

## **Information for Amending Plats**

**Please note that this should not be considered a complete set of rules/requirements for an amending plat application submittal. Please review the City of Newark Code of Ordinance online at [www.newarktxas.com](http://www.newarktxas.com) or at City Hall located at 209 Hudson Street.**

**Cost for a plat amendment is \$300.00.**

### **Section 3.1 Plat Required**

Subdivision Plats. Any person, firm, corporation or organization owning a tract of land located within the corporate limits or extraterritorial jurisdiction of the City of Newark who hereafter divides the tract into two or more parts to lay out a subdivision, to lay out a building lot, or to lay out streets, alleys, squares, parks, or other parts of the tract intended to be dedicated to public use, or for the use of purchasers or owners of lots fronting on or adjacent to the streets, alleys, squares, parks, or other parts for purposes of development shall have a plat of the subdivision prepared and approved according to these Subdivision Regulations. A division of a tract includes a division regardless of whether it is made by using a metes and bounds description in a deed of conveyance or in a contract for a deed, by using a contract of sale or other executory contract to convey, or by using any other method for purpose of development. A division of land under these regulations does not include a division of land into parts greater than five acres, where each part has access and no public improvement is being dedicated. No land shall be subdivided for purposes of development until:

- A. A Preliminary Plat, when applicable, in the format as described within these regulations, has received approval from the City Council and a Re-plat, Final Plat, Minor Plat, or Amending Plat, when applicable, in the format described within these regulations, has received approval from the City Council and has been filed with the County Clerk; or
- B. A Minor Plat or Amending Plat, when applicable, in the format described within these regulations, has received approval of the Mayor and has been filed with the County Clerk.

### **Section 3.3 Classification of Plat Submittals**

Whenever a subdivision or development of land is proposed, the Planning and Zoning Coordinator will advise the applicant whether the review procedures of a Preliminary Plat, Final Plat, Minor Plat, Amending Plat, Replat or Development Plat will apply and supply the applicant with the appropriate application forms.

### **Section 3.4 General Platting Procedures**

The procedures for obtaining approval of a subdivision plat for unplatted property include the following steps to be completed in the sequence listed below:

- A. Preliminary Plat - The submission of a Preliminary Plat Application to the City Council, with subsequent approval thereof, is a prerequisite to the submission of a Final Plat. The minimum requirements for a Preliminary Plat submittal are contained in [Chapter 5](#), “Requirements for Submittal of a Preliminary Plat.”
- B. Zoning Change - Submission of an Application for a Zoning District Change to the City Council, with subsequent approval thereof, is required where the current zoning classification is not compatible with the type of development being proposed. This procedure may be concurrent with the submittal of the Plat.
- C. Final Plat or Replat - Submission of a Final Plat or Replat Application [to] the City Council, with subsequent approval thereof, is required prior to the filing of a Final Plat or Replat with the Tarrant County or Wise County Clerk’s Office (whichever the case may be). The minimum requirements for a Final Plat submittal are contained in [Chapter 6](#). Replat requirements are contained in [Chapter 7](#) hereof.
- D. Minor Plats and Amending Plats may be approved by the City Administrator or may be forwarded to the City Council for approval prior to filing with the Tarrant County or Wise County Clerk’s Office (whichever the case may be). Minimum requirements for submittal of Minor Plats and Amending Plats are contained in [Chapters 8](#) and [9](#) hereof.
- E. Development Plat - The Planning and Zoning Coordinator shall determine the type of Development Plat required to be submitted for approval, i.e., Preliminary/Final Development Plat, Minor Development Plat, Amending Development Plat, or Development Replat, and shall process the Development Plat in accordance with the applicable requirements and procedures for those plats to the extent they don’t conflict with the specific requirements for Development Plats. Specific Development Plat requirements are contained in [Chapter 10](#) hereof.
- F. Construction of Public Improvements - Upon approval of the Final Plat by the City Council and authorization from the Director of Public Works, the developer may proceed with the construction of all public improvements. The requirements for public improvements are contained in [Chapter 4](#), “Requirements for Public and Semi-public Improvements.”

### **Section 3.5 Approval of Plat Required**

No improvements shall be initiated and no permit for the erection of a structure shall be granted until the owner has applied for and obtained approval of a plat from the City Council (or Mayor, when appropriate).

