



**Plat Application**

Planning & Community Development  
800 Main Street 2<sup>nd</sup> Floor  
Ph: (972) 205-2445  
Fax: (972) 205-2474

Property Owner (name or entity): \_\_\_\_\_  
 (The Property Owner on the above line must match the Owner information shown on the Acknowledgement Sheet.)

Owner Contact (name):  Engineer  Architect  Surveyor  Owner

Owner Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Owner Email: \_\_\_\_\_ Office Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_

REQUIRED

Applicant/Agent (name or firm) \_\_\_\_\_  
 (If the Agent is the same as the Owner, indicate Same.)  Engineer  Architect  Surveyor  Owner

Contact (name): \_\_\_\_\_

Contact Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Email: \_\_\_\_\_ Office Phone: \_\_\_\_\_  
 Cell Phone: \_\_\_\_\_

REQUIRED

Property Address: \_\_\_\_\_  
 (If no address is available then provide a general location.)

Proposed Subdivision Name: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
 (If the property is not subdivided, submit a Metes and Bounds description on a USB Flash Drive in Microsoft Word format.)

Survey Name: \_\_\_\_\_ Abstract Number: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_ Total Acreage \_\_\_\_\_ Total Lots/HOA Lots \_\_\_\_\_ / \_\_\_\_\_

Purpose for Platting: \_\_\_\_\_

Pre-Submittal Case #: \_\_\_\_\_

REQUIRED

**Plat Type?**  Pre-Filing Application  30-Day Application

Preliminary Plat  
 Final Plat  
 Replat  
 Plat Vacation  
 Amending Plat  
 Conveyance Plat

REQUIRED - - CIRCLE  
YOUR APPLICATION  
PROCESS AND TYPE.



**Application Plat**

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**Acknowledgments**

It is a misdemeanor to give false information to a City employee or an agent of the City, punishable by a maximum fine of \$1,000.00. Applicants (or a representative) are expected to be present at all public hearings concerning this application to justify and explain their request and to answer questions posed by the City Plan Commission.

Signature of Current Property Owner \_\_\_\_\_ Date \_\_\_\_\_

BEFORE ME, the undersigned authority, on this day personally appeared \_\_\_\_\_,  
(printed owner name)

known to me to be the person whose name is subscribed to the foregoing instrument

\_\_\_\_\_  
(printed notary name) and

acknowledged to me that they executed the same for the purposes and consideration and under the authority therein expressed.

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

Signature of Notary: \_\_\_\_\_

Notary Public for and in the State  
of Texas

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

**In all circumstances the above section must be signed by the owner and notarized. If a person other than the owner is submitting this application, the below section must be signed by that person and notarized (that person is the applicant/agent). Effective January 1, 2017 all Notary Stamps must contain the Notary Identification Number.**

Signature of Applicant/Agent \_\_\_\_\_ Date \_\_\_\_\_

BEFORE ME, the undersigned authority, on this day personally appeared \_\_\_\_\_,  
(printed owner name)

known to me to be the person whose name is subscribed to the foregoing instrument

\_\_\_\_\_  
(printed notary name) and

acknowledged to me that they executed the same for the purposes and consideration and under the authority therein expressed.

