and reference FEMA FIRM map number and date (found <a href="#">here</a> )
18.	<input type="checkbox"/>	Surveyor's statement note with licensed surveyor name, RPLS number and seal
19.	<input type="checkbox"/>	Owner's dedication certificate (found <a href="#">here</a> )
20.	<input type="checkbox"/>	Planning and zoning certificate of approval note (found <a href="#">here</a> )
21.	<input type="checkbox"/>	City council certificate of approval note (found <a href="#">here</a> )



## FINAL PLAT / REPLAT CHECKLIST (Con't.)

Legal Description:

22.	<input type="checkbox"/>	Survey name, abstract number, county name, state
23.	<input type="checkbox"/>	Parent tract reference & recording info (....and being a portion of that tract described in deed....)
24.	<input type="checkbox"/>	Bearings and distances match map
25.	<input type="checkbox"/>	Attached sheet showing closure report
		All monuments are identified as set or found. Monument size & type noted.

Map Details:

26.	<input type="checkbox"/>	Subject boundary in a bold line weight
27.	<input type="checkbox"/>	Measured bearings and distances shown on all tract lines and interior lot lines
28.	<input type="checkbox"/>	Show state plane coordinates for two (2) corners on the subject tract in N.A.D. 1983, Texas North Central Zone 4202 Example: N: 1234567.89 E: 1234567.89
29.	<input type="checkbox"/>	Identify and label items used for block & boundary corners / monuments
30.	<input type="checkbox"/>	Lot lines and adjoining property lines clearly shown
31.	<input type="checkbox"/>	Sequential lot and block numbering
32.	<input type="checkbox"/>	Names of owners of property within 100 feet (Owner name; Volume, Page or Instrument Number; Recording location) Note: If adjoiner is platted, include addition name and label lots
33.	<input type="checkbox"/>	Dedicated easements and right-of-ways shown within the property shall be described by bearings and distances from property corners.
34.	<input type="checkbox"/>	City limits clearly shown when applicable
35.	<input type="checkbox"/>	Location and dimensions of public use area
36.	<input type="checkbox"/>	New lot and block names, acreage, square footage shown
37.	<input type="checkbox"/>	Front building setback lines – typically 35 feet
39.	<input type="checkbox"/>	Side setback lines when side street frontage exists – typically 25 feet
40.	<input type="checkbox"/>	Existing easements shown noting width, purpose and recording info
41.	<input type="checkbox"/>	Proposed easements shown
42.	<input type="checkbox"/>	Adjoining properties' easements shown with recording information
43.	<input type="checkbox"/>	Line tables are sequential
44.	<input type="checkbox"/>	Curve tables include radius, delta angle, arc length and chord bearing & distance
45.		Alleys with widths are shown
46.		Names of proposed and existing streets w/right-of-way lines clearly shown with widths noted
47.		A minimum of 2 monuments across a public street should be tied and shown to verify R.O.W. width
48.		Scale of plot matches graphic scale



## FINAL PLAT / REPLAT CHECKLIST (Con't.)

Miscellaneous Items (when dedicating):

49.	<input type="checkbox"/>	Drainage easement notes & locations shown
50.	<input type="checkbox"/>	Utility easement notes & locations shown
51.	<input type="checkbox"/>	Access easements & locations shown
52.	<input type="checkbox"/>	Visibility easements are shown for entrances with appropriate bearings & distances (found <a href="#">here</a> )
53.	<input type="checkbox"/>	Ordinance number for all street and alley vacations and closures



## SITE PLAN CHECKLIST

- Land disturbing activity of 1 acre or more?  
 If yes, please refer to the City of Hurst's iSWM manual for more information regarding Storm Water Management policies ([found here](#)).

