

**ORDINANCE NO. 2023-48**

**AN ORDINANCE OF THE CITY OF HARKER HEIGHTS, TEXAS AMENDING THE CODE OF ORDINANCES OF THE CITY OF HARKER HEIGHTS, TEXAS, TITLE XV LAND USAGE, CHAPTER 154 SUBDIVISIONS, §154.20 TO ESTABLISH PLAT CHECKLISTS, APPLICATION FORMS AND PROCEDURES; CLARIFY PRE-APPLICATION MEETING REQUIREMENTS AND ACCEPTANCE CRITERIA; AND RENUMBER THE SECTION ACCORDINGLY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the City Council ("**Council**") of the City of Harker Heights ("**City**") finds that it is necessary and desirable to amend the Code of Harker Heights ("**Code**") as hereinafter provided in order to provide for clarification of roadway classifications and design requirements; and

**WHEREAS**, the meeting at which this Ordinance was passed was open to the public, and notice of the time, place and purpose of said meeting was given as required by law, all in strict accordance with the requirements of the Texas Open Meetings Act;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HARKER HEIGHTS, TEXAS:**

**SECTION 1:** The City Council officially finds and declares that the facts and recitations set forth in the preamble to this ordinance are true and correct.

**SECTION 2:** The Code of Ordinances of the City of Harker Heights Subdivisions §154.20 is hereby amended to read as follows:

§ 154.20 GENERAL RESIDENTIAL AND COMMERCIAL.

(A) The owner of a lot, tract, site or parcel must obtain final plat approval for any subdivision or development activity to which this chapter applies. The plat approval process generally consists of the following procedures:

(1) Application Forms and Procedures

(a) Pre-Application Meeting

1. One or more pre-application meetings with city staff for review and

discussion of the applicant's proposed development. The pre-application meeting is the initial step in the development process intended to introduce basic project components and area information.

The pre-application meeting provides the opportunity for review, analysis, and discussion of basic project intent, design, components and compatibility.

2. Prior to submitting a concept plan, preliminary plat, final plat, replat,

minor plat, or amending plat the applicant shall schedule an

appointment through the Planning & Development Department to meet

with city staff. The purposes of the pre-application meeting is to

review the proposed development with regard to stormwater design

requirements and goals of Harker Height's TPDES permit; to discuss

the procedures for approval of the plat and the requirements as to

general layout of streets and/or reservations of land, street improvements, drainage, sewerage, water service, fire protection, and similar matters, as well as the availability of existing services; and to discuss application procedures and submittal requirements. A pre-application meeting checklist is located on the City's website.

- (b) The following design standards, specifications, and requirements, as amended, are incorporated by reference into this ordinance and are located on the City's website:
  - 1. Concept Plan/Revised Concept Plan Checklist
  - 2. Preliminary Plat/Revised Preliminary Plat Checklist
  - 3. Final Plat/Replat/Minor/Amending Plat Checklist
- (c) The Planning & Development Director may establish procedures and forms with regard to the content, format and number of copies of information constituting an application for a concept plan, preliminary plat, final plat, minor replat, amending plat or replat.
- (d) Approval Criteria
  - 1. Applications for the approval of plats as defined by this ordinance shall be evaluated for compliance with these regulations and the requirements contained in the City's Drainage Criteria Manual, all of which are incorporated herein by reference. The determination of infrastructure needs and capacity and the delineation of floodplain or other limitations on development will be done only during the review and approval of either a preliminary or a final plat complete with required engineering plans and required applicable checklist items. The approval of any plat other than a Final plat does not certify the availability or capacity of infrastructure or that the property is suitable for development.

...

**SECTION 3:** All ordinances or parts of ordinances in conflict with the provisions of this Ordinance are to the extent of such conflict hereby repealed.

**SECTION 4:** All regulations provided in this Ordinance are hereby declared to be governmental and for the health, safety and welfare of the general public. Any member of the City Council or any City official or employee charged with the enforcement of this Ordinance, acting for the City in the discharge of official duties, shall not thereby become personally liable, and is hereby relieved from all personal liability for any damage that might accrue to persons or property as a result of any act required or permitted in the discharge of said duties.

**SECTION 5:** The change in the law made by this Ordinance applies only to an offense committed on or after the effective date of this Ordinance. For purposes of this section, an offense is committed on or after the effective date of this Ordinance if every element of the offense occurs on or after that date.

**SECTION 6:** An offense committed before the effective date of this Ordinance is covered by the law in effect when the offense was committed, and the former law is continued in effect for that purpose.

**SECTION 7:** This Ordinance shall be effective from and after its passage, and the City Clerk shall publish the caption or title of hereof within ten days of approval as required by law.

**PASSED AND APPROVED** this the 12<sup>th</sup> day of December, 2024 by a vote of 5 ayes and 0 nays at a regular meeting of the City Council of the City of Harker Heights, Texas.