(Ordinance A-359 adopted 7/16/09)

#### **Section 3.5.1 Requirements for Completeness Determination**

A. Every application for approval of a preliminary plat, final plat or any other type of plat or development plan submitted after the effective date of this ordinance shall be subject to a determination of completeness by the City Secretary.

B. No application shall be deemed complete and accepted for processing unless it is accompanied by all documents required by and prepared in accordance with the requirements of this ordinance. For a determination of completeness to be issued, an application must include the following:

1. A completed application form signed by the owner or the owner's authorized agent;
2. Every item, study and document required by the Subdivision Ordinance for the type of plat being submitted, or required for a development plan; and
3. A nonrefundable application submittal fee, as specified in the fee schedule.

C. The City Secretary or City Engineer may from time to time identify additional requirements for a complete application that are not contained within but are consistent with the application contents and standards set forth in the Subdivision Ordinance.

D. A determination of completeness shall not constitute a determination of compliance with the substantive requirements of this Ordinance.

### **Section 3.5.2. Determination of Completeness; Expiration**

A. Not later than the tenth business day after the date an application is submitted, the City Secretary shall make a written determination whether the application constitutes a complete application. This shall include a determination that all information and documents required by this Subdivision Ordinance for the type of plat being submitted have been submitted. A determination that the application is incomplete shall be mailed to the applicant within such time period by United States Certified Mail at the address listed on the application. The determination shall specify the documents or other information needed to complete the application and shall state that the application will expire if the documents or other information is not submitted within 45 days after the date the application was submitted.

B. An application for approval of a preliminary or final plat filed on or after the effective date of this ordinance shall be deemed complete on the 11th business day after the application has been received, if the applicant has not otherwise been notified that the application is incomplete. For purposes of this Section, the applicant shall be deemed to have been notified if the City has mailed a copy of the determination as provided in subsection D [A].

C. The processing of an application by any City employee prior to the time the application is determined to be complete shall not be binding on the City as the official acceptance of the application for filing. The incompleteness of an application shall be grounds for denial of the application regardless of whether a determination of incompleteness was mailed to the applicant.

The time period for acting upon a plat shall not commence until the City Secretary has determined an application is complete[.]

D. An application for preliminary or final plat approval or a development application shall be deemed to expire on the 45th day after the application is submitted to the City Secretary for processing if the applicant fails to provide documents or other information necessary to meet the requirements of the Subdivision Ordinance as specified in the determination provided to the applicant. Upon expiration, the application will be returned to the applicant together with any accompanying documents. Thereafter, a new application for approval of the preliminary plat or final plat must be submitted.

E. No vested rights accrue solely from the filing of an application that has expired pursuant to this section, or from the filing of a complete application that is subsequently denied.

F. The application fee for an application [for] completeness review shall be in the amount established by [appendix A](#) to this code. (Ordinance A-379 adopted 8/25/11; Ordinance adopting Code)

### **Section 3.6 Application Form and Content**

The owner shall submit a written application for plat approval to the City on the forms furnished by the Planning and Zoning Coordinator. Written consent shall be required from the legal owner of the premises if the applicant is not the owner of record. The lack of information under any item specified herein, or incorrect information supplied by the applicant, shall be cause for disapproval of the plat.

### **Section 3.7 Official Submittal Dates; Approval Within 30 Days**

A. No plat shall be considered by the City Council or Mayor, as applicable, until it has been determined that the submittal is complete and in conformance with the requirements of this Ordinance. For the purpose of these Subdivision Regulations, the date on which all requirements have been met and all applicable fees have been paid shall constitute the official submittal date of the plat from which the statutory period requiring formal approval or disapproval of the plat shall commence. Action shall be taken by the City Council within 30 days of the official submittal date unless a waiver is requested by the developer or Mayor, as applicable.

B. If the plat is not approved, conditionally disapproved or disapproved within 30 days from the date of acceptance, it shall be deemed to have been approved and a certificate, showing said acceptance date and the failure to take action thereon with 30 days from said acceptance date, shall on demand be issued by the City Council and said certificate shall be in lieu of the endorsement herein required.

### **Section 3.8 Coordination of Zoning Application with Subdivision Approval**

Every plat shall be consistent with, and conform to, existing zoning regulations and the following criteria:

A. No plat will be submitted to the City Council for approval which contains any inconsistent zoning classification. However, this requirement may be waived when an application for a zoning change, seeking proper zoning classification, has been filed with the City Council.