**General Items:**

1.	<input type="checkbox"/>	Zoning and development plan application
2.	<input type="checkbox"/>	Notarized letter giving the applicant permission from the owner(s) to request site plan approval
3.	<input type="checkbox"/>	If applicant is requesting a SPUD (site with less than 5 acres) he/she should refer to Section 15.3-2 SPUD area requirements of the zoning ordinance ( <a href="#">found here</a> )
4.	<input type="checkbox"/>	Twelve (12) prints of the site plan, sheet paper size of 24" x 36", borders not to exceed 22" x 34"
5.	<input type="checkbox"/>	1 - 11" x 17" print of the site plan
6.	<input type="checkbox"/>	Bar scale, scale (not to exceed 100 feet), north arrow
		Scale of plot matches graphic scale
7.	<input type="checkbox"/>	Vicinity map labeled "N.T.S.", orientated north and showing at least 2 nearby major thoroughfares
8.	<input type="checkbox"/>	Legend to identify abbreviations
9.	<input type="checkbox"/>	Page number noted (if multiple pages)
		Current and proposed zoning classification

**Site Plan Naming & Title Block:**

10.	<input type="checkbox"/>	The words ' <b>SITE PLAN</b> ' listed above the addition name
11.	<input type="checkbox"/>	Plat / addition name with Lot & Block, city name, county name, state
12.	<input type="checkbox"/>	General land office survey name and abstract number
13.	<input type="checkbox"/>	Total acreage
14.	<input type="checkbox"/>	Owner's name, address, phone number
15.	<input type="checkbox"/>	Engineer's company name, address, phone number and firm registration number
16.	<input type="checkbox"/>	Surveyor's company name, address, phone number and firm registration number
17.	<input type="checkbox"/>	Date of survey and / or preparation date

**Building Information:**

10.	<input type="checkbox"/>	Location of existing structures
11.	<input type="checkbox"/>	Location of proposed structures
		Proposed use of each structure
		Number of stories and height of each structure
		Gross floor area of all structures in square feet
		Location of entrances and exits to all buildings
		<b>Eight (8) copies</b> of front, rear, and sided elevation drawings of each building



## SITE PLAN CHECKLIST (Con't)

**Parking area:**

10.	<input type="checkbox"/>	Parking area in square feet
	<input type="checkbox"/>	Total number of parking spaces
	<input type="checkbox"/>	Total number of handicap parking spaces required and provided
	<input type="checkbox"/>	Marked parking stalls showing width, depth and parking layout dimensions
	<input type="checkbox"/>	Parking stalls marked and designated for handicapped persons
	<input type="checkbox"/>	Driveway line marking and wheel stop locations
	<input type="checkbox"/>	Parking areas marked and designated for emergency vehicles
	<input type="checkbox"/>	Fire lanes clearly marked
	<input type="checkbox"/>	Location and size of loading area
	<input type="checkbox"/>	Location of outside waste facilities and screening
	<input type="checkbox"/>	Pedestrian walks, malls, and open areas shown and dimensioned
	<input type="checkbox"/>	Type and location of all illumination facilities
	<input type="checkbox"/>	Location and width of all curb cuts and driving lanes
	<input type="checkbox"/>	Types of surfacing to be used

**Grounds / Landscaping:**

10.	<input type="checkbox"/>	Square footages of impervious area on site for storm drainage utility billing
	<input type="checkbox"/>	<b>Eight (8) copies</b> of landscaping plans to include landscaping species with quantities, height and design of all walls, fences and screening plants
	<input type="checkbox"/>	Location and description of required landscaping (proportion of site and square footage)
	<input type="checkbox"/>	Location and layout of irrigation system
	<input type="checkbox"/>	<b>Eight (8) copies</b> showing the location, size, height, orientation and design of all signs
	<input type="checkbox"/>	Location of all fire hydrants, on-site and off-site. Note: The minimum radius from a hydrant to the furthest point on a building shall not exceed 500' for residential and 300' for non-residential sites.
	<input type="checkbox"/>	Location of all existing and / or proposed utility lines
	<input type="checkbox"/>	Location of all existing and / or proposed drainage facilities that meet the <a href="#">City of Hurst's iSWM criteria manual</a> requirements (if applicable)