**CITY OF HARKER HEIGHTS, TEXAS:**



*Michael D. Blomquist*  
\_\_\_\_\_  
Michael D. Blomquist, Mayor

ATTEST:

*Julie Helsham*  
\_\_\_\_\_  
Julie Helsham, City Secretary



*For Office Use Only*

Project # \_\_\_\_\_

# Preliminary Plat/ Revised Preliminary Plat Checklist

The following is a partial listing of requirements for Preliminary Plat and Revised Preliminary Plat applications as found in the City of Harker Heights' Code of Ordinances and policies. A completed checklist must be submitted with each application. All applications are required to be submitted via the City's online portal at <https://www.mygovernmentonline.org/>. Applications are only accepted on the dates indicated in the adopted annual intake calendar (<https://harkerheights.gov/index.php/boards-and-commissions/planning-and-zoning/p-z-commission>). Applicants shall indicate compliance with standards by checking the box adjacent to the standard. Failure to comply with standards could result in rejection of application, delay of preliminary plat/preliminary replat approval, and/or disapproval. This checklist is in accordance with §154.20(A)(1) and §154.21 of the City's Code of Ordinances.

## Section 1 – General Provisions *(check if provided; indicate NA if not applicable)*

Please clarify the status of this Preliminary Plat / Revised Preliminary Plat (Plat) submittal:

- 1.1 A pre-application meeting with the City's Development Review Committee has been held for this Plat area. (§154.20(A)(1)(a))

Date of Meeting: \_\_\_\_\_.

- 1.2 A Concept Plan was previously approved /conditionally approved for this Plat area. (§154.20(A)(2))

Date of Approval: \_\_\_\_\_; Case Number: \_\_\_\_\_.

- 1.3 Concurrent filing of this Plat with a Concept Plan was approved in writing by the Planning & Development Director. (§154.20(A)(2)(e))

Date of Approval: \_\_\_\_\_.

- 1.4 This is a replat of a previously approved Preliminary Plat. (§154.21(B))

Name of original Preliminary Plat: \_\_\_\_\_.

Date original Preliminary Plat was approved: \_\_\_\_\_.

Change in the number of Lots from \_\_\_\_\_ to \_\_\_\_\_.

**Section 1 – General Provisions cont.** (check if provided; indicate NA if not applicable)

Proposed Change in infrastructure was deemed in writing a minor amendment by the Public Works Director. (§154.21(B)(3))

Date of Approval: \_\_\_\_\_.

1.5 Total area for this Plat is: \_\_\_\_\_ (acres); \_\_\_\_\_ (square feet).

1.6 Current Zoning District(s) for this Plat area is:  
\_\_\_\_\_.

1.7 Number of Lots/Tracts/Remainders Per respective Zoning District in this Plat area is:  
\_\_\_\_\_.

**Section 2 – Legal** (check if provided; indicate NA if not applicable)

2.1 Provide a completed application form and fees. (§154.20(B)(1-2))

2.2 Provide proof of ownership for the Plat area. (§154.20(A))

- Copy of deed
- For businesses, non-profits, etc. provide signed documentation authorizing applicant to sign on behalf of the entity. (§154.20(A)(6))

2.3 Provide a copy of recorded documentation for existing easements.

**Section 3 – General Plat Standards** (check if provided; indicate NA if not applicable)

3.1 Illustrate and label all phases of development for land under the same ownership. (§154.21(A))

3.2 Provide two hard copies of the Plat and engineering drawings. (§154.20(B)(3)(a) and §154.21 (C))

- Hard copies are legible such that they can be clearly reproduced.
- Line types and weights are clearly identifiable in black and white and upon reproduction.
- Abandonments are indicated with shading or hatching and are labeled "To be abandoned by this plat."
- ROW dedication is indicated with a unique shading or hatching and are labeled.

3.3 Plat is sealed by a Texas Licensed Professional Engineer or Texas Registered Professional Land surveyor. (§154.21(C)(1))

3.4 Sheet sizes shall be a 22" x 34" black and white drawing in landscape view at a scale of 1-inch = 100 feet. (§154.21(C)(1))

3.5 If submitting three or more sheets, provide a cover sheet with table of contents and a vicinity map that clearly shows the project's location. (§154.21(C)(1)(a))

- The vicinity map shall be at a scale such that it is easy to determine what part of the city the project is located (major road name(s)).

**Section 3 – General Plat Standards cont.** (check if provided; indicate NA if not applicable)

- 3.6 Title block on each page includes: the proposed subdivision name, phase(s), block numbers, lot numbers, current legal description, acreage, name/address of property owner, name/address of surveyor, name/address of engineer, date of survey, date of preparation, page content title. (§154.21(C)(1)(b) and §154.21(C)(1)(f))
- 3.7 Index Sheet at 1-inch = 100 feet is provided if applicable. (§154.21(C)(1)(c))
- 3.8 Phasing Plan provided if applicable. (§154.21(C)(1)(e))
- 3.9 A north arrow is required on all sheets and should be oriented either upward or to the right. (§154.21(C)(1)(n))
  - Orient the plan sheets such that north is toward the top or left-hand side of the sheet.

