



# Pre-Development/Sketch Plat Application Community Development Department

Service Request # (STAFF ONLY): \_\_\_\_\_

## PROPERTY DESCRIPTION:

Address or Location:		
Legal Description:		
Subdivision:	Lot:	Block:
Total Land Area (acres/sq. ft.):		
Current Zoning Class:	Proposed Zoning Class:	
Current Use:	Proposed Use:	

## OWNER:

Name:	Phone:
Address:	Cell Phone:
City, State, Zip:	Fax:

## APPLICANT:

Name:	Phone:
Address:	Cell Phone:
City, State, Zip:	Fax:
Contact Person:	Email:

## SKETCH PLAT FEE: \$150

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*By Applicant*



# SKETCH PLAT

Prior to formal submittal of any plat, the applicant shall submit a sketch plat for review by the City. The City Planner will classify the proposed subdivision as a standard plat, minor plat, or replat and determine if a preliminary plat is required. The City will provide comments identifying compliance or noncompliance with applicable ordinances and standards, elements of the comprehensive plan, and suggestions for improvement in design to either comply with the applicable ordinances and standards or to improve circulation, drainage, or compatibility with adjacent neighborhoods. Approval of the sketch plat does not constitute acceptance of the subdivision, but is merely a review procedure prior to submittal of the formal plat application.

# APPLICATION CHECKLIST

In order for City staff to begin the sketch plat review, please provide the following:

IS THIS INCLUDED?	ITEMS TO BE INCLUDED
<input type="checkbox"/> Yes <input type="checkbox"/> No	Completed Application Checklist
<input type="checkbox"/> Yes <input type="checkbox"/> No	Completed Sketch Plat Application
<input type="checkbox"/> Yes <input type="checkbox"/> No	Purpose Statement; description of project or future plans for the land
<input type="checkbox"/> Yes <input type="checkbox"/> No	Sketch Plat
<input type="checkbox"/> Yes <input type="checkbox"/> No	Conceptual iSWM site plan
<input type="checkbox"/> Yes <input type="checkbox"/> No	\$150 Fee (checks are made payable to the City of Benbrook)
<input type="checkbox"/> Yes <input type="checkbox"/> No	Digital copies of all submittal documents

# STAFF CONTACT INFORMATION

To begin the sketch plat process with Planning Staff or if you have any questions, please call 817-249-6060 or email Staff at [planning@benbrook-tx.gov](mailto:planning@benbrook-tx.gov).

To submit an application in person, please schedule a drop-off time with Planning Staff. Applications may be submitted by mail; however, incomplete applications will not be accepted.



# SKETCH PLAT DETAILS

The sketch plat shall show the following:

1. Name of the Subdivision
  - a. Name of the subdivision if the property is within an existing subdivision.
  - b. Proposed name if not within a previously platted subdivision. The proposed name shall not duplicate the name of any plat previously recorded.
  - c. Name of property if no subdivision name has been chosen.
2. Ownership
  - a. Name, address, and telephone number of legal owner of property and agent for owner, if any.
  - b. Name, address, and telephone number of the surveyor or engineer responsible for preparation of the plat submittal.
3. Description
  - a. Location of property by lot, block, or survey abstract and graphic scale, north arrow and date.
4. Features:
  - a. Location of property lines, existing easements, right-of-way, watercourse, and existing wooded areas; location, width, and names of all existing or platted streets or other public ways within or immediately adjacent to the tract
  - b. Location of significant existing sewers, water mains, culverts, and other underground structures within the tract and immediately adjacent thereto; existing permanent buildings on or immediately adjacent to the site and utility rights-of-way
  - c. Approximate topography with contours at two-foot intervals suitable to understand general drainage patterns. This may be obtained from previous topographic maps
  - d. The approximate location and proposed widths of all proposed street right-of-way and pavement
  - e. Preliminary concept for connection with existing water and sewer system and preliminary concept for collecting and discharging surface water drainage
  - f. The approximate location, dimensions, and area of all parcels of land to be set aside for park or other public use, or for common use of property owners in the proposed subdivision
  - g. The location of temporary stakes to enable the city staff to find and appraise features of the sketch plat in the field if other landmarks are not present



- h. Whenever the sketch plat covers only a part of an applicant's contiguous holdings, the applicant shall submit a sketch of the proposed subdivision area, together with its proposed street system, and an indication of the probable future street and drainage system of the remaining portion of the tract
- i. A vicinity map showing streets and other general development of the surrounding area. The sketch plat shall allow all zoning district boundaries within the adjacent to the tract, and if proposed to be changed from current boundaries.
- j. Floodplain limits as shown on the current flood insurance rate map.

## CONCEPTUAL iSWM SITE PLAN DETAILS

The conceptual iSWM site plan shall show the following:

1. Project Description
  - a. Address and legal description of site
  - b. Vicinity map
  - c. Land use
2. Existing conditions
  - a. Copy of applicable digital orthophotos showing the proposed project boundaries
  - b. A topographic map of existing site conditions (no greater than 2ft contour interval) with drainage basin boundaries indicated and project boundaries shown
  - c. Total area size of development (in acres)
  - d. Total impervious area as a percentage (%) of total area
  - e. Benchmarks used for site control
  - f. Perennial and intermittent streams
  - g. Map of predominant soils from USDA soil surveys
  - h. Boundaries of existing predominant vegetation
  - i. Location and boundaries of other natural feature protection and conservation areas, such as wetlands, lakes, ponds, floodplains, stream buffers and other setbacks (e.g., drinking water well setbacks, septic setbacks, etc.)
  - j. Location of existing roads, buildings, parking areas and other impervious surfaces
  - k. Existing utilities (e.g. water, sewer, gas, electric) and easements
  - l. Location of existing drainage conveyance systems such as grass channels, swales, and storm drains



- m. Flow paths
  - n. Location of floodplain/floodway limits and relationship of site to upstream and downstream properties and drainage systems
  - o. Location and dimensions of existing channels, bridges or culvert crossings
3. Conceptual Site Layout
- a. Completed iSWM Conceptual Plan Worksheet (See Section 5.0 of iSWM Criteria Manual for Site Development and Construction (2010))
  - b. Hydrological analysis to determine conceptual runoff rates, volumes, and velocities to support selection of stormwater controls
  - c. Conceptual site design identifying integrated site design practices used
  - d. Identification of stormwater site design credits
  - e. Identification and calculation of water quality volume reduction, if applicable
  - f. Conceptual estimates of the three-storm design approach requirements (i.e. 1-year, 25-year and 100-year 24-hour storms)
  - g. Conceptual selection, location and size of proposed structural stormwater controls
  - h. Conceptual limits of proposed grading and clearing
  - i. Total proposed impervious area, as a percentage of total area