## SITE PLAN CHECKLIST (Con't)

**General Engineering:**

26.	<input type="checkbox"/>	Subject boundary in a bold line weight
27.	<input type="checkbox"/>	Measured bearings and distances shown on all tract lines and interior lot lines
32.	<input type="checkbox"/>	Names of owners of property within 100 feet (Owner name; Volume, Page or Instrument Number; Recording location) Note: If adjoiner is platted, include addition name and label lots
33.	<input type="checkbox"/>	Adjoining properties' easements shown with recording information
34.	<input type="checkbox"/>	Right-of-way lines clearing shown with widths noted
37.	<input type="checkbox"/>	New lot and block names, acreage, square footage shown
39.	<input type="checkbox"/>	Front building setback lines – typically 35 feet
40.	<input type="checkbox"/>	Side setback lines when side street frontage exists – typically 25 feet
41.	<input type="checkbox"/>	Existing utility easements shown noting width, purpose and recording info
42.	<input type="checkbox"/>	Proposed utility easements shown – typically 7.5 feet along rear of tract
46.	<input type="checkbox"/>	Sidewalks and access ramps shall be installed on all streets classified as collector streets, 60' of right-of-way or larger. If within 1,500' of a school, sidewalks and access ramps shall be installed along both sides of the street.



## STANDARD PLAT APPROVAL NOTES

Preliminary Plat:

WHEREAS the Planning and Zoning Commission of the City of Hurst, Texas voted affirmatively on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to approve this preliminary plat.

\_\_\_\_\_  
Chairman, Planning and Zoning Commission

\_\_\_\_\_  
Attest: Secretary, Planning and Zoning Commission

Final Plat:

WHEREAS the Planning and Zoning Commission of the City of Hurst, Texas voted affirmatively on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to approve this final plat.

\_\_\_\_\_  
Chairman, Planning and Zoning Commission

\_\_\_\_\_  
Attest: Secretary, Planning and Zoning Commission

WHEREAS the City Council of the City of Hurst, Texas voted affirmatively on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to approve this plat for filing of record.

\_\_\_\_\_  
Mayor, City of Hurst

\_\_\_\_\_  
Attest: City Secretary



## STANDARD PLAT DEDICATION

OWNER'S DEDICATION

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

THAT **OWNER'S NAME IN CAPS AND BOLD** acting by and through the undersigned, its duly authorized agent, does hereby adopt this plat designating the hereinabove described property as **PLAT NAME IN CAPS AND BOLD**, an addition to the City of Hurst, Tarrant County, Texas, and does hereby dedicate to the public's use the easements, and right-of-ways shown hereon.