**Section 4 – Plat Standards** (check if provided; indicate NA if not applicable)

- 4.1 Provide legal description, existing boundary, lot lines and right-of-way lines of streets and easements with accurate dimensions, bearings, deflection angles, radii, and central angles of all curves. (§154.21(C)(1)(d))
  - Label and illustrate all of the above items.
  - Provide field notes for the Plat.
  - Provide enough information for easements shall be such that they can be found in the field with the plans.
  - Label types and dimensions of easements (proposed, existing, utility, drainage, access, etc.)
- 4.2 Lot lines shall have line dimensions clearly displayed within the lot along with the lot's respective lot number. Groups of lots that are considered within a block shall have the block number clearly displayed. (§154.21(C)(1)(f))
- 4.3 All right-of-way lines and easements shall be clearly displayed on the plat. The plat shall clearly display the location, size and purpose of all existing and proposed easements on or adjoining the property. (§154.21(C)(1)(g))
- 4.4 Location of existing and proposed streets, alleys, bikeways, and sidewalks on or adjoining the site. Such information shall include name, right-of-way widths, type and width of surfacing. All private streets shall be clearly labeled. (§154.21(C)(1)(h))
- 4.5 Identify (illustrate and label) any areas reserved or dedicated for public use. (§154.21(C)(1)(i))
- 4.6 Identify (illustrate and label) easements and street stub-outs necessary to serve adjacent properties. (§154.21(C)(1)(j))
  - Refer to adjacent recorded plats, any recorded easements, the City's plans, the City's Thoroughfare plan, the City's sidewalk plan, the City's Hike and Bike plan and all of the City's various utility Master Plans. (§154.21(C)(2)(D)(2-3))
  - TXDOT required marginal access easement.
  - Provide field notes and other documents for offsite easement and/or R.O.W. dedication.
- 4.7 Adjacent property information including present ownership, legal descriptions (recorded volume and page or subdivision Lot and Block) and property lines within 100 feet. (§154.21(C)(1)(k))
  - This includes properties across the street from the plat area.

**Section 4 – Plat Standards cont.** (check if provided; indicate NA if not applicable)

- 4.8 Primary control points or descriptions and ties to such control points to which all dimensions, angles, bearings, and similar data shall be referred. (§154.21(C)(1)(I))
- 4.9 The plat shall be located with respect to a corner of the surveyor tract, or an original corner of the original survey of which it is a part. Temporary benchmarks and NGS datum shall be described on each sheet. (§154.21(C)(1)(I))
- 4.10 Scale, basis of bearing and benchmarks (datum) and description shall all be clearly displayed on the plat. (§154.21(C)(1)(m))

**Section 5 – Engineering Drawing Standards** (check if provided; indicate NA if not applicable)

- 5.1 Preliminary Engineering Drawings are sealed by a Texas Licensed Professional Engineer. (§154.21(C)(2))
- 5.2 Sheet sizes shall be a 22" x 34" black and white drawing in landscape view at a scale of 1-inch = 100 feet. (§154.21(C)(2))
- 5.3 Comply with the standards of design and requirements in the current edition of the North Central Texas Council of Governments' Standard Specifications for Public Works Construction and the City of Harker Heights' Code of Ordinances. (§154.21(C)(2), and Title XV.)
- 5.4 Title block on each page includes: the proposed subdivision name, phase(s), block numbers, lot numbers, current legal description, acreage, name/address of property owner, name/address of surveyor, name/address of engineer, date of survey, date of preparation, page content title. (§154.21(C)(2)(a))
- 5.5 All stationing should start from cardinal points of the compass and proceed in the direction of construction. (§154.21(C)(1)(n))
- 5.6 Designs conform with the City's engineering standards and specifications, City Ordinances, City Standards, City's plans, the City's Thoroughfare plan, the City's sidewalk plan, the City's Hike and Bike plan and all of the City's various utility Master Plans. (§154.21(C)(2)(D)(2))
  - Utilize standard engineering scales for the preliminary engineering drawings.
- 5.7 Provide a Water Layout Plan that includes rough locations and labeling of the following (§154.21(C)(2)(b)):
  - water service connections
  - pipe diameters
  - valve locations
  - fire hydrants
  - flush assemblies
- 5.8 Provide a Sewer Layout Plan that includes rough locations and labeling of the following (§154.21(C)(2)(c)):
  - sewer service connections
  - pipe diameters
  - cleanouts
  - manholes

- 5.9** Provide a Street and Sidewalk Layout Plan that includes rough locations and labeling of the following (§154.21(C)(2)(d)):
- proposed street names
  - roadway classification
  - ROW width
  - sidewalk width
  - alley width (if applicable)
  - access easements (passage, trash, etc.)
  - fire lanes (if applicable)
- 5.10** Provide a Stormwater Drainage Layout Plan that includes rough locations and labeling of the following (§154.21(C)(2)(e)):
- Include elevation contours
  - Pipes and inlets
  - Channels and flumes
  - Include FEMA special flood hazard area boundaries (if applicable), and FEMA base flood elevations (if applicable)
  - Identify conceptual area for a detention basin (if applicable)
  - Include drainage calculations for major drainage structures (if applicable)