B. In the event that a change in the zoning classification is required to accommodate the proposed development, it is the intent of these Subdivision Regulations that subdivision review be carried out simultaneously with the review of any zoning application.

C. No lot shall be approved which is bisected by a zoning district boundary, unless said lot contains multiple types of uses.

D. No lot shall be approved which does not meet the minimum size and dimension in the Zoning Ordinance unless:

1. the lot is a nonconforming lot of record under the Zoning Ordinance; or
2. a variance has been approved by the Board of Adjustment.

### **Section 3.9 Taxes and Liens Paid**

Prior to the consideration of a final plat by the City Council, any delinquent taxes, fees, and outstanding liens due the City must be paid.

### **Section 3.10 Plat Application Fees**

Every applicant requesting approval of a plat shall pay the applicable fee at the time of submittal. Such fee shall include any recording fees required by the Tarrant County or Wise County Clerk's Office (whichever the case may be). Application fees for Preliminary Plats, Replats, Minor Plats, Amending Plats, Final Plats, and Development Plats shall be established by separate ordinance approved by the City Council.

### **Section 3.17 Processing Final Plats, Amending Plats, Minor Plats, or Replats**

A. Upon receipt of a Replat, Amending Plat, Minor Plat, or Final Plat, all required documents, and payment of all required filing fees, the Planning and Zoning Coordinator shall check the submittal for completeness. No Replat, Amending Plat, Minor Plat, or Final Plat shall be processed for review which is not determined to be complete. No Final Plat shall be processed for review for any area in which a Preliminary Plat has not been previously approved by the City Council. The Planning and Zoning Coordinator shall coordinate the review of all plats with the applicable municipal departments, City Engineer, and public utility companies. Upon determination that the Preliminary Plat does not meet the minimum requirements of these Subdivision Regulations, the Planning and Zoning Coordinator shall give the developer written notice of the revisions required to complete the plat.

### **Section 3.18 Official Filing and Recording of Final Plats**

Upon approval of the plat by the City Council, the Planning and Zoning Coordinator shall proceed with the official filing of record procedures using the following guidelines:

- A. The signature showing final approval of the plat shall not be affixed until all taxes, assessment charges and other monetary obligations due to the City have been paid.
- B. The Planning and Zoning Coordinator shall obtain the necessary signatures from the Mayor and City Secretary. The Planning and Zoning Coordinator shall verify that all required covenants have been accepted by the applicant prior to submitting the plat to the Tarrant County or Wise County Clerk's Office (whichever the case may be) for filing.
- C. To be recorded, the plat must:
  - 1. Describe the subdivision by metes and bounds;
  - 2. Locate the subdivision with respect to a corner of the survey or tract or an original corner of the original survey of which it is a part;
  - 3. State the dimensions of the subdivision and of each street, alley, square, park, or other part of the tract intended to be dedicated to public use or for the use of purchasers or owners of lots fronting on or adjacent to the street, alley, square, park, or other part; and
  - 4. Meet all other requirements of these Subdivision Regulations and State law.
- D. The owner of the tract must acknowledge the plat in the manner required for the acknowledgment of deeds.
- E. The plat must be filed with the Tarrant County or Wise County Clerk's Office (whichever the case may be).
- F. The plat is subject to the filing and recording provisions of Section 12.002, Texas Property Code.
- G. Upon receipt of the official filed plat, the Planning and Zoning Coordinator will place a mylar film and a black line copy in the City Plat File showing the official filing notation from the Tarrant County or Wise County Clerk's Office (whichever the case may be).
- H. Approval of the plat by the City Council authorizes the developer to proceed with the installation of the public facilities in the subdivision provided such plans have been approved by the City Engineer, a Developer Agreement has been executed, and all fees have been paid.

## **CHAPTER 9 REQUIREMENTS FOR SUBMITTAL OF AN AMENDING PLAT**

### **Section 9.1 Amending Plat Approval Required**

All applicants seeking approval of an Amending Plat shall comply with the requirements of this Chapter. An Amending Plat may be approved by the Mayor. The Mayor, in his discretion, may forward the Amending Plat to the City Council for review and approval in lieu of granting approval. The procedures contained in this Chapter shall be used to correct, or modify, a subdivision plat which has been previously filed in the Tarrant County or Wise County Clerk's Office (whichever the case may be).