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

Signature of Notary: \_\_\_\_\_

Notary Public for and in the State of Texas My

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

## PLAT CHECKLIST

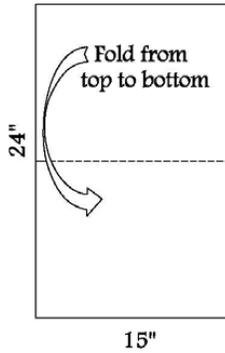
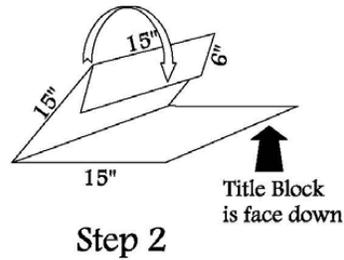
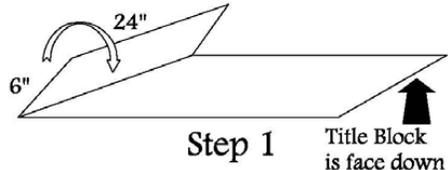
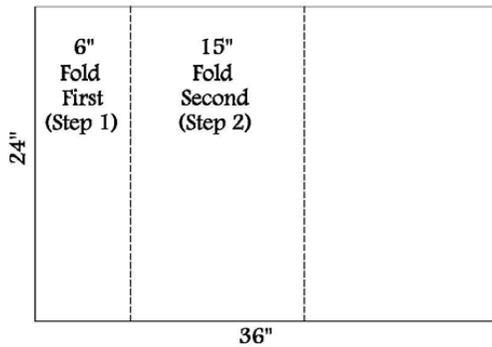
	<b>Select One</b>
<p><input type="checkbox"/> <b>Preliminary Plat</b> An initial plat illustrating the proposed subdivision of land (usually into multiple lots) where municipal facilities have to be extended. Preliminary Plats show the basic lot/street/easement layout. Preliminary Plats are submitted for approval before preparation of the final plat. (single &amp; two-family zoning districts only)</p>	<p><input type="checkbox"/> <b>Replat</b> A plat in which an existing subdivision of lots or portion thereof is being further subdivided or combined to create more or fewer lots.</p>
<p><input type="checkbox"/> <b>Final Plat</b> A plat illustrating the proposed subdivision to be approved by Plan Commission. Some circumstances may require approval of a Preliminary Plat.</p>	<p><input type="checkbox"/> <b>Minor Plat (Administrative)</b> A plat involving four or fewer lots that have not been previously platted, fronting on an existing street and not requiring the extension of municipal facilities.</p>
<p><input type="checkbox"/> <b>Plat Vacation</b> A process wherefore an existing subdivision of lots are removed entirely including the extinguishment or abandonment of utility easements, street right-of-ways and other land interest which voids the original plat as if it had never existed.</p>	<p><input type="checkbox"/> <b>Amending Plat (Administrative)</b> A plat involving the correction of errors in the previous plat or for the reconfiguration or deletion of existing lot lines.</p>
	<p><input type="checkbox"/> <b>Conveyance Plat</b> A plat in which land is to be divided into lots or to dedicate road right-of-way or when such subdivision of land is for conveyance (sale or inheritance) purposes only. Subsequent Final Plat Required prior to development.</p>

**Each document submitted must be labeled with the subdivision name and Pre-Submittal number.**

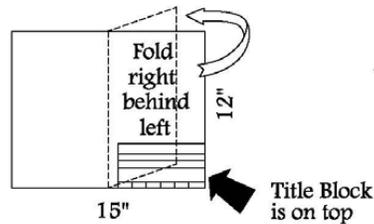
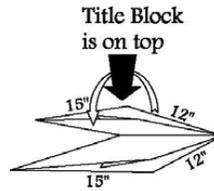
		<b>SUBMITTAL CHECKLIST</b>
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application including signatures.
<input type="checkbox"/>	<input type="checkbox"/>	Copies of plats: Three (3) copies, 24" X 36" (folded) black line prints; AND
<input type="checkbox"/>	<input type="checkbox"/>	a <b>flash drive</b> provide a vector-based PDF copy of the plat.
<input type="checkbox"/>	<input type="checkbox"/>	Provide evidence of current property ownership in the form of a Title Commitment issued by a title insurance company authorized to do business in Texas, or one of the following: a) vesting deed b) title opinion letter from an attorney licensed to practice in Texas, or c) some other acceptable proof of ownership, identifying all persons having an ownership interest in the property subject to the plat application. If any changes in property ownership or signatories/signature blocks have been made since the Working Plat achieved "Acceptable Status", updated evidence of current ownership and title is required.
<input type="checkbox"/>	<input type="checkbox"/>	Documentation from the Engineering Department that a Working Plat has been reviewed and acceptable status achieved.

**FINISHED SIZE SHALL BE APPROXIMATELY 7.5" X 12" AND FOLDED SO  
OUTSIDE PORTION IS THE TITLE BLOCK**

**Folding a 24" x 36" Plat  
 WITH TITLE BLOCK OUT**



**Step 3**



**Step 4**