By: Owner's signature  
Owner's name

STATE OF TEXAS §  
COUNTY OF TARRANT §

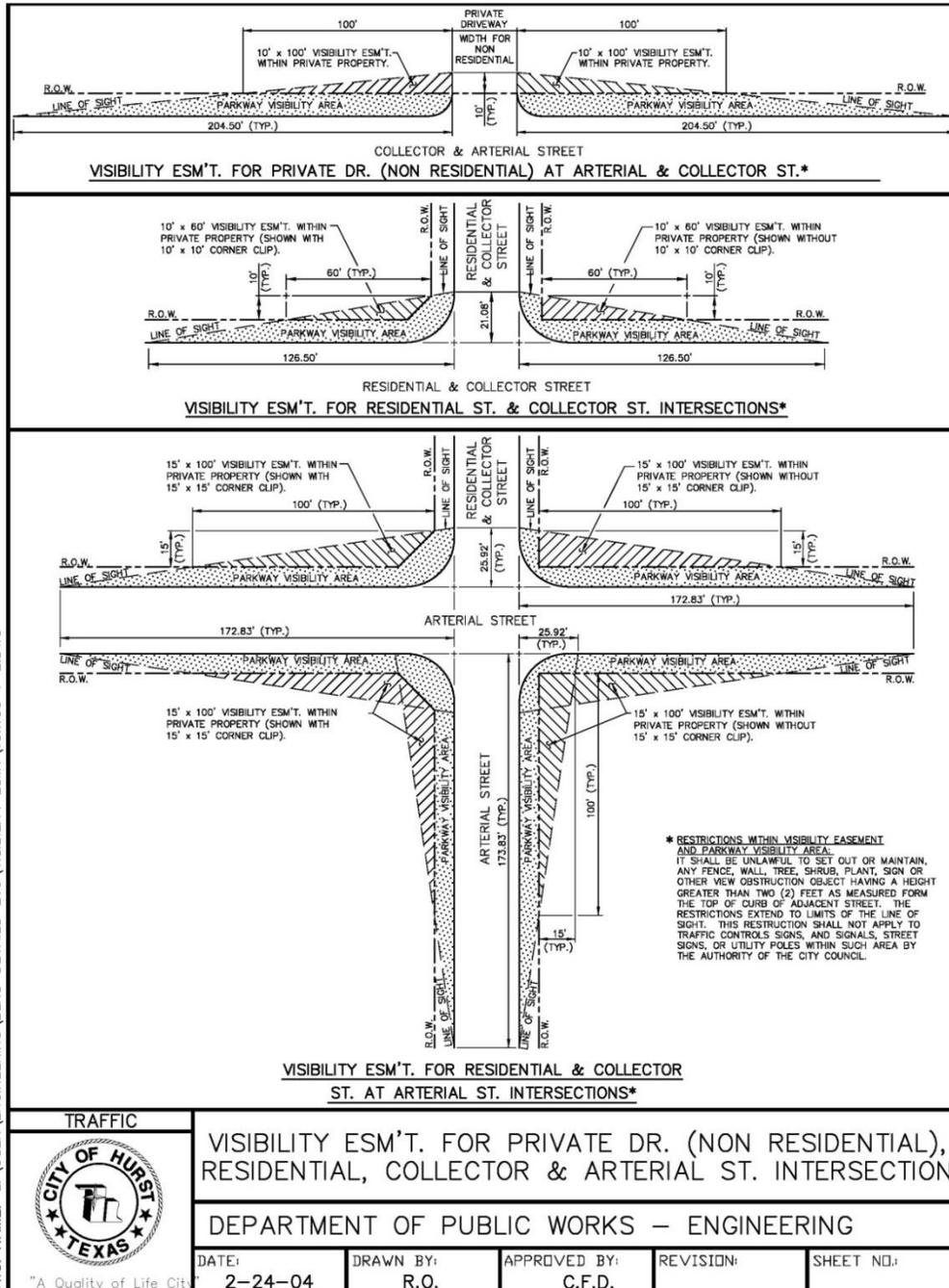
Before me, the undersigned Notary Public in and for said county and state on this day personally appeared Owner's name, known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that he executed the same for the purpose and considerations therein express, and in the capacity therein stated.

Given under my hand and seal of office this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
My printed name (affix seal here)



# VISIBILITY EASEMENT REQUIREMENTS



DWG. NAME: L:\USER\ENGINEERING\BLKS-DETAILS-ETC\VISIBILITY ESM'T\15x100 V--E.DWG

TRAFFIC

"A Quality of Life City"

VISIBILITY ESM'T. FOR PRIVATE DR. (NON RESIDENTIAL), RESIDENTIAL, COLLECTOR & ARTERIAL ST. INTERSECTION				
DEPARTMENT OF PUBLIC WORKS – ENGINEERING				
DATE:	DRAWN BY:	APPROVED BY:	REVISION:	SHEET NO.:
2-24-04	R.O.	C.F.D.		