### **Section 9.2 Amending Plat Prerequisites**

An Amending Plat submittal may be submitted on a property when it conforms to the requirements of Section 212.016 of the Texas Local Government Code.

### **Section 9.3 Amending Plat Documents Required**

The application packet shall include all documents listed below and no Amending Plat will be reviewed by the City until all required documents are submitted in a completed format and all fees have been paid.

- Amending Plat Application (See [Section 9.4](#))
- Taxes and Liens Paid Certificates (See [Section 9.5](#))
- Final Plat Drawing (See [Section 9.6](#))

### **Section 9.4 Amending Plat Application**

The applicant shall submit a written Amending Plat Application to the Planning and Zoning Coordinator at least fourteen (14) days prior to the regular meeting of the City Council for which approval is being sought.

### **Section 9.5 Taxes and Liens Paid Certificates**

The applicant shall submit a certificate available from the Planning and Zoning Coordinator indicating that any taxes or liens due the City have been paid.

### **Section 9.6 Final Plat Drawing**

The applicant shall submit the required number of copies of the Amending Plat Drawing as shown on the Amending Plat Application. The Amending Plat Drawing shall contain, at a

minimum, all the information listed in the “Requirements for All Plat Drawings” contained in [Section 11.1](#) and include all the information listed as “Additional Requirements for Replats, Minor Plats, Amending Plats and Final Plat Drawings” contained in [Section 11.3](#).

### **Section 9.7 Review, Processing and Approval of Amending Plat**

Every Amending Plat shall be reviewed for conformity to the regulations contained in Section 212.016 of the Texas Local Government Code. If the Mayor declines to approve the proposed plat, the Amending Plat shall be placed on the agenda for the next regular meeting of the City Council.

## **CHAPTER 11 TECHNICAL SPECIFICATIONS FOR PLAT DRAWINGS**

### **Section 11.1 Requirements for all Plat Drawings**

Every plat drawing shall include the information contained in this Chapter 11.

- A. Adjacent Properties - All property lines, streets and easements on lands immediately adjacent to and contiguous with the perimeter of the proposed subdivision shall be shown for an area extending one hundred (100) feet of the perimeter with the names of the owners as shown in the most current Tax Assessor’s files. If the adjacent properties are platted, the names of adjoining subdivisions and the names of adjoining streets are to be shown.
- B. City Limit Lines - The location of the Corporate Limit boundaries of the City or any adjacent city shall be shown on the plat drawing where applicable.
- C. Date - The date on which the drawing was prepared shall be shown on the plat drawing.
- D. Easements - The location and dimension of all existing or proposed easements shall be shown on the plat drawing indicating whether such easement is for any specific purpose. Utility easements for the use of public utilities of not less than seven and one-half (7.5') feet in width shall be provided along each side of all rear property lines or on the contained side of perimeter lots. If necessary for the extension of water or sewer mains, storm drainage or other utilities, easements of greater width may be required, or additional easements may be required, along lot lines or across lots. In all cases, easements shall connect with easements already established in adjoining properties or extend to connect with a public right-of-way. No lot shall be shown with an easement which prevents proper development and full utilization of the lot as a suitable building site for the intended zoning district.
- E. Lot and Block Numbering - All lots and blocks shall be consecutively numbered, or lettered in alphabetical order. The blocks in subdivisions bearing the same name shall be numbered or lettered consecutively through the several sections or phases. Lettering for blocks shall be larger and bolder than lot numbers or circled to make identification clear. Any lot or block which is planned as an “out-parcel” shall be numbered and designated on the plat with notation regarding any development restrictions.



F. Map Sheet Size - Map sheets shall be of such size as are acceptable for filing in the office of County Clerk and shall not exceed twenty-four by thirty-six (24" x 36") inches, but may be eighteen by twenty-four (18" x 24") inches, with a binding margin of not less than one and one-half (1-1/2") inches on the left side of the sheets. Sheets shall be numbered in sequence if more than one (1) sheet is used and an index sheet provided with match lines.

G. North Arrow - A north arrow indicating the approximate true north shall be predominantly placed near the scale.

H. Ownership/Developer - The name, address, and telephone number of the current legal owner, and the name, address, and telephone number of the developer, if other than the owner, shall be shown on the plat drawing.

I. Plat Notes and Conditions - When appropriate, the drawing shall contain a listing of any Plat Notes and Plat Conditions in a readily identifiable location with each note numbered consecutively.

J. Public Use Areas - The location and dimensions of all property proposed to be set aside for park use, or other public or common reservation shall be shown on the plat drawing, with designation of the purpose thereof, and conditions, if any, of the dedication or reservation.

K. Scale - The drawing shall be prepared at a numerical scale no greater than one (1") inch equals one hundred (100') feet. At the discretion of the Director of Public Works, the plat may be drawn at a numerically smaller scale, i.e. 1" = 50', 1" = 40', etc. if the plat can still be drawn on the required sheet size. A graphic scale symbol shall be placed on the drawing.

L. Street Names - All existing and proposed street names shall be shown on the plat drawing. New street names shall be sufficiently different in sound and in spelling from other road names in the City so as to not cause confusion. A road which is, or is planned as a continuation of, an existing road shall bear the same name.

M. Street Right-of-Way - The width of all existing and proposed public street rights-of-way shall be shown on the plat drawing and be consistent with the minimum requirements contained in the Design Manual and the Master Streets Plan. Dimensions shall be shown for all curves. The distance from the centerline of any existing roadway of a boundary street to the proposed subdivision shall be shown to determine the adequate [adequacy] of right-of-way along the route and to determine if additional right-of-way is necessary to accommodate the proposed street. Sufficient iron pins shall be found or set and shown on the drawing together with dimensions to adequately describe all perimeter streets.

N. Subdivision Boundary - The proposed subdivision boundary lines shall be shown in heavy lines so as to provide a differentiation with the internal features of the area being proposed for platting. The location and dimensions of all boundary lines of the property shall be expressed to the nearest hundredth foot.

O. Subdivision Name - The name of the proposed subdivision with predominantly larger letters than those used elsewhere shall be shown on the drawing within the Title Block. The proposed name of the subdivision shall not be a duplication of any existing subdivision name, whether by spelling or pronunciation, or similar to any other subdivision within the City unless the proposed subdivision is contiguous with a subsequent filing or a replat of an

existing subdivision. The City Council shall have final authority to require a change in the proposed name of the subdivision.

P. Title Block - In addition to the name of the subdivision shall be an entry indicating whether the plat is a Preliminary Plat, Final Plat, Replat, Minor Plat, Amending Plat, or Development Plat.

Q. Vicinity Location Map - A small vicinity location map shall be shown on the plat drawing. The vicinity location map shall be drawn at an approximate scale of 1" = 2000' and show sufficient streets, Collector and Arterial Street names, and major features of the surrounding area to locate the area being subdivided.

R. Surveyor's Certification - Every final plat drawing shall contain a Surveyor's Certification of Compliance by a Professional Land Surveyor registered in the State of Texas. The Certification of Compliance shall not be less than one and one-half inches high and four inches wide and contain the following information:

KNOW ALL MEN BY THESE PRESENTS

That I, \_\_\_\_\_, a Registered Professional Land Surveyor licensed in the State of Texas, do hereby certify that this Plat is true and correct and was prepared from an actual survey made under my supervision on the ground.

\_\_\_\_\_

Signature

Date

Phone Number: \_\_\_\_\_ (Affix Seal)

## **Section 11.2 Additional Requirements for Preliminary Plat Drawings**

In addition to the minimum information required of all plat drawings contained in [Section 11.1](#) of these Subdivision Regulations, every Preliminary Plat Drawing shall include the information contained in this section.

A. Permanent and Temporary Structures - The location and general outline of any existing permanent or temporary structures with sufficient dimensions to determine building line encroachments shall be shown on the plat drawing.

B. Sectionalizing or Phasing of Plats - The plat drawing shall indicate any sectionalizing or phasing of the proposed subdivision. Thereafter, plats of subsequent units of such subdivision shall conform to the approved overall layout and phasing, unless a new Preliminary Plat is submitted. However, a subsequent reduction of a phase may be considered provided that it conforms to the original street arrangement.

C. Zoning Classification - The plat drawing shall indicate the current zoning classification of the proposed subdivision and all adjacent properties.

D. Lot Dimensions - The approximate dimensions of all proposed or existing lots with sufficient detail to verify compliance with the specific requirements of the Zoning Ordinance shall be shown on the plat drawing.

E. Floodplain Features - The location of the 100-year flood limits, if applicable, shall be shown on the Preliminary Plat drawing. If the subdivision or a portion thereof is located in a 100-year floodprone area, the developer will be required to comply with the Design Manual and the Flood Damage Prevention Ordinance.

F. Certificate of Approval - Every Preliminary Plat Drawing shall contain a Certificate of Approval by the City Council. The Certificate of Approval shall not be less than one and one-half inches high and four inches wide and contain the following information:

The City Council of the City of Newark, Texas voted affirmatively on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to approve this Preliminary Plat.

\_\_\_\_\_

Mayor

Attest:

\_\_\_\_\_

City Secretary

### **Section 11.3 Additional Requirements for Replats, Minor Plats, Amending Plats, and Final Plat Drawings**

Every Replat, Minor Plat, Amending Plat, or Final Plat drawing shall include the following information in addition to the minimum information required of all plat drawings contained in [Section 11.1](#) of these regulations.

A. Metes and Bounds Description - A written metes and bounds description of the property shall be shown on the plat drawing that will readily determine the location, bearing and length of all perimeter boundary lines, and be capable of reproducing such lines upon the ground with a closure error of less than 1:25,000. The Legal Description shall include reference to an original survey or subdivision corner, and the Texas NAD83 State Plane Coordinate System. The Legal Description shall include the acreage of the total area of the proposed subdivision and be consistent with the subdivision boundary, and information to show the last instrument conveying title to each parcel of property involved in the proposed subdivision, giving grantee and land records references. The Legal Description will also be shown in its entirety on a separate 8-1/2 x 11 or 8-1/2 x 14 inch sheet of bond paper to meet the filing requirements of the Tarrant County or Wise County Clerk's Office (whichever the case may be).

B. Lot Dimensions - The exact dimensions of all proposed or existing lots and the perimeter boundary of the subdivision shall be shown on the plat drawing.

C. Lot Areas - The area for each lot expressed in square feet shall be shown on the plat drawing. (This information may be shown in tabular form on the plat or on a separate sheet.)

D. Irregular Side Lot Lines - Side lot lines which are not perpendicular to the street right-of-way shall be indicated with bearing and distance.

E. Permanent Structure Encroachments - Any permanent structures which encroach any building setback lines and will remain after completion of the development shall be shown on the drawing with appropriate dimensions.

F. Drainage Easements - The location of any drainage easements, if applicable, shall be shown on the plat drawing. If the subdivision or a portion thereof is located in the 100-year floodprone area, the developer will be required to comply with the provisions of the Design Manual and the Flood Damage Prevention Ordinance.

G. City Council Approval Certification - Every Replat or Final Plat shall contain a Certificate of Approval by the City Council as will Amending and Minor Plats when appropriate. The Certificate of Approval by the City Council shall not be less than two inches high and four and one-half inches wide and contain the following information:

The City Council of the City of Newark, Texas voted affirmatively on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, to approve this Plat.

\_\_\_\_\_

Mayor

Attest:

\_\_\_\_\_

City Secretary

H. Tarrant County or Wise County Certification - Any Certification block required by the Tarrant County or Wise County Clerk's Office (whichever the case may be) for filing shall be shown on the plat drawing.

I. Dedication Certificate - Every Replat, Amending Plat, Minor Plat, or Final Plat shall contain an Owner's Certificate of Dedication as follows:

KNOW ALL MEN BY THESE PRESENTS:

That I, (owner's name) do hereby certify that I am the legal owner of the above described tract of land and do hereby convey to the public or public use, the streets, alleys, rights-of-way, easements, and any other public areas shown on this plat.

\_\_\_\_\_

Signature of Owner

STATE OF TEXAS        )

COUNTY OF TARRANT    )

Before me, the undersigned Notary Public in and for said county and State on this day personally appeared \_\_\_\_\_, 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 expressed, and in the capacity therein stated.

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

\_\_\_\_\_

Notary Public in and for Tarrant County

\_\_\_\_\_

Printed Name

My commission expires: \_\_\_\_\_